



Personnel Board of Jefferson County

The Foundation of Your Merit System Career

MINUTES OF MEETING OF THE
PERSONNEL BOARD OF JEFFERSON COUNTY
January 10, 2017 - 1:30 p.m.

The Personnel Board of Jefferson County met on Tuesday, January 10, 2017. Present at the meeting were L. Kenneth Moore, Chair; 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; Guy Dewees, Applicant Services; Kim Kinder, Employee Services; Cynthia Holiness, Business Office; Robert Groce, Information Services; Pete Blank, Training and Development; Leslie Coyne, Counsel for the Personnel Board; and Personnel Board staff.

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

Chair L. Kenneth Moore called the meeting to order and after opening comments, extended the floor to Personnel Director Lorren Oliver to begin departmental updates.

II. OPERATIONAL UPDATES

Personnel Director – Mr. Oliver reported that in December 2016, the Personnel Board conducted ongoing recruitment for thirty-eight (38) Merit System job classes and received one thousand forty (1,040) applications. The Board placed one thousand five hundred and three (1,503) individuals on registers. The Board established twelve (12) new registers with a total of nine hundred ninety-four (994) qualified individuals for employment consideration within the jurisdictions. Another fifty-nine (59) qualified applicants were placed on thirteen (13) registers for difficult to recruit job classes. The Personnel Board conducts continuous or open-until-filled recruiting for these job classes. Registers released in December 2016 included Health Services Manager, Graphic Designer and Electrician. The Board received eighty-four (84) new requests to fill a total of one hundred thirty-three (133) vacancies in the Merit System. Seventy-three (73) of these requests (87%) were processed immediately, and the remaining eleven (11) requests (13%) were sent to Employment Testing and are at varied stages of the register development process. The Board

issued eighty-eight (88) certifications in December 2016 to provide qualified personnel to fill vacancies in fifty-five (55) Merit System job classes.

In December 2016, the business systems function processed five hundred fifty-six (556) personnel actions (e.g., Hires, Promotions, Separations, Transfers, Merit Increases, and Premiums). Year-to-date, eight thousand five hundred seven (8,507) personnel actions have been processed. The Board processed twelve thousand eighteen (12,018) payroll records in December 2016, bringing the year-to-date total to one hundred forty-three thousand, one hundred twenty-three (143,123). The Board also audited two thousand nine hundred forty-two (2,942) individual payroll records. This brings the year-to-date total to thirty-eight thousand nine hundred twenty-five (38,925) payroll records that have been audited.

In December 2016, the Personnel Board delivered training in a variety of courses ranging from business software to supervisory skills. One hundred twenty-eight (128) Merit System employees attended training offered by the Board, bringing the year-to-date total to four thousand three hundred ninety-nine (4,399).

Deputy Director – Jeff Crenshaw acknowledged the Training & Development Department for being in the Top 10% of Innovation in Leadership Programs, as recognized by Leadership Excellence, for its 360° Leader Program. This program consists of four certificate training components (i.e., Leading People, Leading Processes, Technical Development, & Professional Development), each requiring approximately fifty (50) training hours. Taken together the four certificates cover competencies that prepare individuals to be complete leaders in the public sector—individuals who not only have the ability to lead individuals, but also high level projects; individuals who understand their own developmental needs and can strategically position themselves to succeed and advance in the workforce; and individuals who have the skills to thrive in today’s technologically-driven society. The Training & Development Department will find out where it is ranked within that Top 10% on February 8, 2017 at the Leadership Excellence LEAD2017 Award Ceremony held in Nashville, TN.

Employment Testing – Brian Bellenger reported that as of January 10, 2017, there are thirty-six (36) job classes being studied in order to create new eligible lists. Eleven (11) of these jobs are requests received during the month of December 2016, and two (2) additional requests have been received thus far in January 2017. Employment Testing is in the process of conducting job

analyses, developing minimum qualifications or administering and scoring tests for ten (10) jobs. The remaining twenty-six (26) jobs have been sent to Applicant Services and are in some phase of announcement and application screening.

Upgrades to the 2nd Floor Testing Facility are fully underway. The full testing schedule is expected to resume by the first week of March 2017. The staff is currently working on job analyses for an additional one hundred seventy-five (175) jobs for the 2017 annual survey and developing minimum qualifications for the jobs that were included in the 2016 annual survey.

Applicant Services – Guy Dewees reported that the majority of our recruiting activity has been focused on positions in Human Resources, Public Works, and Environment Services. Social media was utilized for all three of these types of positions. Staff posted and networked on LinkedIn, Facebook, and Twitter, as well as posted to professional association web sites in their respective fields. In addition to social media efforts, the Board worked with the UAB Business E club to discuss ways to ensure that an ongoing connection to students as well as recent graduates is maintained.

The department is currently working with the Directors of the Alabama Career Centers in Jasper, Gadsden, and Albertville to co-host career events at each location in February 2017 with a focus on public safety positions. In the coming weeks the recruiters are scheduled to attend career events at UAB, Tuskegee University, University of Alabama in Tuscaloosa, and Jefferson State Community College.

Employee Services – Kim Kinder reported that for the month of December 2016, the Classification and Compensation Department approved seven (7) and denied one (1) advanced step request, processed eighteen (18) certification requests for new positions, and approved ten (10) premium pay requests. The Employee Relations Department received notification of two (2) new appeals, six (6) suspensions, two (2) terminations and three (3) settlement agreements. There was one (1) pre-hearing conference held and no hearings were held, due to the settlement agreements, during the month of December 2016.

Regarding the annual classification survey, job audits are being conducted and will be completed by January 13, 2017. Any reclassification recommendations from one job class to another will be reviewed and approved by a Committee of Managers at the Personnel Board. Initial recommendations are scheduled to be available to employees on February 24, 2017. This will open

the appeal period with final determinations scheduled to be available to employees in April of 2017.

Business Office – Cynthia Holiness reported that as of the end of December 2016, the Board has expended approximately \$1.8 million dollars and has \$2 million dollars in open purchase orders. Of the \$1.8 million dollars that have been expended, \$1.5 million dollars were expended in salaries and fringe benefits; \$74 thousand dollars for maintenance support for the Board’s IT systems; \$60 thousand dollars for online testing assessments, IT consulting fees and airfare reservations for the Board’s volunteer assessors; \$27 thousand dollars for legal and hearing officer expenses; \$46 thousand dollars for hotel accommodations for volunteer Testing assessors; \$10 thousand dollars for advertising of Merit System positions; \$27 thousand dollars for volunteer assessor travel and per diem; \$106 thousand dollars for lease payments to Jefferson County for the rental of office space in the 2121 Building; and \$6 thousand dollars in other items such as meals for volunteer assessors, software licenses and office supplies. The Board has committed approximately 28% of its \$10.7 million dollar budget.

III. ACTION ITEMS

- a) Board minutes for the meeting held on December 13, 2016. (Motion made by A. Florie and Seconded by L. Washington)

- b) The Board authorized a renewal of the Public Officials and Employment Practices Liability Policy for the Personnel Board. The current policy will expire on January 31, 2017. The purpose of this renewal is to secure employee practice liability insurance from Hiscox USA for the Personnel Board for the year 2017-2018. Through Jefferson County’s Risk Management Department and the County’s Broker, the Personnel Board was able to obtain the same coverage at the same price as last year. Last year’s premium was \$14,927. The proposal received from Hiscox USA for this year is \$14,927. The policy period is January 31, 2017 through January 31, 2018. In addition, the County’s brokerage firm does not charge a commission. (Motion made by A. Florie and Seconded by L. Washington)

- c) The Board authorized a contract between the Personnel Board of Jefferson County and Human Resource Management, LLC. (HRM). HRM will provide professional project management consulting for human resources information system (HRIS) due diligence needs assessment and implementation. The Personnel Board is seeking to acquire professional project management consulting services in order to conduct a thorough due diligence needs

assessment intended to identify strengths and weaknesses associated with its existing systems (Lawson/Infor; PeopleAdmin) and gaps in the services available/provided by these systems and, if deemed appropriate, assist in the selection and implementation of a new system .The contract is for the period covering January 10, 2017 through December 31, 2017 in an amount not to exceed \$90,285.00. (Motion made by L. Washington and Seconded by A. Florie)

- d) The Board authorized a contract between the Personnel Board of Jefferson County and Performance Cleaners. Performance Cleaners will provide professional custodial services for all Personnel Board offices and spaces within the 2121 Building. The services provided through this contract will help ensure cleaner, healthier and safer work spaces within the Personnel Board; protect and maintain property of the Personnel Board; and present a positive image of the Personnel Board and our Merit System agencies to thousands of visitors each year. This agreement results from the Personnel Board's Invitation to Bid (ITB) 25-17 and is a three (3)-year contract in the amount of \$35,151 annually. (Motion made by L. Washington and Seconded by A. Florie)
- e) CARRIED OVER from December 13, 2016 - Pursuant to Act No. 2006-339, the Personnel Board of Jefferson County is responsible for appointing a Member of the Board of Managers for the City of Birmingham's Retirement and Relief System. This Board (referred to as the "Pension Board") is comprised of nine members. One of the members is an appointee of the Personnel Board of Jefferson County and serves a four (4) year term. The members of the Pension Board meet on a monthly basis and are not paid for their service.

At the direction of the Three-Member Board, the position was re-posted for application on December 14, 2016 and closed on January 6, 2017. During the announcement period, twenty-eight (28) individuals submitted applications. Of the twenty-eight (28) complete applications submitted, four (4) applicants met the minimum qualifications and provided information for verification. A review of the applications indicates that all four (4) candidates are qualified for the Birmingham Pension Board position. Two (2) candidates have the experience and education that would substantially exceed the outlined minimum qualifications. Based on an evaluation of the qualifications, and noting the limitations of multiple candidates to regular physical attendance, it is recommended that the Board approve Martin Leonard for appointment to the City of Birmingham's Retirement and Relief System for the four-year term.

Following comments from Mr. James Love, Counsel for the City of Birmingham; retirees Daniel Carr and Fred Jones; candidate Ida Taylor; and Leslie Coyne, Counsel for the Personnel Board, the Board voted to carry over this matter to the February 14, 2017 meeting, to which candidates Martin Leonard and Ida Taylor will be invited to address the Board. (Motion made by L. Washington and Seconded by A. Florie)

IV. JURISDICTION CONTRACTS

- a) The Board conditionally approved a proposed contract between the City of Birmingham (Equipment Mgt) and TBD for wrecker services. The cost is not to exceed \$484,000 per year and the contract term will be 3 years from execution. The vendor will provide wrecker and storage services 24 hours/day, 7 days/week, 365 days/year for city owned vehicles and private vehicles towed at the request of the Police or Public Works Departments. In addition, the contractor will dispose of unclaimed abandoned vehicles. Given the cost of the equipment and facilities, not including fuel, vehicle maintenance or a staffing component, and the fact that wrecker services are traditionally contracted, the proposed contract was approved *conditioned* on the resulting services in the contract not deviating from the representations made in the submission; no work beginning prior to the execution of the contract; and the submission of the executed contract to the Personnel Board for the record. (Motion made by L. Washington and Seconded by A. Florie)

- b) The Board approved a new contract between Mountain Brook and Vicki Thomas. The contract term is three (3) years from execution and the cost is \$8,600/year at \$23.97/hour. Ms. Thomas will provide administrative services for the City's Revenue department in the event of vacation, illness, training or other absences by Merit System employees. Ms. Thomas, as a former Mountain Brook employee, has experience and knowledge of the City's ordinance, regulation and electronic databases as they pertain to permits, taxes, licenses, and billing and collection applications. Due to the sporadic nature of the services being performed, the contract was approved. The City will provide monthly utilization reports to the Personnel Board so that usage can be monitored and evaluated. (Motion made by L. Washington and Seconded by A. Florie)

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

- a) Yovette Jackson vs. City of Birmingham (Law Dept) GR-2016-11-0353-BH Grievance – Ineligible for Adjustment under Rule 15. Grievant Yovette Jackson addressed the Board.

The Board DENIED the Motion for Continuance and UPHELD the Director's determination and found that the matters grieved are not subject to adjustment under Rule 15. (Motion made by A. Florie and Seconded by L. Washington)

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

- a) Marshall Gulley vs. City of Birmingham (Police Dept) DA-2016-2070-BH H.O. Report and Recommendation; Complainant's Objection – Scott Morro, Counsel for Complainant Marshall Gully, Jeff Gilliam, Counsel for the City of Birmingham; and Mr. Gully addressed the Board. Upon due consideration of all relevant parts of the record, the Board AFFIRMS the Hearing Officer's recommendation and UPHOLDS the City of Birmingham's decision to suspend Officer Gulley for thirty working days effective May 9, 2016. (Motion made by L. Washington and Seconded by A. Florie)
- b) Shaun Deane vs. City of Birmingham (Police Dept) DA-2016-2071-BH Joint Motion to Dismiss and 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) Adam J. Voss vs. City of Birmingham (Police Dept) DA-2016-2085-BH Joint Motion to Dismiss and 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)
- d) Kevin P. Irizarry vs. City of Birmingham (Public Works) DA-2016-2082-BH Joint Motion to Dismiss and 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)
- e) Lakisha Hampton v. Jefferson County Sheriff's Office DA-2016-2091-JC Motion to Stay - Complainant Lakisha Hampton and Jay Murrill, Counsel for the Jefferson County Sheriff's Office, addressed the Board. In that the disposition of the criminal matter involving Ms. Hampton has a direct bearing on the matter before this Board, the Board finds that Ms.

Hampton's appeal should be stayed pending resolution of her criminal case which is currently pending in the Circuit Court of Jefferson County, Alabama. (Motion made by L. Washington and Seconded by A. Florie)

VII. INFORMATION AND DISCUSSION ITEMS

a) Advance Step(s)

1. Moore, Douglas	Equip Service Wkr	Bessemer	Denied
2. Pierce, Octavious	Landscape Crewldr	Center Point	Approved
3. Pugh, Wyatt	Building Insp Supt.	Homewood	Approved
4. Gamble, Erica	Medical Clerk	Health Dept	Approved
5. Brown, Celeste	Env Lab Compl Admin	Jefferson Co.	Approved
6. Goss, Barry	Chief Accountant	Jefferson Co.	Approved
7. Williams, Toni	Accounting Assistant II	Jefferson Co.	Approved
8. Stracener, Brian	Police Officer	Tarrant	Approved

b) Reinstatement(s)

1. Trey Morrison	City of Fairfield	Firefighter	Approved
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c) December/January Bi-monthly Board Expenditure Report(s)

VIII. EXECUTIVE SESSION

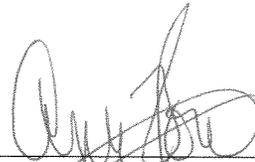
There being no further business, the meeting was adjourned at 3:05 p.m.



L. Kenneth Moore, Chairman
Personnel Board of Jefferson County



Lonnie Washington, Associate Member
Personnel Board of Jefferson County



Ann Florie, Associate Member
Personnel Board of Jefferson County

Attested By:



Jeff Crenshaw, Deputy Director
Personnel Board of Jefferson County