

REVISED MEETING AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY
March 8, 2016

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

II. OPERATIONAL UPDATES

Personnel Director's comments – Lorren Oliver
Deputy Director's comments – Jeff Crenshaw
Employment Testing – Brian Bellenger
Applicant Services – Guy Dewees
Employee Services – Kim Kinder
Business Office – Cynthia Holiness

III. ACTION ITEMS

- a) Board minutes for the meeting held on February 9, 2016.
- b) Recommendation that the Board adopt the Pay Plan for 2015-2016. Pursuant to Section 12 of the Enabling Act and in accordance with Rule 8 of the Rules and Regulations of the Personnel Board, the Board shall, after consultation with the governing bodies, prepare a pay plan and salary schedule for all positions. The Salary Administration Guide and Pay Plan provides guidance on the application of general salary rules and processes including longevity pay, premium pay and medical pay parameters including on-call pay, shift differential and medical flexible scheduling options. The Board last approved the Pay Plan at the March 10, 2015 Meeting. There have been no updates, changes or additions to the Pay Plan since that time. It is recommended that the Board approve the 2016 Salary Administration Guide and Pay Plan.
- c) Recommendation that the Board approve the new job class of Head Golf Professional. The purpose of this class is to oversee and manage the golf operations of the Frank House Municipal golf course for the City of Bessemer including the grill and the golf shop. This position is responsible for attracting golfers and generating revenue by maintaining well-groomed fairways and greens, offering golf lessons, providing exceptional customer service for members and customers, developing and implementing marketing strategies and promotions, and playing golf with members and customers. The position reports to the Mayor and work is performed with a wide degree of latitude and discretion. Market data for a Head Golf Professional suggests an average rate of pay of \$56,139. It is recommended that the Board approve the creation a new class, Head Golf Professional, with a proposed pay grade of 24 and a salary range for the City of Bessemer of \$47,174 - \$73,154.
- d) The City of Midfield - **ITEM REMOVED**

- e) Recommendation that the Board approve a request from the City of Hueytown to increase their salary schedule by one percent (1%). Section 12 of the *Enabling Act* of the State of Alabama grants an appointing authority the discretion, by way of resolution of the governing body, to raise or lower the jurisdiction's salary schedule by a fixed amount provided that "...the governing body of each county and municipality affected hereby may raise or lower such schedule by applying the same percentage increase or decrease to the entire schedule, provided however that no governing body shall raise such entire schedule within 12 months after the adoption of a new salary schedule nor within 12 months immediately preceding any primary or general elections in which members of the said governing body are to be elected, except upon the approval of the Personnel board, ..." The Council of the City of Hueytown has passed Resolution #5463 granting a one percent (1%) Cost of Living Adjustment effective January 14, 2016. This is an election year for the City; therefore, the resolution is presented to the Board for approval.
- f) Recommendation that the Board approve a contract between the City of Birmingham and Volkert, Inc. Volkert, Inc. will provide specialized professional engineering services for the City of Birmingham Eastern Area and New Georgia landfills. These services include aerial survey and photography; Title V Environmental Compliance; Greenhouse Gas Reporting support; Title V, solid waste and NPDES permit renewals; field surveys; and master plan update and landfill reports. The contract term is 3 years, and the cost is \$269,600 for the term of the contract (\$89,867/year 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 is recommended for approval.
- g) Recommendation that the Board **conditionally** approve a proposed contract between the City of Mountain Brook and an HVAC contractor. The contractor will provide HVAC scheduled maintenance services to the City of Mountain Brook's Municipal Complex buildings (City Hall, Fire Administration, Fire Station One and the Police Department). Preventive maintenance may include pneumatic control systems, electronic control systems, digital control systems, industrial chiller and air handling units. Examples of maintenance services include replacing fan belts and filters, cleaning drain pans and the cooling tower, testing safety controls, checking calibration of thermostats and maintaining service logs. The cost of the expiring contract between the City of Mountain Brook and the previous contractor was \$22,880.40 annually. The cost to contract the services is projected to be more cost effective. Based on the sporadic limited nature of the services provided, the specialized certification required, the fact that the City does not have the equipment or facilities to perform the work and the fact that it is more cost effective to contract the services, the proposed contract is recommended for approval **conditioned** on submission of the resulting contract for Personnel Board records.

- h) Appeal of Personnel Director's Determination – Vincent Green (Police Officer/Deputy Sheriff)
- i) Request for Extended Administrative Leave with Pay – Timothy Bishop, Jefferson County Deputy Sheriff

IV. CONTESTED ITEMS

- a) Gino Billups vs. City of Birmingham Dept. of Public Works (DA-2015-2047-BH) – Joint Motion to Dismiss Appeal & Settlement Agreement
- b) LaShaundra Jackson vs. City of Birmingham Police Department (DA-2015-2044-BH) - H. O. Report and Recommendation
- c) Robbie R. Kidwell vs. Jefferson County Dept. of Revenue (DA-2016-2016-JC) – Respondent's Motion to Dismiss Appeal

V. INFORMATION AND DISCUSSION ITEMS

- a) Funding Agreement between Jeff Co and Birmingham - \$125,000
- b) Provisional Appointments

1. Freddie Freeman	City of Bessemer	Storm Water Spec	Approved
2. Amber Courtney	City of Birmingham	Grant Admin'r	Approved
- c) Advance Steps

1. Brooks, Tammy	Skilled Laborer	Birmingham	Approved
2. Caldwell, Robert	Skilled Laborer	Birmingham	Approved
3. Christian, Rachelle	Payroll/Pension Admin	Birmingham	Approved
4. Lewis, Vincent	Skilled Laborer	Birmingham	Approved
5. Shumpert, Natasha	Social Svcs Coord	Health Depart	Approved
6. Ross, Tim	Police Chief III	Homewood	Approved
7. Frey, Dale	Test Admin Coord I	Jefferson County	Approved
8. Morris, Karisa	Assessment/Dev Spec	Jefferson County	Approved
9. Peeples, Carita	Court Clerk	Jefferson County	Approved
10. Smith, Carol	Training/Org Dev Advisor	Jefferson County	Approved
- d) Reinstatements

1. David Stewart	City of Bessemer	Police Officer	Approved
2. Lydia Mitchell	City of Birmingham	Pub Safe Disp II	Approved
3. Vincent Randelson	City of Bessemer	Police Officer	Approved
4. Corey D Moore	City of Birmingham	Firefighter	Denied*
5. Vincent Green	City of Leeds	Police Officer	Denied**

*Mr. Moore did not obtain permanent status before separation to be eligible for reinstatement in accordance with Personnel Board Rule 10.3.

**Mr. Green did not separate in good standing to be eligible for reinstatement in accordance with Personnel Board Rule 10.3.

e) February Board Bi-monthly Expenditure Report

f) License Agreement between the Personnel Board and the Housing Authority of the Birmingham District (HABD).

VI. EXECUTIVE SESSION