



# Personnel Board of Jefferson County

The Foundation of Your Merit System Career

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## MINUTES OF MEETING OF THE PERSONNEL BOARD OF JEFFERSON COUNTY JULY 12, 2016

The Personnel Board of Jefferson County met on Tuesday, July 12, 2016. Present at the meeting were L. Kenneth Moore, Chairman; Ann Florie, Associate Member; and Lonnie Washington, Associate Member. Present from the Personnel Board were Lorren Oliver, Personnel Director; Jeff Crenshaw, Deputy Personnel Director; Brian Bellenger, Employment Testing; Kim Kinder, Employee Services; Robert Groce, Information Services; Pete Blank, Training and Development; Cynthia Holiness, Business Office; Leslie Coyne, Counsel for the Personnel Board; and Personnel Board staff.

### I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

Chairman L. Kenneth Moore opened by welcoming the assembly and gave a brief overview of the proceedings. He then extended the floor to Lorren Oliver for staff updates.

### II. OPERATIONAL UPDATES

**Personnel Director** – Mr. Oliver reported that in June 2016, the Personnel Board conducted ongoing recruitment for fifty-three (53) Merit System job classes and received three thousand two hundred sixty-eight (3,268) applications. The Board placed four hundred forty-six (446) individuals on registers. The Board released twelve (12) new registers with a total of four hundred one (401) qualified individuals for employment consideration within the jurisdictions. Another forty-five (45) qualified applicants were placed on ten (10) registers for difficult to recruit for job classes. Registers released in June 2016 included Heavy Equipment Operator, Construction Equipment Operator, Patient Care Technician and Principal Attorney. The Board received ninety-seven (97) new requests to fill a total of two hundred one (201) vacancies in the Merit System. Eighty-four (84) of these requests (87%) were processed immediately, and the remaining thirteen (13) requests (13%) were sent to Employment Testing and are at varied stages of the register development process. One hundred six (106) certifications were issued in June 2016 to provide qualified personnel to fill vacancies in fifty-seven (57) Merit System job classes.

The Personnel Board's business systems function processes a variety of personnel actions (e.g., Hires, Promotions, Separations, Transfers, Merit Increases, and Premiums). In June 2016, one thousand three hundred sixty-three (1,363) personnel actions were processed. Year-to-date, three thousand six hundred eighty-one (3,681) personnel actions have been processed. The Board processed five thousand ten (5,010) payroll records in June 2016, bringing the year-to-date total to twenty-seven thousand, four hundred sixty-two (27,462). The Board also conducts audits of payroll records, and in June 2016, audited one thousand five hundred sixty-eight (1,568) individual payroll records. Year to date, eighteen thousand two hundred thirty (18,230) payroll records have been audited.

In June 2016, the Personnel Board delivered training to four hundred twenty-one (421) Merit System employees in a variety of courses ranging from business software to supervisory skills. Year to date, two thousand three hundred sixty-one (2,361) employees have attended training at the Board.

**Deputy Director** – Dr. Jeff Crenshaw reported that the Information Services Department through Jefferson County Purchasing has issued an Request for Proposal (RFP) seeking a vendor to host, develop and implement an IT Disaster Recovery Plan and Backup Strategy that is comprehensive enough to ensure that business interruptions can be minimized in the event of a disaster by restoring critical hardware and software systems, files and computer output services. Proposals have been submitted and staff is currently in the evaluation process. It is anticipated that a contract for these services will be presented to the Board next month.

The 2016 MPACT program was completed on June 7, 2016. On that day, MPACT participants presented their MPACT project to fellow classmates, their supervisors and department heads, and a number of Personnel Board representatives. The Personnel Board would like to commend and congratulate these individuals for their accomplishments and contributions to their organizations and communities. Graduation for this year's MPACT graduates and those employees completing a certificate program will be held on July 29, 2016 at the Bessemer Civic Center. The City of Bessemer has been gracious enough to allow us use of their facility free of charge. The Training Department is finalizing preparations for the ceremony.

Pete Blank, Training & Organizational Development Manager, was recently named a 2016 Learning! Champion by ELearning! Magazine. The Learning! Champion award is given annually to high performers who drive organizational change through learning. Mr. Blank was recognized at the Enterprise Learning! Conference in Anaheim in June 2016 and featured in the May/June issues

of Elearning! and Government Elearning! magazines.

**Applicant Services** – Dr. Crenshaw reported on Guy Dewees’ behalf. The majority of the department’s recruiting activity has been focused on positions in Healthcare, Human Resources, and Skilled Trade positions. For Healthcare positions recruiters networked with several graduate nursing programs, posted to nursing career websites, as well as sourced and networked on LinkedIn. For Human Resources positions the Board reached out to individuals on previous and similar registers, sourced and networked on LinkedIn, and posted to professional association web sites. For Skilled Trade positions recruiters networked at the Disadvantaged Business Enterprise Conference and sourced and networked through Indeed.com. Recruiters attended the Birmingham Regional Career Fair hosted by Alabama Career Center and spoke with students at the Epic Elementary Career Day.

First Responders Night with the Birmingham Barons went very well. Public Safety employees from Birmingham, Bessemer, Tarrant, Vestavia, and the Sheriff’s Department were on hand to assist in handing out giveaways and discuss Merit System careers with Baron fans. The Personnel Board extended thanks and appreciation for the support and participation from the participating jurisdictions. Thanks and appreciation was also extended to the Personnel Board employees from other departments who helped out at the event as well.

**Employment Testing** – Dr. Brian Bellenger reported that as of July 12, 2016, there are thirty-five (35) job classes being studied in order to create new eligible lists. Thirteen (13) of these jobs are requests received during the month of June 2016, and two (2) additional requests have been received thus far in July 2016. Employment Testing is in the process of conducting job analyses, developing minimum qualifications or administering and scoring tests for twelve (12) jobs. The remaining twenty-three (23) jobs have been sent to Applicant Services and are in some phase of announcement and application screening.

Testing staff recently completed minimum qualification development on one hundred ninety-two (192) jobs that were studied in the annual survey that was approved at the last Board meeting. The department is also wrapping up job analyses on one hundred sixty (160) jobs that will be studied in the next survey which will open in September 2016.

Dr. Bellenger acknowledged two employees in the department, Dr. Marty Alber and Dr. Stacey Lange, who wrote a chapter entitled **Developing an Online Job Analysis Questionnaire: The**

**Ever Changing Process** which was recently published in a book titled *Transforming Government Organizations: Fresh Ideas and Examples from the Field*. Drs. Alber and Lange did an excellent job and represented the Board quite well.

**Employee Services** – Kim Kinder reported that for the month of June 2016, the Classification and Compensation Department approved eleven (11) advanced step requests, denied two (2) advanced step requests, processed twenty-three (23) certification requests for new positions, and approved nine (9) premium pay requests. The Employee Relations Department received notification of four (4) new appeals, thirteen (13) suspensions, seven (7) terminations and eight (8) written warnings. The staff held two (2) pre-hearing conferences and one (1) hearing was held. The Board received two (2) executed settlement agreements.

**Business Office** – Cynthia Holiness reported that as of the end of June 2016, the Board has expended approximately \$5.3 million dollars and has \$1.1 million dollars in open purchase orders. Of the \$5.3 million dollars that have been expended, \$4.1 million dollars were expended in salaries and fringe benefits; \$235 thousand dollars for maintenance support for IT and the second floor Testing equipment; \$130 thousand dollars for legal and hearing officer services; \$104 thousand dollars for online testing assessments, IT Consultants and transcription services; \$126 thousand dollars for advertising of Merit System positions; \$81 thousand dollars for hotel accommodations for volunteer Testing assessors; \$33 thousand dollars for Public Officials and Employment Liability Insurance and Cyber Protection Insurance; \$94 thousand dollars for staff development, volunteer assessor travel and per diem; \$424 thousand dollars for lease payments to Jefferson County for the rental of office space in the 2121 Building, and \$131 thousand dollars in other items such as copier rentals, meals for volunteer assessors and office supplies. The Board has committed approximately 64% of its \$10 million dollar budget.

### III. ACTION ITEMS

- a) The Board approved the minutes for the meeting held on June 14, 2016. (Motion made by A. Florie and Seconded by L. Washington)
- b) The Board approved the creation of a new job class, Chief Deputy Clerk Probate Court. Jefferson County requests to create the new job class of Chief Deputy Clerk Probate Court. The purpose of this class is to assist the Chief Clerk Probate Court by managing the administrative operations to ensure the court's matters and judicial proceedings are handled

efficiently, accurately and expeditiously. Market data for a Chief Deputy Clerk Probate Court suggests an average rate of pay of \$68,209. The new class, job code 280, Chief Deputy Clerk Probate Court, has a proposed pay grade of 26 and a salary range for Jefferson County of \$51,646 - \$80,059. (Motion made by L. Washington and Seconded by A. Florie)

- c) The Board approved a contract between the Personnel Board of Jefferson County and Lexmark Enterprise Software. The Personnel Board currently utilizes Lexmark Enterprise Software (Image Now) as its document management software tool. The maintenance contract is due for renewal. ImageNow provides the Board with document imaging and management capability. Electronic imaging eliminates physical storage requirements and provides a much more efficient and organized process of document storage and retrieval. In addition, ImageNow can be integrated with Lawson workflow to directly access employee records. The contract between Lexmark Enterprise Software, Inc. and the Personnel Board in the amount of \$17,891.00 for the period of October 1, 2016 to September 30, 2017. (Motion made by L. Washington and Seconded by A. Florie)
  
- d) The Board authorized a contract between the Personnel Board of Jefferson County and the State of Alabama to allow AT&T Corporation to provide and maintain internet access services to any identified location within the Personnel Board offices. This two-year contract is for internet services which include a high-speed, dedicated circuit connection with transport at speeds of 1mbs to 100mbs to any identified location within the Personnel Board offices. Reliable and efficient access to internet services is of the utmost importance to effective Personnel Board functioning and services. As the Board continues to expand the capabilities of the 10th floor Spark Center and develop more web based applications, the current connection speed has at times hampered the Board's staff performance as well as essential software applications. Currently, internet services are provided through a direct contract with AT&T for speeds of 1mbs to 10mbs. The Personnel Board's necessity for increased internet speed and greater reliability is essential to providing effective and reliable service to Personnel Board customers. The cost of the two-year contract is \$15,843.00/year or \$1,320.25/monthly. (Motion made by L. Washington and Seconded by A. Florie)
  
- e) The Board authorized renewal of the contractual agreement with AdTrav Travel Management to provide air travel services to volunteer assessors working with the Personnel Board. AdTrav Travel Management will purchase airline tickets for volunteer assessors who assist

the Personnel Board in various aspects of its testing programs. The purpose of this contract is to secure the professional services of AdTrav Travel Management to research and identify the most economical airline service, secure airline reservations and ticketing, and provide airline itinerary to travelers. The contract resulted from the Jefferson County's Request for Proposal No. 61-14, as it relates to the Code of Alabama 1975 Article 2 – State Bid Law. The contract will cover the period of October 1, 2016 through September 30, 2017 and the 2017 projected budget for this service is \$155,000. (Motion made by L. Washington and Seconded by A. Florie)

f) The Board approved the following requests for Extended Administrative Leave with Pay:

1. Brian Edwards, Jefferson County Sheriff's Office
2. Venita Edge, Jefferson County Sheriff's Office
3. LaTonya Samuel, Jefferson County Department of Health

(Motion made by L. Washington and Seconded by A. Florie)

#### IV. JURISDICTION CONTRACTS

a) The Board approved a contract between the City of Birmingham (Public Works) and Simplex-Grinnell. Contracted services will include installing, inspecting, testing, maintaining and repairing fire protection and fire alarm systems. Working in conjunction with City of Birmingham employees, during inspections and testing the contractor would provide a service program to determine needed repairs to fire protection and fire alarm systems. The contract term is one (1) year with the option to extend an additional two (2) years. The contract cost is \$49,891.00. The contract was approved based on the sporadic nature of the services provided, and the cost of the contract being less than that of an employee hired to perform similar work.

(Motion made by L. Washington and Seconded by A. Florie)

b) The Board approved a contract between the City of Birmingham (Public Works) and Trane. The nature of work encompasses capital improvement upgrades to be performed on approximately 125 buildings owned by the City of Birmingham. These buildings include, but are not limited to, all fire stations, all police precincts, City Hall, museums, and recreation centers. The proposed upgrades involve the replacement of the existing equipment and systems with energy efficient options that will result in future, substantial cost saving for the City of Birmingham. The work will be performed over a period of eighteen (18) months (June 24, 2016 to December 24, 2017) at a cost of \$60,926,832.00. The City of Birmingham

indicated that approximately 75% or \$45,000,000 of the cost of the contract will be related to the purchase of the energy efficient equipment. Based on the specialized knowledge required to perform the services, the sporadic nature of the work, the fact that the City does not have the equipment or facilities to perform the work and the fact that it is likely more cost effective to contract the services, the contract was approved. (Motion made by L. Washington and Seconded by A. Florie)

- c) The Board approved a contract between the Jefferson County Department of Health and Dr. Robert Angus. Dr. Angus will provide statistical analysis for water quality data, fish specification, habitat assessment and bio assessment evaluation for the Jefferson County Department of Health's Environmental Health department. The contract term is three (3) years at a cost of \$14,700.00 (\$4,900/year). Based on the sporadic nature of the work, the contract was approved. (Motion made by L. Washington and Seconded by A. Florie)
- d) The Board *conditionally* approved a *proposed* contract between Jefferson County (Environmental Services) and a yet-to-be selected contractor. The contractor will use specialized equipment to assess the condition of large diameter sanitary sewers in the Valley Basin. The assessment will involve the use of sonar, LIDAR and CCTV equipment to determine surface defects above the water line of the sewer pipes in this area. The scope of work also includes debris removal as needed to facilitate the passage of equipment through the pipes. The procedure will utilize pipeline assessment and certification programs to document defects within the sewer pipes. Jefferson County has never investigated these large diameter sewers due to the lack of specialized and expensive equipment. The contract term is one (1) year and the cost is \$2,540,000.00. Based on the consideration given to the specialized knowledge, skills and abilities necessary, and the estimated cost saving for the County the proposed contract was approved *conditioned* on submission of the resulting contract indicated the represented scope of services and cost included in this submission for Personnel Board records. (Motion made by L. Washington and Seconded by A. Florie)

V. APPEAL OF DIRECTOR'S DETERMINATION (Rehire; Reinstatement; Grievance, etc.)

- 1) Philip Green – Jefferson County Sheriff's Office – (GR-2016-03-0344-JC) Grievance – Upon review of the information provided, the Board UPHELD the determination of the Director of Personnel and finds that the matters grieved are not subject to adjustment under Rule 15. (Motion made by L. Washington and Seconded by A. Florie)

VI. CONTESTED ITEMS - Appeal of Disciplinary Actions (Suspension, Demotion, Termination, etc.)

- a) Martin King vs. the City of Birmingham (Public Works) – (DA-2015-2025-BH; DA-2016-2054-BH) Joint Motion to Dismiss Appeal & Settlement Agreement. Upon review, the Board finds that the terms of the Settlement Agreement are consistent with the Rules and Regulations of the Personnel Board of Jefferson County. This appeal is hereby DISMISSED. (Motion made by L. Washington and Seconded by A. Florie)
  
- b) Joshua Crawford vs. the City of Birmingham (Park and Recreation) – (DA-2016-2053-BH) Joint Motion to Dismiss Appeal & Settlement Agreement. Upon review, the Board finds that the terms of the Settlement Agreement are consistent with the Rules and Regulations of the Personnel Board of Jefferson County. This appeal is hereby DISMISSED. (Motion made by L. Washington and Seconded by A. Florie)
  
- c) Nekiya Jones vs. the City of Birmingham (Public Works) – DA-2016-2063-BH – H.O. Report & Recommendation. Ms. Nekiya Jones, Pro se; and Pamela Jones, Esq., Counsel for the City of Birmingham, addressed the Board. Upon due consideration of all relevant parts of the record, the Board AFFIRMS the Hearing Officer’s recommendation to reduce the ten (10) calendar day suspension to five (5) calendar days. (Motion made by L. Washington and Seconded by A. Florie)

VII. INFORMATION AND DISCUSSION ITEMS

- a) The Board acknowledged the Jefferson County Department of Health’s resolution authorizing employees of the Health Department to use accrued sick and vacation leave after completing ninety (90) consecutive days of employment. Personnel Board Rule 13.9 states, “Pursuant to 1989 Ala. Acts 756, the provisions of Rule 13.9 (and the corresponding provision of Section 19 of the Enabling Act), relating to accrual, accumulation, use, disposition, and forfeiture of annual vacation leave, are applicable at the option of each Appointing Authority...” and, “...If an Appointing Authority elect not to apply this Rule or any part thereof, it must so notify the Board in writing, and must provide a copy of the rule(s) to be applied by the Appointing Authority in lieu of the Rule.”

b) Provisional Appointments

1. Michael A. Brown	Sr. Construction Supv	Birmingham	Approved
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c) Advance Steps

1. Person, Bryan	Park Maintenance Supv	Bessemer	Approved
2. Dubose, William	Network Sys Admin II	Birmingham	Approved
3. Kathiany, Natasha	Accounting Assistant I	Birmingham	Approved
4. Spain, Traci	Licensed Practical Nurse	Health Dept.	Approved
5. Morris, Jared	Sr. Water Utility Svcs Wkr	Irondale	Approved
6. Brown, William	Heavy Equip Operator	Jeff County	Approved
7. Goodwin, Steven	Heavy Equip Operator	Jeff County	Approved
8. Hardin, Michael	Heavy Equip Operator	Jeff County	Approved
9. Hogge, Samuel	GIS Database Supv	Jeff County	Approved
10. Ragland, DeAndra	Legal Secretary	Jeff County	Denied
11. Rice, Sandra	GIS Database Supv	Jeff County	Approved
12. Threadgill, Reginald	GIS Database Supv	Jeff County	Approved
13. Voss, Roger	Police Sergeant	Tarrant	Denied

d) Reinstatements

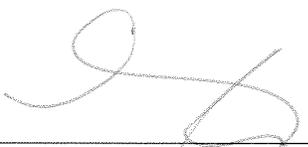
1. Juanita Drake	Medical Clerk	Health Dept.	Approved
2. William Smith	Police Officer	Birmingham	Approved

e) May/June Board Bi-monthly Expenditure Report(s)

VIII. EXECUTIVE SESSION

No executive session was held. The meeting was adjourned at 1:06 pm.

  
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L. Kenneth Moore, Chairman  
Personnel Board of Jefferson County

  
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Lonnie Washington, Associate Member  
Personnel Board of Jefferson County

  
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Ann Florie, Associate Member  
Personnel Board of Jefferson County

Attested By:

  
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Jeff Crenshaw, Deputy Director