

PROPOSED MEETING AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY
June 14, 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 May 10, 2016.
- b) Recommendation that the Board approve the operating budget for Fiscal Year 2017 for the Personnel Board. According to Section 4.3 (g) of the Rules and Regulations of The Personnel Board of Jefferson County, one of the duties of the Board is to “prepare and submit an annual budget, and any necessary amendments thereto, to the Jefferson County Commission, setting forth the funding levels the Board believes necessary to fulfill its mission under state and federal law. The budget shall be for the County Commission’s information purposes only.” It is recommended that the Three-Member Board approve the proposed 2016-2017 total budget of \$10,690,396 which is a slight increase of \$663,597 to the 2015-2016 budget.
- c) Recommendation that the Board approve a 2.00% Cost of Living Adjustment for Personnel Board employees effective the pay period beginning October 1, 2016.
- d) Recommendation that the Board approve the 2016-2017 Holiday Schedule for Personnel Board employees.
- e) Recommendation that the Board authorize a renewal of engagements with the following firms for legal services for the Personnel Board of Jefferson County:
 1. Balch & Bingham, LLP
 2. Bradley, Arant, Boult & Cummings, LLP
 3. Lloyd, Gray, Whitehead & Monroe
- f) Recommendation that the Board approve the 2015-2016 Classification Survey. Annually, the Classification and Compensation and Employment Testing staff conduct a review of selected classes in the Jefferson County Merit System to comply with Section 12 of the Enabling Act requirement to review each position at least once every five years. For the 2015-2016 Survey, job classes in Accounting, Communications, Engineering, Fire Protection, Information Technology, Inspections, Property Appraisal, Planning and

Purchasing were included, encompassing one hundred eighty (180) positions. A total of thirty (30) reclassification recommendations were made. The Survey began September 8, 2015 and concluded May 10, 2016 with a Public Hearing. Submitted for approval are the final recommendations for the 2015-2016 Classification Survey. It is recommended that the Board approve the 2015-2016 Classification Survey Recommendations.

- g) Recommendation that the Board approve the creation of a new job class. The City of Gardendale requests to create a new job class of Park Equipment Operator. The purpose of this job class is to operate a variety of parks maintenance and utility heavy equipment not requiring a CDL license. The Park Equipment Operator is responsible for the efficient and safe operation of equipment including asphalt rollers, backhoes, farm equipment, front-end loaders, one ton dump trucks, rubber tire loaders, sod cutting machines, topdressing machines, bucket trucks, steel wheel rollers, street sweepers, aerial lifts, and other related equipment. Market data for a Park Equipment Operator suggests an average range of pay of \$26,372 - \$37,972. Recommend approval to create a new class, Job Code #8036, Park Equipment Operator, with a proposed pay grade of 13, Step 2 through Step 8.

- h) Recommendation that the Board authorize the Personnel Board of Jefferson County (PBJC) to renew a contract with Hampton Inn & Suites Tutwiler within the terms of the hotel accommodation proposal dated March 16, 2016 (in response to Jefferson County's Invitation to Bid No. 38-16, dated February 19, 2016). The purpose of the contract is to provide hotel accommodations and services for individuals traveling to Birmingham to provide volunteer work for the Personnel Board's assessment center processes. The PBJC recruits individual volunteers from organizations from across the country to provide evaluation work for the testing assessment centers. The PBJC will be billed at the conclusion of each volunteer group stay under the Personnel Board contract at the rates outlined. The contract will cover the period of October 1, 2016 through September 30, 2017, with the option of renewal for two additional years if mutually agreed to by both parties.

<u>Contractor Pricing Schedule:</u>	<u>Price</u>
Hotel room	\$94.00 (+17.5% lodging fee) per person per night (or prevailing government rate)
Valet parking	\$24.00 per night
Transportation from/to airport	No additional charge
Access to fitness center	No additional charge
In room internet access	No additional charge
Breakfast	No additional charge
Reception (if requested by PBJC)	\$32 per person (+ 20% service charge)

It is recommended that the Board approve the contract.

- i) Recommendation that the Board approve a contract amendment between the Personnel Board of Jefferson County and Implementation Services Group (ISG). The Personnel Board has a need for additional services from Lawson subject matter experts for several critical system areas of Lawson. Specifically, the Board wishes to secure the services of subject matter experts in the Infor Process Automation module, Lawson Landmark module and the Lawson Security module, as well as continue current services provided by ISG for custom programming. The recent upgrade from version 9.0 to version 10.0 was

very complex and added functionality that requires modifications from specific subject matter experts. In order to ensure that Lawson continues to operate in a manner consistent with the Personnel Board Rules and Regulations it is important that subject matter experts be available to Board staff on an as needed basis. The initial contract with ISG was approved by the Board on May 12, 2015 in the amount of \$14,725.00 per year. It is recommended that the Personnel Board approve the contract amendment between the Personnel Board of Jefferson County and Implementation Services Group, Inc. for the contract period of June 14, 2016 through September 30, 2018 at a cost not to exceed \$45,000.00 per year.

- j) Recommendation that the Board approve a contract between the City of Birmingham (Planning, Engineering and Permits) and Walter Schoel Engineering Co., Inc. The City of Birmingham in conjunction with State of Alabama Office of Water Resources (OWR) would like to use a model developed by the United States Army Core of Engineers as the basis for the revision of the Village Creek Flood Insurance Study. Walter Schoel Engineering Company, Inc. along with OWR have reviewed the model and developed a list of items that will need to be addressed in order to make the model compliant with FEMA standards. The contract term is one year, and the cost is \$20,200.00. Based on the fact that the services are temporary as the study will be completed within one year and sporadic, as these studies are performed every 10 – 20 years, the contract is recommended for approval.
- k) Recommendation that the Board approve the following contract and subsequent contract amendment between the City of Birmingham (Public Works) and Volkert, Inc.:
 - 1. Volkert, Inc. will provide consulting services for the City of Birmingham. Volkert will assess current storm water management practices and make suggestions for improvements at the City of Birmingham's Eastern Area Landfill. Volkert will review correspondence from the Alabama Department of Environmental Management (ADEM), assist in preparation of a presentation for ADEM and attend ADEM meetings. In addition, Volkert will perform a feasibility study on the conversion of landfill gas to natural gas for use as vehicle fuel. The contract term is February 3, 2016 until work completion or February 2, 2019, at a cost of \$25,000.00. Based on the specialized knowledge required to perform the services, the temporary nature of the work, and the fact that the services are almost complete, the contract is recommended for approval.
 - 2. This is an amendment to the above-referenced consulting professional services agreement entered into with Volkert, Inc. in February 2016. Volkert, Inc. will prepare an engineering report that identifies the causes of City of Birmingham's noncompliance with the Alabama Department of Environmental Management's (ADEM) regulations at the Eastern Area Landfill and summarize the changes necessary for the City to achieve and maintain compliance with its ADEM Municipal Solid Waste Permit. Volkert will also assist with preparation of a Request for Proposal to secure a contractor to implement the recommended changes and provide project management services during construction. The cost of the additional services is \$68,800.00. Total payment to Volkert including the original contract and this amendment will not exceed \$93,800.00 for the term of the contract. Based on the specialized knowledge required to perform the services and

the temporary nature of the work, the contract is recommended for approval. Approval of this amendment (and the original contract) does not infer any approval of a contract resulting from any RFP prepared under this contract.

- l) Recommendation that the Board approve a contract between Jefferson County (Community Development) and Douglas Built, LLC. Douglas Built will provide renovations of the Senior Center in Martintown. Renovations will include a new roof, repair of wood siding, interior and exterior paint, flooring, HVAC replacement, restrooms, and plumbing. The contract term is 120 days from execution, with a cost of \$160,340.00. Based on the fact that the services are temporary and will be completed within 120 days, the contract is recommended for approval.
- m) Recommendation that the Board approve a contract between Jefferson County (Community Development) and Coston General Contractors. Coston will provide construction of a parking lot, replace fencing around various sports fields and build a batting cage. Construction of the parking lot appears to meet the construction exemption as defined in the Personnel Board's contract procedure; however, the fencing (\$48,000) and batting cage assembly do not meet the exemption. The contract term is 120 days and the total cost is \$196,266.00. Based on the fact that the services are temporary and will be completed within 120 days and the fact that most of the cost appears to be associated with new construction, the contract is recommended for approval.
- n) Recommendation that the Board approve the following *proposed* contracts between Jefferson County (Roads and Transportation) and yet to be selected contractors to perform the following:
 - 1. Center Point Resurfacing Project - The Contractor will provide road resurfacing for 7.1 miles of roadways within the City of Center Point. The County entered into an Agreement to Share Responsibilities with the City of Center Point which was presented to the Board in February 2016. Contract term is 45 days from execution and cost is \$1,600,000.00. The resurfacing project is recommended for **conditional** approval based on the consideration given to the current lack of available staffing to perform the work and the limited time for this service.
 - 2. Floyd Bradford Road Resurfacing Project - The Contractor will provide road resurfacing and milling for 5.25 miles of road (Floyd Bradford Road) in the Cities of Leeds, Irondale, Birmingham, Trussville and Jefferson County. The contract term is 45 (forty-five) days from execution and the cost is \$1,700,000.00. The resurfacing project is recommended for **conditional** approval based on the consideration given to the current lack of available staffing to perform the work and the limited time for this service.
- o) Recommendation that the Board approve a contract between the Jefferson County Sheriff's Office and Yarbrough Company, Inc. Yarbrough Company, Inc. will provide food services, both staffing and food, to inmates in the Jefferson County Jail. The Board previously approved a contract with Yarbrough Company for the same services on May 8, 2012. The new contract is for three (3) years at a total cost of \$4,056,810.75 (\$1,352,270/year). Based on the fact that it is more cost effective to contract the services, the contract is recommended for approval.

- p) The City of Pleasant Grove requests to replace Resolution #2162015 that established a premium pay policy to compensate employees for education with Resolution #5022016B. Pursuant to the Personnel Board's Education Premium Pay Procedure, an Appointing Authority, by means of a resolution, has the discretion to determine the job classes that are eligible as well as waive the condition requiring the education to be job related. The City of Pleasant Grove has exercised this option and provided Resolution #5022016B that specifies all employees are eligible and that a Bachelor's degree in any area of study and Associate's Degrees in a job-related area of study will be compensated. In order to be eligible for premium pay, the degree must be from an accredited college, the employee must have obtained a "C" average, the education must be a higher level degree or area of study than indicated in the compensable factors, a certified copy of the transcript must be submitted and the request for must be approved by the Appointing Authority and the Personnel Board. Recommend approval of Resolution #5022016B as reviewed and approved by the Mayor and City Council for the City of Pleasant Grove.
- q) Requests for Extended Administrative Leave with Pay:
1. Philip Green – Jefferson County Sheriff's Office
 2. Roger Zucco – Jefferson County Sheriff's Office
 3. Ricky Bryant - Warrior Police Department
- r) Recommendation to create the Exempt Executive position of Deputy Director of Human Resources. Jefferson County Commission requests to appoint a new Exempt Executive Service position of Deputy Director of Human Resources. Pursuant to Act 2011-70 and in conjunction with Rule 6.1 of the Rules and Regulations of the Personnel Board, the Appointing Authority may request that the Board place positions under the Exempt Executive Service. A position may be placed in the Exempt Executive Service if the position is designated for primary policy determinations, such as department heads and their chief deputies. Employees in the Exempt Executive Service have no rights of appeal to the Board and no property interest in their position. It is recommended that the Personnel Board of Jefferson County approve the Jefferson County Commission's request to appoint the position of Deputy Director of Human Resources to the Exempt Executive Service.

IV. APPEAL OF DIRECTOR'S DETERMINATION (Rehire; Reinstatement; Grievance, etc.)

- 1) Brigitte Adams, Print Shop Supervisor – Health Department
- 2) Christopher Asarisi vs. the City of Bessemer (Police Department) – GR-2016-02-0339-BS

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

- a) Sharon Tran vs. City of Fairfield (Public Works Department) - DA-2016-2059-FF
H.O. Report & Recommendation

- b) Mikal Alfred vs. City of Birmingham (Dept. of Public Works) - DA-2016-2056-BH
H.O. Report & Recommendation
- c) City of Bessemer vs. Camara Blue – DA-2012-1892 Show Cause Order

VI. INFORMATION AND DISCUSSION ITEMS

a) Provisional Appointments

1. William Dubose	Network Sys Admin II	Birmingham	Approved
2. Bridgette Brown	Paralegal	Birmingham	Approved
3. Quanita Washington	Accountant	Birmingham	Approved

b) Advance Steps

1. Jr. Rylant, William	Administrative Clerk	Birmingham	Approved
2. Bigham, Thomas	Construction Equip Optr	Jefferson County	Approved
3. Brown, David	Construction Equip Optr	Jefferson County	Approved
4. Clark, William	Construction Equip Optr	Jefferson County	Approved
5. Geesling, Michael	Truck Driver	Jefferson County	Approved
6. Grap, Jennifer	Oncology Clinical NP	Jefferson County	Approved
7. Jr. Jones, Michael	Traffic Striping Mach Optr	Jefferson County	Approved
8. Laney, Adam	Construction Equip Optr	Jefferson County	Approved
9. Perry, Steven	Construction Equip Optr	Jefferson County	Approved
10. Ragland, Steven	Construction Equip Optr	Jefferson County	Approved
11. Talley, Robert	Chief Clerk Probate Court	Jefferson County	Approved
12. Wade, Michael	Truck Driver	Jefferson County	Approved
13. Wallace, Christopher	Construction Equip Optr	Jefferson County	Approved

c) Reinstatements

1. Arthur Buie	City of Birmingham	Firefighter	Denied
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Mr. Buie did not obtain permanent status before separation as required to be eligible for reinstatement in accordance with Personnel Board Rule 10.3.

d) April/May Board Bi-monthly Expenditure Reports

VII. EXECUTIVE SESSION