

PROPOSED MEETING AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY
May 10, 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 April 12, 2016.
- b) Recommendation that the Board authorize the Personnel Board Professional Development policy and procedure. The purpose of this policy is to replace the Tuition Reimbursement policy created in 2004. The Tuition Reimbursement policy only covered reimbursement for academic study and/or technical/vocational training. The proposed policy expands coverage and establishes guidelines and procedures for the reimbursement of expenses related to continuing education and/or other professional development (e.g. undergraduate, graduate or advance degrees, professional certifications, other professional development and professional memberships) by eligible Board employees. It is recommended that the Board approve the professional development policy and related forms for Personnel Board employees.
- c) Recommendation that the Board approve creation of two (2) new classes:
 1. Sewer Maintenance Superintendent. Results of the 2015-2016 Classification Survey suggest the creation of a new job class to manage the sewer maintenance activities of Jefferson County. The purpose of this class is to direct and plan the administrative activities in the operation, construction, repair and maintenance of Jefferson County sewer collection systems. Market data for a Sewer Maintenance Superintendent suggests an average rate of pay of \$78,798. It is recommended that the Board approval the creation of the new class, Job Code 3465, Sewer Maintenance Superintendent, with a proposed pay grade of G-28 and a salary range for Jefferson County of \$56,950-\$88,254.
 2. Historic Preservation Manager. Results of the 2015-2016 Classification Survey suggest the creation of a new job class to manage the historic preservation activities of The City of Birmingham. The purpose of this class is to manage the City's historic preservation program to include conducting historic

preservation and urban design studies as well as maintaining existing programs and developing new programs as needed. Market data for a Historic Preservation Manager suggests an average rate of pay of \$77,233. It is recommended that the Board approve creation of the new class, Job Code 3040, Historic Preservation Manager, with a proposed pay grade of G-28 and a salary range for The City of Birmingham of \$54,974 - \$85,155.

d) Recommendation that the Board approve the following insurance policies for the Personnel Board of Jefferson County:

1. Business Liability Insurance with Hartford Casualty Insurance Company - The Personnel Board's current Business Liability Insurance will expire on May 31, 2016. Through Jefferson County's Purchasing Department, Risk Management Department and the County's Broker (USI Insurance Services LLC), the Personnel Board was able to obtain a premium of \$4,389. Last year's premium was \$4,293 which represents a slight increase of \$96.00 from last year. It is recommended that the Three-Member Board approve the insurance policy between the Personnel Board of Jefferson County and Hartford Casualty Insurance Company in the amount of \$4,389.00 for 2016-2017.
2. Cyber Protection Insurance - The Personnel Board's current Cyber Protection Insurance will expire on June 13, 2016. Through Jefferson County's Purchasing Department, Risk Management Department and the County's Broker (Partner USI Insurance Services Corp.), the Personnel Board was able to obtain a premium of \$13,377. Last year's premium was \$13,425 which represents a forty-eight dollar decrease. It is recommended that the Three-Member Board authorize renewal of the Board's Cyber insurance policy in the amount of \$13,377.00 for 2016-2017.

e) Recommendation that the Board approve an amendment to renew a contract between the Personnel Board of Jefferson County and the Lamar Companies. This is an amendment that extends the contract that resulted from the Jefferson County's Request for Proposal No. 63-15 dated February 25, 2015, as it relates to the Code of Alabama 1975 Article 2 – State Bid Law. The total cost of this service is not to exceed \$35,600 and includes the following:

\$2,500 monthly One (1) 14' x 48' illuminated vinyl billboard for twelve (12) months located at I-20/I-59 N, .2 mile North of 26th street Exit or one (1) 14' x 48' illuminated vinyl billboard at up to three (3) alternate comparable available locations selected by the Board.

\$500 storage of up to two (2) vinyl billboards for up to twelve (12) months (\$250 each)

\$1,500 hanging for up to (3) hangings (\$500 each)

\$3,600 production of three (3) 14' x 48' vinyl billboards (\$1,200 each)

It is recommended that the Board authorize approve the amendment to renew the contractual agreement with Lamar Companies to provide billboard services beginning October 1, 2016 and ending September 30, 2017.

- f) Recommendation that the Board approve a contract between the City of Birmingham and ABL Management. ABL Management, Inc. will provide food service to the City of Birmingham's correctional facilities including food, janitorial services and staff. The contract term is three years from approval/execution at a total cost of \$1,087,713.00 (\$362,571/year). Compared to 2014 – 2015 costs for providing food service using Merit System employees, ABL Management will provide the same services for approximately \$1,000,000 less over the 3 year term of the contract. Based on the fact that it is more cost effective to contract the services, the contract is recommended for approval.
- g) Recommendation that the Board approve a contract amendment between the City of Birmingham (PEP) and the Department of the Army Corp of Engineers (ACOE). ACOE will resume a Feasibility Phase Study for Village Creek that was started in 1999 as authorized by the U.S. Congress in 1996. The purpose of the study was to determine options available to manage flooding in the Village Creek area. Due to a lack of funding and interest in the study, the City ended the study with ACOE in 2006. This six month contract amendment will finally complete the one-time study. The cost to complete the study is \$50,000. Based on the fact that the services are temporary as the study will be completed within six months, the amendment is recommended for approval.
- h) Recommendation that the Board approve a contract between the City of Center Point and Advance Disposal. Advanced Disposal will provide curbside collection and deposit for all items of containerized or bagged residential garbage generated within the corporate city limits of Center Point. The contract term is 2 years, effective 4/1/2016 to 3/31/2018, with an option to extend the contract 3 years. The contract cost of services is \$84,000 per year (\$1.64/resident's home; \$84,000 is based on 2015 costs). The City indicates that it would cost \$552,354 to perform the services outlined in the contract. This does not include the capital cost to purchase the equipment which is an additional \$515,000. Based on the fact that the majority of the work is unclassified and the fact that these services are generally contracted, the contract is recommended for approval.
- i) Recommendation that the Board approve a contract between Jefferson County Sheriff's Office and Allen E. Shealy, PhD. Dr. Shealy will provide pre-employment psychological screening for Deputy Sheriff applicants. The test results are furnished to the Alabama Peace Officers Standards and Training Commission as well as a statement of whether the individual should or should not be recommended for law enforcement. Dr. Shealy will assess applicants through administration of the Minnesota Multiphasic Personality Inventory test, the Stanford Reading Test, a moral maturity scale and a brief interview. Cost of services will be \$125/psychological evaluation with an estimated annual cost of \$6,500 is based on last year's usage. The contract term is 4 years, extending from January 1, 2016 to December 31, 2019. Based on the sporadic and limited nature of the specialized services, the contract is recommended for approval.

- j) Appeal of Director's Determination – Carl K. Harris, II (Firefighter)

IV. CONTESTED ITEMS

- a) Charles Kidd vs. City of Birmingham (Public Works) (DA-2015-2036-BH) - Joint Motion to Dismiss and Settlement Agreement
- b) Cedric J. Smith vs. Jefferson County Sheriff's Office – (DA-2016-2057-JC) – Respondent's Motion to Dismiss Appeal
- c) Howard Lee vs. City of Birmingham (Public Works) – (DA-2016-2055-BH) – Joint Motion to Dismiss and Settlement Agreement
- d) City of Bessemer (Fire Department) vs. Camara Blue – (DA-2012-1892) - Show Cause Order

V. INFORMATION AND DISCUSSION ITEMS

- a) Intergovernmental Agreement between Jefferson County and the City of Leeds - road maintenance

- b) Provisional Appointments

1. John R. Whitehead	Mountain Brook	Fire Battalion Chief I	Approved
2. Patrick Dean	Mountain Brook	Fire Battalion Chief I	Approved
3. Katrina Thomas	Birmingham	Court Referral Officer	Approved

- c) Advance Steps

1. Knight, Meredith	Museum Edu Coord	Birmingham	Approved
2. Parker, John	Skilled Laborer	Birmingham	Approved
3. Battles, Kelly	Police Officer	Homewood	Approved
4. Angelo, Matthew	Deputy Sheriff	Jefferson Co	Approved
5. Barnes, Brittany	Clinical Pharmacist	Jefferson Co	Denied*
6. Bimbo, Melanie	Auditor	Jefferson Co	Approved
7. Ernest, Gary	Auditor	Jefferson Co	Approved
8. George, Vickie	Senior Accountant	Jefferson Co	Approved
9. Reeves, Shante	Clinical Pharmacist	Jefferson Co	Denied*
10. Temple, Dolores	Phys Therapy Mgr	Jefferson Co	Approved
11. Turner, Amber	Clinical Pharmacist	Jefferson Co	Approved
12. Washington, Quanita	Auditor	Jefferson Co	Approved
13. Mullins, Christopher	Fire Chief III	Mountain Brook	Approved

*Barnes and Reeves did not meet requirements to warrant approval

- d) March/April Board Bi-monthly Expenditure Report

VI. EXECUTIVE SESSION