

# 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 May 9, 2017 - 1:30 p.m.

The Personnel Board of Jefferson County met on Tuesday, May 9, 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; 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. The Chairman then convened the Public Hearing for the 2016-2017 Classification Survey. Kim Kinder, Employee Services Manager, gave an overview of the process for administering the survey, indicated the major job families included in the survey and gave a report on the determinations thus far. Three (3) employees addressed the Board. With no other comments, the Chairman adjourned the public hearing and immediately convened the regular meeting of the Personnel Board.

### II. OPERATIONAL UPDATES

In the interest of time, the Chairman dispensed with the departmental updates and proceeded to the action items.

### III. ACTION ITEMS

- a) The Board approved the minutes for the meeting held on April 11, 2017. (Motion made by L. Washington and Seconded by A. Florie)
- b) The Board authorized renewal of the Cyber Protection Insurance for the Personnel Board of Jefferson County. The Personnel Board's current Cyber Protection Insurance will expire on June 13, 2017. Through Jefferson County's Purchasing Department, Risk Management Department and the County's Broker, the Personnel Board was able to obtain a premium of

tracking employee history. The contract renewal is for six months (July 8, 2017 through January 7, 2018) at a cost of \$111,170.40. This will allow the Board's Information Service Department time to implement a replacement system. (Motion made by L. Washington and Seconded by A. Florie)

g) Board approved renewal of the contract with IBM for technical support of SPSS. SPSS is a statistical software package that is used frequently by the Employment Testing Department to conduct various statistical analyses. Without this software, the PBJC would be unable to create tests according to accepted professional and legal standards. The SPSS maintenance agreement is for the period October 1, 2017, through September 30, 2018 in the amount of \$12,055.82. (Motion made by L. Washington and Seconded by A. Florie)

h) The Board approved renewal of the maintenance contract with Lexmark Enterprise Software, Inc. to provide support for the Personnel Board's document management software tool, ImageNow. ImageNow provides the Personnel Board with document imaging and management capability. The contract amount is \$18,427.75 for the period of October 1, 2017 to September 30, 2018. (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 and a yet-to-be determined contractor to provide automatic transmission service. The vendor(s) will provide automatic transmission repair services for all of the City of Birmingham's automobiles and light trucks in the public safety and general vehicle fleets. The estimated cost of this contract is \$60,000 annually based on past usage, and the contract term is three (3) years. The contract was approved given the sporadic nature and specialized skills required in the repair of transmissions. (Motion made by A. Florie and Seconded by L. Washington)

***In one vote***, the Board approved contract items ***b, c and d*** listed below, on the basis of the temporary and/or sporadic nature of the services to be performed (Motion made by L. Washington and Seconded by A. Florie):

b) A new contract between the Jefferson County Department of Health and Molly Stout. Ms. Stout will provide consulting services related to the Clinical and Practice Management components of the Electronic Medical Records (EMR). The work involves the review and evaluation of the Clinical and Practice Management components, generating reports, assisting with preparation activities for federal audit of Title X Program to occur in August 2017, and

- training staff on Practice Management component of the EMR. The contract term is 3/28/2017 to 8/28/2017, and the cost is \$20,000.
- c) A new contract between the Jefferson County Department of Health and Keisha Long to provide WIC Peer Counseling services to patients and clients of the Health Department. The WIC Peer Counseling Program addresses barriers to breastfeeding that WIC mothers face. The WIC Program, which supports 51% of the infants born in the U.S., promotes breastfeeding as the best form of nutrition for infants. Peer counselors are recruited and hired from WIC's target population of low-income women and undergo training to provide mother-to-mother support in group settings and one-to-one counseling through telephone calls or visits in the home, clinic, or hospital setting. The contract term is 3/1/2017 to 3/1/2018. The cost is \$11,000.00 (19 hours/week at 10.19 per hour).
- d) A new contract between the Jefferson County Department of Health and Kristy Lynn Price to provide WIC Peer Counseling services to patients and clients of the Health Department. The WIC Peer Counseling Program addresses barriers to breastfeeding that WIC mothers face. The WIC Program, which supports 51% of the infants born in the U.S., promotes breastfeeding as the best form of nutrition for infants. Peer counselors are recruited and hired from WIC's target population of low-income women and undergo training to provide mother-to-mother support in group settings and one-to-one counseling through telephone calls or visits in the home, clinic, or hospital setting. The contract term is 3/1/2017 to 3/1/2018. The cost is \$11,000.00 (19 hours/week at 10.19 per hour).
- e) The Board approved a contract between the City of Irondale and Butch Jerrolds. Mr. Jerrolds will provide information pertaining to property locations, annexations, zoning, flood areas, sewer availability and other land services for the City of Irondale. This includes information pertaining to maps, City Ordinances, City Resolutions, City Codes, rezoning, subdivision approvals and special projects as needed. The contract term is November 15, 2016 to November 14, 2017, with a one year extension option. The cost is \$32,000.00 with a cost stipulation of \$2,666.66/month. The contract was approved based on the sporadic nature of the services to be provided. (Motion made by L. Washington and Seconded by A. Florie)
- a) APPEAL OF DIRECTOR'S DETERMINATION
- b) Randy Martinez vs. City of Birmingham (Police Department) GR-2017-03-0354-BH Ineligible for Adjustment under Rule 15 – Scott Morro, Counsel for Randy Martinez,

Grievant Randy Martinez, and Kayla Lawrence, Counsel for the City of Birmingham, appeared before the Board. The Board UPHELD the Director's Determination that Mr. Martinez's grievance was not timely filed, and as such, is not subject to adjustment under Rule 15. (Motion made by L. Washington and Seconded by A. Florie)

- c) Camara Blue – Appeal of Disqualification of Application – The Board UPHELD the Director's Determination to disqualify Mr. Blue from examination under Rule 9.5. (Motion made by L. Washington and Seconded by A. Florie)

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

- a) **Carried over from April 11, 2017** - LaTonya Samuel vs. Jefferson County Dept. of Health (DA-2016-2081-HD) – Joint Motion to Withdraw Appeal - Terrell McCants, Counsel for Complainant LaTonya Samuel and James Ferguson, Counsel for the Jefferson County Health Department, appeared before the Board. 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 and the Report and Recommendation of the Hearing Officer is MOOT. (Motion made by L. Washington and Seconded by A. Florie)

b)

1. Lucy R. Nash vs. City of Fairfield (Mayor's Office) – ALWOP-2016-0043-FF - Motion to Continue Consideration of the Hearing Officer's Report and Recommendation - The Honorable Ed May, II, Mayor of the City of Fairfield, appeared before the Board. The Motion to Continue is GRANTED. (Motion made by L. Washington and Seconded by A. Florie)
2. Lucy R. Nash vs. City of Fairfield (Mayor's Office) - ALWOP-2016-0043-FF - Hearing Officer Report & Recommendation - Consistent with the Order granting the Motion to Continue, the forty-five (45)-day provision of Rule 12.6 of the Personnel Board of Jefferson County is moot. Consideration of the Hearing Officer's Report and Recommendation shall be placed on the agenda for the June 2017 meeting of the Board.

VI. INFORMATION AND DISCUSSION ITEMS

a) Provisional Appointment(s)

1. Lucius Thomas	Land Acquisition Agent	Birmingham	Approved
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b) Advance Step(s)

1. Taylor, Legiah	Accountant	Bessemer	Approved
2. Adams, Carolyn	Training/Dev. Mgr	Birmingham	Approved
3. Harris, Keisha	Hlth Info Svcs Tech	Birmingham	Approved
4. Jones, Vickey	Prin Auditor	Birmingham	Approved
5. Lewis, Vincent	Truck Driver	Birmingham	Approved
6. White, Rachel	Museum Curator	Birmingham	Approved
7. Burroughs, Lisa	Pub Hlth Med Officer	Health Dept	Approved
8. Hanks, Lynae	Nutritional Consultant	Health Dept	Approved
9. Parker-Watson, Tanena	Medical Clerk	Health Dept	Approved
10. Trotter, Vanessa	Administrative Clerk	Jefferson Co	Approved

c) Reinstatement(s)

1. Isaiah Charlie	Birmingham	Landscape Crew Leader	Approved
2. Angela Harris	Bessemer	Administrative Assistant	Approved
<sup>3</sup> . Djuana Smith	Birmingham	Administrative Clerk	Denied <sup>1</sup>
4. Latarra Wilson	Jefferson County	Deputy Sheriff	Denied <sup>2</sup>

<sup>1</sup>Djuana Smith did not separate in good standing to be eligible for reinstatement in accordance with Personnel Board Rule 10.3.

<sup>2</sup>Latarra Wilson did not separate in good standing to be eligible for reinstatement in accordance with Personnel Board Rule 10.3.

d) April Bi-monthly Board Expenditure Report(s)

The Chairman acknowledged the recent loss of Fairfield Fire Chief Kevin Sutton. He spoke of Chief Sutton's 23-year career in the fire service, his commitment to the community, and his contribution to the Merit System. The Board recognized the immense loss of one of the City's finest leaders and true civil servants.

EXECUTIVE SESSION

No Executive Session was held.

Before adjournment, the Chairman introduced the former Executive Director of the Clay House, Lindsey Curry. Clay House is a center that receives referrals from law enforcement DHR to perform forensic interviews with victims of alleged child abuse. Clay House then coordinates with law enforcement, DHR, medical and mental health agencies to provide resources and support.

There being no further business, the meeting was adjourned at 2:35 p.m.



L. Kenneth Moore, Chairman  
Personnel Board of Jefferson County

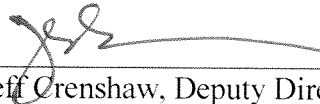


Lonnie Washington, Associate Member  
Personnel Board of Jefferson County



Ann Florie, Associate Member  
Personnel Board of Jefferson County

Attested By:



Jeff Crenshaw, Deputy Director  
Personnel Board of Jefferson County