

# 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  
August 8, 2017 - 1:30 p.m.

The Personnel Board of Jefferson County met on Tuesday, August 8, 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; 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

Chairman L. Kenneth Moore opened by welcoming the assembly and providing a brief overview of the proceedings.

II. OPERATIONAL UPDATES

**Personnel Director** – Mr. Oliver reported that in July 2017, the Personnel Board conducted ongoing recruitment for fifty-three (53) Merit System job classes and received one thousand seven hundred seventy-three (1,773) applications. The Board placed one thousand five hundred sixty-seven (1,567) individuals on registers. The Board established twenty (20) new registers with a total of one thousand five hundred thirty-eight (1,538) qualified individuals for employment consideration within the jurisdictions. Another twenty-nine (29) 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 July 2017 included Architect, Chief Civil Engineer and Police Chief I, II, and III. The Board received eighty-eight (88) new requests to fill a total of two hundred two (202) vacancies in the Merit System. Seventy-nine (79) of these requests (90%) were processed immediately, and the remaining nine (9) requests (10%) were sent to Employment Testing and are at varied stages of the register

development process. The Board issued one hundred two (102) certifications in July 2017 to provide qualified personnel to fill vacancies in sixty-eight (68) Merit System job classes.

The business systems function processed five hundred sixty-nine (569) personnel actions (e.g., Hires, Promotions, Separations, Transfers, Merit Increases, and Premiums) in July 2017. The Board processed four thousand five hundred fifty six (4,556) payroll records, bringing this year's total to eighty-four thousand nine hundred sixty-three (84,963). The Board also audited two thousand six hundred fifteen (2,615) individual payroll records in July 2017, for a total of twenty thousand eight hundred forty-five (20,845) records year-to-date.

The Personnel Board delivers training in a variety of courses ranging from business software to supervisory skills. In July 2017, one hundred eighty-one (181) Merit System employees attended training offered by the Board, bringing the year-to-date total to two thousand three hundred fifteen (2,315).

**Deputy Director** – Jeff Crenshaw reported that the Information Services Department has been working extensively to prepare for the implementation of the Board's new human capital management system - Workday. Information Services staff have been establishing project team roles and responsibilities, reviewing employee data, and evaluating processes and procedures to ensure that the implementation proceeds smoothly and effectively. Numerous conference calls and videoconferences have been held between Personnel Board staff and representatives from Workday over the past month in preparation for implementation. The Workday project team will be on site Thursday, August 10, 2017.

On July 21, 2017, the Personnel Board of Jefferson County held its annual training certificate program graduation. This year's graduation was hosted at Boutwell Auditorium. The Board would like to extend thanks to Mayor Bell, Boutwell Director Kevin Harrington, and the entire Boutwell staff for helping provide a wonderful celebration of employee development – free of charge to the merit system. The Personnel Board awarded two hundred fifteen (215) certificates to one hundred fifty-nine (159) merit system employees from twelve (12) jurisdictions and agencies. The Board again congratulates each graduate on their commitment to professional development and public service. The Board would also like to thank Vanessa Jones, Deputy Court Administrator from Jefferson County Family Court, for serving as student speaker and thank keynote speaker Nancy Goedecke, the CEO of Mayer Electric Supply.

**Employment Testing** – Brian Bellenger reported that as of August 8, 2017, there are forty (40) job classes being studied in order to create new eligible lists. Nine (9) of these jobs are requests received during the month of July, and six (6) additional requests have been received thus far in August. Employment Testing is in the process of conducting job analyses, developing minimum qualifications or administering and scoring tests for sixteen (16) jobs. The remaining twenty-four (24) jobs have been sent to Applicant Services and are in some phase of announcement and application screening.

The IPAC Conference held in July 2017 was a huge success. There were approximately one hundred thirty (130) participants in the conference and the staff received many compliments regarding how well organized and well run the conference was. Dr. Bellenger recognized three (3) employees who served as committee chairs for the event: Marty Alber, Lauren McMahan and Alyssa Singer.

Dr. Bellenger reported that the Testing Department is preparing for Police promotional tests which will be administered throughout September 2017. The Board will be apprised as to the progress of these tests.

**Applicant Services** – On behalf of Guy Dewees, Dr. Crenshaw reported that majority of the department's recruiting activity has been focused on positions in Human Resources, Skilled Trades, and Law Enforcement. Social media was utilized for these types of positions. Staff posted and networked on LinkedIn, Facebook, Twitter and professional association web sites in the respective fields. Targeted advertisement spots were on three local radio stations, and individuals on previous registers for the respective positions were contacted.

Since the last meeting, recruiters have served on Birmingham Business Alliance panels to discuss recruiting for positions in the fields of Healthcare and Construction and Engineering. In July 2017, Jim Greene, Talent Sourcing Specialist, presented a workshop to members of the Alabama Association of Colleges and Employers at their summer conference. Mr. Greene was elected State President of the organization at the conclusion of the conference.

In the coming weeks, staff members are scheduled to attend career events at the University of Alabama, Alabama A&M, Lawson State, and Calhoun State Community College.

In closing, Dr. Crenshaw introduced LaTrenda Hardy to the Board as a new Talent Sourcing Specialist. LaTrenda earned a Bachelor's degree from the University of Alabama and a Master's in Public Administration from UAB. Ms. Hardy comes to the Board from the City of Austin, where she was responsible for a variety of areas within Human Resources. Prior to her role in Austin, LaTrenda was with the City of Tuscaloosa for nearly thirteen (13) years.

**Employee Services** – Kim Kinder reported that for the month of July 2017, the Classification and Compensation Department approved sixteen (16) advanced step requests, processed eighteen (18) certification requests for new positions and approved seven (7) premium pay requests. The Employee Relations Department received notification of six (6) appeals, thirty-three (33) suspensions, five (5) written warnings, one (1) demotion and three (3) terminations. There were three (3) pre-hearing conferences held and one (1) hearing was held during the month of July 2017.

The survey begins the first week of September and includes job in nursing services, wastewater treatment, law enforcement support (Public Safety Dispatchers and Guards), skilled trades and public works. A detailed update will be provided at the September Board Meeting.

**Business Office** – Cynthia Holiness reported that as of the end of July 2017 the Board has expended approximately \$7.2 million dollars and has \$1.5 million dollars in open purchase orders. Of the \$7.2 million dollars that have been expended, \$5.2 million dollars were expended in salaries and fringe benefits; \$362 thousand dollars for maintenance support for IT systems; \$368 thousand dollars for online testing assessments, IT consulting fees, janitorial, painting and carpet cleaning services; and airfare reservations for the Board's volunteer assessors; \$122 thousand dollars for legal and hearing officer expenses; \$77 thousand dollars for hotel accommodations for volunteer Testing assessors; \$147 thousand dollars for advertising of Merit System positions; \$55 thousand dollars for volunteer assessor travel and per diem; \$33 thousand dollars for the renewal of the Board's Public Officials and Employment Practices Liability Insurance; and the Board's Cyber Protection Insurance; \$51 thousand dollars for information technology supplies and software licenses; \$529 thousand dollars for lease payments to Jefferson County for the rental of office space in the 2121 Building; \$161 thousand dollars for Indirect Charges to Jefferson County for such services as payroll, purchasing and human resources & benefits); and \$87 thousand dollars in other items such as meals for volunteer assessors, telephone

services, salary surveys, professional membership dues and office supplies. The Board has committed approximately 82% of its \$10.7 million dollar budget. With only two (2) months remaining in the fiscal year, the Board is projected to be under budget for the fiscal year.

### III. ACTION ITEMS

- a) The Board approved the minutes for the meeting held on July 11, 2017. (Motion made by L. Washington and Seconded by A. Florie)
- b) The Board approved a resolution from the City of Homewood which establishes an education premium pay policy to compensate public safety employees for degrees in all areas of study. Pursuant to Resolution #17-106, sworn personnel (excluding Fire and Police Chiefs), correctional officers and public safety dispatchers may be eligible for one-step above the regular rate of pay for an Associate's Degree or equivalent hours (64 semester hours or 96 quarter hours); or two-steps above the regular rate of pay for a Bachelor's Degree and three-steps above the regular rate of pay for a graduate/professional degree. In order to be eligible, the degree or hours of study must be from an accredited college, the employee must have obtained a "C" average, a certified copy of the transcript must be submitted and the request for premium pay must be approved by the Appointing Authority. (Motion made by L. Washington and Seconded by A. Florie)
- c) The Board approved a contract for travel management services. The Personnel Board of Jefferson County requested authorization to enter into a contractual agreement with ADTRAV Travel Management to provide air travel services to volunteer assessors working with the PBJC. On average, the travel agency will reserve approximately 300 flight reservations per year for the Personnel Board. The current contract with ADTRAV Travel Management will end on September 30, 2017. The contract will cover the period of October 1, 2017 through September 30, 2018, with the option to renew two (2) additional one-year periods, not to exceed three contract years. The contract will not exceed \$150,000 per year, which includes the cost of airline tickets. (Motion made by L. Washington and Seconded by A. Florie)
- d) The Board approved the engagement of Coyne Counsel and Consultants, LLC. to provide legal services to the Personnel Board of Jefferson County. (Motion made by L. Washington and Seconded by A. Florie)

- e) The Board authorized a contract renewal between the Personnel Board of Jefferson County and PeopleAdmin to provide and host the PBJC's Applicant Management System. This contract is for an additional six (6) months of use of PeopleAdmin's online applicant management system. The current contract expires on October 31, 2017 and, as budgeted for in the FY2017-2018 year, the Personnel Board must extend the contract for the use of PeopleAdmin's online applicant management system while the Board works to implement the new Workday system. This six-month contract will allow the Personnel Board to continue to have the capability for applicants to create online applications and to apply to open jobs during this transition period. The term is six (6) months covering October 31, 2017 to April 30, 2018 in the amount of \$30,612.12. (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 the Public Health Foundation (PHF). PHF will provide technical assistance for the Jefferson County Department of Health's (JCDH) public health specific, organizational-wide performance management system. The work is sporadic, consisting of a one-day customized workshop, two webinars and one debriefing session. The contract term is June 1, 2017 to October 1, 2017 at a total cost of \$9,500.00. Based on the temporary and sporadic nature of the services, the contract was approved. (Motion made by A. Florie and Seconded by L. Washington)
- b) The Board approved a new contract between the City of Irondale and Bill Clifton. Mr. Clifton will provide both planned and on-call Information Technology (IT) services for all departments within the City of Irondale. The services include general IT consulting, repairs and maintenance at both the desktop and server level. The work is to be performed on an as-needed basis. The contract term is thirty-three-and-one-half (33.5) months at a total cost of \$122,400.00. Based on the sporadic nature of 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 Commission (Environmental Services) and Hazen and Sawyer, P.C. Hazen and Sawyer will provide professional engineering services for the Jefferson County Environmental Services Department for

Hydraulic Model Development of the Village Creek and Five Mile Creek Sewer Basins. The scope of work consists of the development and calibration of a dynamic hydraulic model and assessments of the Five Mile and Village Creek sanitary sewer system using Infoworks modeling software. The contract term is three (3) years and the cost is not to exceed \$2,133,000.00. Based on the sporadic nature of the services, the services being generally contracted, and the complexity and specialized knowledge needed to perform the work, the contract was approved. (Motion made by A. Florie and Seconded by L. Washington)

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

- a) Cleophert Warren vs Jefferson County (Youth Detention) DA-2016-2079-JC: Respondent's Motion to Strike - Complainant Warren and Allison Gault, Counsel for Jefferson County, addressed the Board. The Board GRANTS the Motion to Strike Objections. Objections were due to be filed on or before July 10, 2017. Complainant's objections were not filed until July 13, 2017 and thus were not timely filed. (Motion made by A. Florie and Seconded by L. Washington)
- b) Cleophert Warren vs Jefferson County (Youth Detention) DA-2016-2079-JC: H.O. Report and Recommendation - Complainant Warren and Allison Gault, Counsel for Jefferson County, addressed the Board. Upon due consideration of all relevant parts of the record, the Board AFFIRMS the Hearing Officer's recommendation to uphold the decision to terminate Complainant Warren effective July 21, 2016. (Motion made by L. Washington and Seconded by A. Florie)
- c) Charles Rice vs. City of Birmingham (Public Works) DA-2017-2092-BH: H.O. Report and Recommendation – Michael Fliegel, Counsel for the City of Birmingham, appeared before the Board. The Three-Member Board granted the Complainant's Motion to Continue filed on August 8, 2017. The parties agreed to waive the 45 calendar day requirement for Board action under the Personnel Board Rules and Regulations. This matter will appear on the agenda for the September 12, 2017 meeting of the Personnel Board. (Motion made by L. Washington and Seconded by A. Florie)
- d) Jeremy L. Page vs. City of Birmingham (Fire and Rescue) DA-2016-2062-BH: H.O. Report and Recommendation – Michael Fliegel, Counsel for the City of Birmingham, appeared

before the Board. Upon due consideration of all relevant parts of the record, the Board AFFIRMS the Hearing Officer's recommendation to uphold the decision to terminate Complainant Page effective February 8, 2017. (Motion made by L. Washington and Seconded by A. Florie)

- e) Mary E. Bolden vs Jefferson County (General Svcs) DA-2017-2095-JC: H.O. Report and Recommendation the Board – Complainant Bolden and Brady Rigdon, Counsel for Jefferson County, addressed the Board. Upon due consideration of all relevant parts of the record, the Board AFFIRMS the Hearing Officer's recommendation to uphold the decision to terminate Complainant Bolden effective January 13, 2017. (Motion made by A. Florie and Seconded by L. Washington)

## VII. INFORMATION AND DISCUSSION ITEMS

### a) Provisional Appointment(s)

1. James Baskerville	Birmingham	Traffic Maint Supv	Approved
2. Valerie Pettaway	Jefferson County	Comp/Benefits Advisor	Approved
3. Nakia Buckner	Jefferson County	Comp/Benefits Advisor	Approved
4. Tonya Dawson	Jefferson County	Selection Manager	Approved

### b) Advance Step(s)

1. Claussen, Annie L.	Paralegal	Birmingham	Approved
2. Frazier, Robert	Guard	Birmingham	Approved
3. Merritt, Veronica	Senior Attorney	Birmingham	Approved
4. Wiggins, Harold	Greenhouse Wkr	Birmingham	Approved
5. Reid, April	Pub Safety Disp II	Fultondale	Approved
6. Givhan, Juna	HR Project Coord	Health Dept	Approved
7. Arnold, Joseph	Sr Maint Repair Wkr	Jefferson Co	Approved
8. Burroughs, Lisa	Equity & Inclusion Ofr	Jefferson Co	Approved
9. Fancher, Joshua	Sr Maint Repair Wkr	Jefferson Co	Approved
10. Goodwin, Stephen	Constr Equip Oper	Jefferson Co	Approved
11. McCarty, Patrick	WWTP Supervisor	Jefferson Co	Approved
12. Nealy, Valarie	Talent Sourcing Spec	Jefferson Co	Approved
13. Scott, Dock	Truck Driver	Jefferson Co	Approved
14. Tipler, Kelly	Morgue Technologist	Jefferson Co	Approved
15. Williams, Tabitha	Accounting Asst II	Jefferson Co	Approved
16. Yearby, Frederick	Truck Driver	Jefferson Co	Approved

- c) August 2017 Bi-monthly Board Expenditure Reports



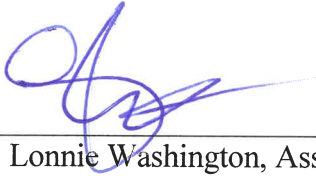
VIII. EXECUTIVE SESSION

The Board, Counsel and Division Managers went into an executive session at 2:30 p.m. to discuss pending litigation. The executive session ended at 3:06 and there being no further business, the meeting was adjourned at 3:08 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