

# 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 April 11, 2017 - 1:30 p.m.

The Personnel Board of Jefferson County met on Tuesday, April 11, 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; Guy Dewees, Applicant Services; Kim Kinder, Employee Services; Cynthia Holiness, Business Office; 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 March 2017, the Personnel Board conducted ongoing recruitment for sixty-two (62) Merit System job classes and received two thousand eight hundred thirty-six (2,836) applications. The Board placed two hundred forty-eight (248) individuals on registers. The Board established twelve (12) new registers with a total of two hundred twenty-five (225) qualified individuals for employment consideration within the jurisdictions. Another twenty-three (23) qualified applicants were placed on eight (8) registers for difficult-to-recruit job classes. The Personnel Board conducts continuous or open-until-filled recruiting for these jobs classes. Registers released in March 2017 included Museum Education Coordinator, Database Administrator and Civil Engineer. The Board received one hundred nineteen (119) new requests to fill a total of two hundred sixty-eight (268) vacancies in the Merit System. One hundred seven (107) of these requests (90%) were processed immediately, and the remaining twelve (12) requests (10%) were sent to Employment Testing and are at varied stages of the register development process. The Board issued one hundred twenty-four (124) certifications in March 2017 to provide qualified personnel to fill vacancies in seventy-nine (79) Merit System job classes.

The business systems function processed nine hundred twenty-nine (929) personnel actions (e.g., Hires, Promotions, Separations, Transfers, Merit Increases, and Premiums) in March 2017, bringing the year-to-date total to two thousand five hundred seventy-six (2,576). The Board processed nineteen thousand three hundred fifty (19,350) payroll records, bringing the total this year to forty-two thousand seven hundred fifty-two (42,752). The Board also audited four thousand one hundred thirty-five (4,135) individual payroll records in March 2017, for a total of nine thousand seven hundred forty-one (9,741) records year-to-date.

The Personnel Board delivers training in a variety of courses ranging from business software to supervisory skills. In March 2017, four hundred forty-eight (448) Merit System employees attended training offered by the Board, bringing the year-to-date total to one thousand two hundred ninety-five (1,295).

**Deputy Director** – Jeff Crenshaw reported that in March 2017, Training & Development released two new courses: StandOut 2.0 and John Maxwell's 21 Irrefutable Laws of Leadership. Both courses consist of multiple sessions and work to identify employees' core strengths in targeted competencies to help prepare managers to lead at a high level and enhance their personal and organizational effectiveness.

The department has been planning and preparing for the 2017 graduation ceremony to be held later in the summer. The department has arranged for the Boutwell Auditorium to be the host facility and has secured Yolanda Sullivan, CEO of the YWCA of Central Alabama as the keynote speaker. Vanessa Jones has been selected as student speaker. Ms. Jones is an MPACT graduate and multiple certificate recipient who was recently promoted to Deputy Court Administrator for Jefferson County.

On April 4, 2017, the Personnel Board held the eighth meeting for the current MPACT participants. This session included a panel interview with prominent leaders of Merit System employees. This year's panel participants included Jefferson County department head Zhaleh McCullers, Birmingham Police Chief A.C. Roper, and Vestavia Hills City Manager Jeff Downes. MPACT participants posed questions about managing and leading in the public sector, leadership styles, management best practices, and a variety of other related topics. The Personnel Board would like to thank these individuals for their time and commitment to the development of Merit System employees.

Training & Development welcomed a new employee to the department. Terria McDonald, formerly a Talent Sourcing Specialist with the Personnel Board, accepted the position of Education & Training Coordinator and will assist the Training & Development department in the management and coordination of activities, events, and classes within the Spark Learning Center, along with other job duties.

Dr. Crenshaw reported that the Information Services staff has continued working closely with Human Resources Management (HRM) consultants to evaluate potential HR information systems and applicant tracking systems. The staff, in conjunction with HRM, has conducted extensive online research and contacted a number of cities and counties throughout the country to identify prospective vendors, issued a request for information to those prospective vendors, and held in-person or virtual customized system demonstrations to gain a better understanding of the features and capabilities of the various systems. The department is in the process of preparing a request for proposal (RFP) to be advertised later this month. Once proposals are received in response to the RFP, the Board will identify any potential finalists and schedule additional interviews and demonstrations of scripted system actions.

**Employment Testing** – On Brian Bellenger’s behalf, Jeff Crenshaw reported that as of April 11, 2017, there are forty-nine (49) job classes being studied in order to create new eligible lists. Fourteen (14) of these jobs are requests received during the month of March. No requests have been received during the month of April as of April 11, 2017. Employment Testing is in the process of conducting job analyses, developing minimum qualifications or administering and scoring tests for seventeen (17) jobs. The remaining thirty-two (32) jobs have been sent to Applicant Services and are in some phase of announcement and application screening. The staff is working on job analysis for 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. The written examination for Firefighter is scheduled for April 20, 2017. As of April 11, 2017, six hundred eight (608) applicants have registered to take the exam.

The Personnel Board congratulated Megan Krueger, Jamie Koladish, Stacey Lange, and Jody Lecheler for having presentations accepted for the 2017 International Personnel Assessment Council Conference in July. The presentation to be made by Megan Krueger and Jamie Koladish is titled “A Hands-On Tutorial for Creating Test Videos Using Free or Low Cost Software” and the presentation to be made by Stacey Lange and Jody Lecheler is titled “The Impact of Supervisory

Training on Test Performance.”

**Applicant Services** – Guy Dewees reported that the majority of recruiting activity has been focused on positions in Human Resources, Information Technology, and Firefighting. Social media was utilized for all three types of positions. Staff posted and networked on LinkedIn, Facebook, and Twitter, as well as posted to professional association web sites in the respective fields.

Staff attended career events at Lawson State Community College, the University of West Alabama, the University of North Georgia, Athens State, Alabama State, and the Dannon Project’s Spring Career Event. In March 2017, staff presented to a group in the Families Forward class at Jeff State Community College. Recruiters also assisted with mock interviews and participated in a panel discussion regarding career readiness. Family Forward is a program that is supported through the Women's Fund of Greater Birmingham with a goal to empower single mothers and their children to rise out of poverty through education and job training.

In the coming weeks, recruiters will attend events at Miles College, Calhoun State Community College, and Gadsden State Community College. The Board is also scheduled to attend the Young Professionals Summit hosted by Alabama Media Group at Regions field, and the Technology Talent Recruiting Project hosted by the Birmingham Business Alliance at Barber Motorsports Park.

**Employee Services** – Kim Kinder reported that for the month of March 2017, the Classification and Compensation Department approved seventeen (17) advanced step requests, processed twenty-three (23) certification requests for new positions, and approved seventeen (17) premium pay requests. The Employee Relations Department received notification of two (2) new appeals, twenty-four (24) suspensions, five (5) written warnings, six (6) terminations and one (1) settlement agreement. There were two (2) pre-hearing conferences held and no hearings were held during the month of March 2017.

Ms. Kinder reported that the 2016-2017 classification survey is coming to a close. The Board received twenty-three (23) appeals of the initial recommendations. Those appeals have been reviewed and will be presented to a panel of Managers at the Board on April 12, 2017. Final determinations are scheduled to be available to employees on April 19, 2017 and a public hearing to be held on May 9, 2017, at 1:30 p.m. with the regularly scheduled Board Meeting to immediately follow.

Ms. Kinder also reported that the Communications Committee met April 3, 2017. Representatives from public safety, public works, the Jefferson County Employee Association and several Board employees were present. The group discussed the classification survey, training opportunities, the redesign of the Personnel Board's website, the approach for upcoming Rule changes and the Merit System orientation class. The focus of the next meeting will be the newly designed Merit System Orientation class and any possible rule changes.

Erica Edwards-Lankford, was introduced to the Board as the new Compensation Manager. Erica has a MBA from UAB and over 15 years of compensation experience. She has managed compensation departments at UAB, Walter Energy and BellSouth. The Board welcomed Ms. Edwards-Lankford.

**Business Office** – Cynthia Holiness reported that as of the end of March, the Personnel Board has expended approximately \$4.1 million dollars and has \$1.9 million dollars in open purchase orders. Of the \$4.1 million dollars that have been expended, \$3.2 million dollars were expended in salaries and fringe benefits; \$138 thousand dollars for maintenance support for IT systems; \$189 thousand dollars for online testing assessments, IT consulting fees, janitorial services, painting and carpet cleaning services and airfare reservations for volunteer testing assessors; \$52 thousand dollars for legal and hearing officer expenses; \$62 thousand dollars for hotel accommodations for volunteer testing assessors; \$26 thousand dollars for advertising of Merit System positions; \$39 thousand dollars for volunteer assessor travel and per diem; \$15 thousand dollars for the renewal of the Board's Public Officials and Employment Practices Liability Insurance; \$318 thousand dollars for lease payments to Jefferson County for the rental of office space in the 2121 Building; and \$31 thousand dollars in other items such as meals for volunteer assessors, software licenses and supplies. At the mid-point of the fiscal year, the Personnel Board has committed approximately 49% of its \$10.7 million dollar budget.

Ms. Holiness reported that the budget process for fiscal year 2018 has begun. Budget submissions from the Division Managers were received in mid-March. Budget meetings with the Director and Division Managers will be held April 21, 2017. The budget process for 2018 should be completed by mid-May with budget information submitted to the Board Members for review at the end of May and the budget presented for approval during the June 13, 2017 board meeting.

### III. ACTION ITEMS

- a) The Board approved the minutes for the meeting held on March 14, 2017. (Motion made by L. Washington and Seconded by A. Florie)
- b) Item was withdrawn from the agenda.
- c) The Board authorized the renewal of a contract between the Personnel Board of Jefferson County and TekLinks for annual VMware maintenance and support. The Board has moved most of the physical servers to a virtual environment. Virtual environments take up far less physical space, provide more flexibility and scalability, and are less maintenance intensive. VMware is the software that transforms a physical server into a virtual repository. This contract is for maintenance and support of the software product. Renewal of the contract with TekLinks for VMware is for the period July 11, 2017 through July 10, 2020, at a cost of \$11,386.32. (Motion made by L. Washington and Seconded by A. Florie)
- d) The Board DENIED a petition to amend Personnel Board Rule 11.2. Scott T. Morro, Attorney for Paul A. Irwin, Jr., presented the Three-Member Board with a Petition to Amend Rule 11.2 during the Board's regularly scheduled monthly meeting on March 14, 2017. This petition was filed pursuant to Personnel Board Rule 2.4 which states that "Any interested person may file a petition with the Board to promulgate, amend, or repeal a Rule." Rule 2.4 of the Personnel Board Rules & Regulations requires that the Board shall either deny the petition or initiate rulemaking proceedings in accordance with Rule 2. (Motion made by L. Washington and Seconded by A. Florie)

### IV. JURISDICTION CONTRACTS

- a) The Board approved a new contract between the Jefferson County Department of Health and Claudia Hardy. Ms. Hardy will conduct focus groups in five (5) pre-selected Housing and Urban Development units in Jefferson County. The purpose of the focus groups is to obtain information from current and former smokers on opinions of tobacco use in an attempt to promote the discontinuation of the use of tobacco products. The contract term is seven (7) months, effective February 1, 2017 to August 31, 2017 and the cost is \$2,500. Due to the temporary and sporadic nature of the services being performed, the contract was approved with the request that future contracts be submitted prior to execution. (Motion made by A. Florie and Seconded by L. Washington)

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

- a) Jermaine T. Reese vs. City of Birmingham Fire (DA-2016-290-BH) - Joint Motion to Dismiss Appeal 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 A. Florie and Seconded by L. Washington)
  
- b) LaTonya Samuel vs. Jefferson County Dept. of Health (DA-2016-2081-HD) - Joint Motion to Continue. Terrell McCants, Counsel for Complainant LaTonya Samuel and James Ferguson, Counsel for the Jefferson County Health Department, appeared before the Board. The Board finds the Motion to Continue is due to be GRANTED. The Hearing Officer Report and Recommendation will be considered at the May 2017 meeting of the Personnel Board of Jefferson County. (Motion made by A. Florie and Seconded by L. Washington)
  
- c) LaTonya Samuel vs. Jefferson County Dept. of Health (DA-2016-2081-HD) – Hearing Officer Report & Recommendation – In accordance with the above-reference order, the LaTonya Samuel vs. Jefferson County Dept of Health Hearing Officer Report and Recommendation will be carried over for consideration at the May 2017 Board meeting.

VI. INFORMATION AND DISCUSSION ITEMS

a) Provisional Appointment(s)

1. Vickey Jones	Birmingham	Principal Auditor	Approved
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b) Advance Step(s)

1. Byrd, Tamera	Admin Clerk	Bessemer	Approved
2. Bolden, Diana	Prin Accountant	Birmingham	Approved
3. Guy, Kyle	Prin Accountant	Birmingham	Approved
4. Jones, Erica M.	Sr Accountant	Birmingham	Approved
5. Cooper, Natasha	Accounting Asst II	Center Point	Approved
6. Underwood, Jeremy	Court Clerk	Homewood	Approved
7. Conyers, Adrienne	Admin Clerk	Homewood	Approved
8. Carvin, Berlonda	LPN	Health Dept	Approved
9. Rachielles, Sue	LPN	Health Dept	Approved
10. Taylor, Equiller	LPN	Health Dept	Approved
11. Harris, Jesse	Hvy Equip Oper	Jefferson Co	Approved
12. Escott, Raynard	Security Officer	Jefferson Co	Approved
13. Franklin, James	Probation Officer	Jefferson Co	Approved
14. Paige, Zelda	Security Officer	Jefferson Co	Approved
15. Smith, Arthur	Security Officer	Jefferson Co	Approved
16. Terry, Nichole	Sr Accountant	Jefferson Co	Approved

17. Bondy, Dione

Accounting Asst I Tarrant

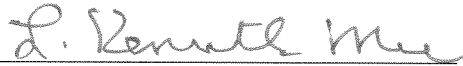
Approved

c) March Bi-monthly Board Expenditure Reports

EXECUTIVE SESSION

No Executive Session was held.

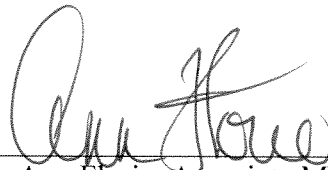
There being no further business, the meeting was adjourned at 1:59 p.m.



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L. Kenneth Moore, Chairman  
Personnel Board of Jefferson County

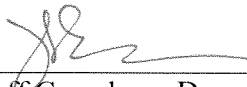


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Lonnie Washington, Associate Member  
Personnel Board of Jefferson County



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Ann Florie, Associate Member  
Personnel Board of Jefferson County

Attested By:



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Jeff Crenshaw, Deputy Director  
Personnel Board of Jefferson County