

PROPOSED MEETING AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY
October 10, 2017

- 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 September 26, 2017.

 - b) Recommendation that the Board approve a contract renewal with High Ground Solutions - High Ground Solutions provides the Personnel Board with a system that can send large scale emails and alerts. The system has advanced communication tools used for maintaining contact with targeted groups. It provides the ability to quickly get messages out to employees utilizing multiple forms of communication. It is recommended that the Three-Member Board approve the contract between High Ground Solutions and the PBJC January 1, 2017 through December 31, 2017 in the amount of \$2,495.00. There has been no increase in the amount of the contract from the preceding year.

- IV. JURISDICTION CONTRACTS
 - a) Recommendation that the Board approve a contract between the Jefferson County Department of Health and Lin C. Fulton will provide interpreting services for deaf, hard of hearing or speech disabled Health Department clients/patients. The contract term is three (3) years at a total cost of \$7,500. Based on the fact that the services are sporadic and limited in nature, the contract is recommended for approval.

- V. ADMINISTRATIVE LEAVE WITH PAY
 - a) Hishmhael Ladouceur, Jefferson County Sheriff's Office - ADM LV WP (30 Days)

- VI. APPEAL OF DIRECTOR'S DETERMINATION
 - a) Jonathan Webber, Deputy Sheriff, JC Sheriff's Office - Grievance

 - b) Jennifer Lindley, Corrections Officer, City of Birmingham - Grievance

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

- a) Richard Cheatwood v. City of Vestavia (Police Department) – Joint Motion to Stay Proceedings
- b) Jana McPherson v. Jefferson County (Board of Equalization) – Hearing Officer Report & Recommendation

VIII. INFORMATION AND DISCUSSION ITEMS

- a) The PBJC Training and Development department will host month three of its annual MPACT program on December 6, 2017. MPACT stands for Managers Preparing to Accomplish Change Today. It is a middle management training program for a cohort of 20 Merit System employees. These employees attend monthly classes based on eight core competencies.

The December 2017 topic is Enhancing Communication, and the Birmingham Museum of Art has agreed to host this training session at their location at no charge. The class will be held in their Member’s Training Room. The space is provided by Birmingham Museum of Art at no cost to the Personnel Board (i.e., the contract is a zero-cost contract).

- b) The following jurisdictions have submitted resolutions for acknowledgement (in a non-election year) granting cost of living adjustments:

1. Trussville - The Council of the City of Trussville has passed Resolution #2017-047 granting a 2% Cost of Living Adjustment effective September 30, 2017.
2. Homewood - The Council of the City of Homewood has passed Resolution #17-143 granting a 2% Cost of Living Adjustment effective October 1, 2017.
3. Mountain Brook - The Council of the City of Mountain Brook has passed Resolution #2017-129 granting a 2% Cost of Living Adjustment effective October 3, 2017.
4. Emergency Management Agency - The Jefferson County Emergency Management Mayors Council has passed a resolution granting a 2% Cost of Living Adjustment effective the first full pay-period of Fiscal Year 2018.

- c) The Council of the City of Trussville has passed Resolution # 2017-048 granting longevity pay to recognize employees for their long-term service. An eligible employee who has at least 5 years of total service shall receive a lump sum payment. Longevity pay under this resolution will be paid for the period October 1, 2016 through September 30, 2017 and the one-time payment will be made in November 2017.

- d) Advance Step(s)

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| 1. Whitley, Katrina | Admin Clerk | Bessemer | Approved |
| 2. Johnson, Tanirah | Accounting Asst I | Birmingham | Approved |

3.	Larkin, LaChezra	Admin Clerk	Birmingham	Approved
4.	Smith, David P	Public Safety Director	Fultondale	Approved
5.	Smith, Glenda	Senior Buyer	Health Dept.	Approved
6.	Foster, Roosevelt	Hvy Equip Oper	Jefferson County	Approved
7.	Madison, Nathaniel	Hvy Equip O per	Jefferson Co	Approved
8.	Samuel, LaTonya	Tax Agent	Jefferson Co	Approved
9.	Smith, Julian	Herbicide Applicator	Jefferson Co	Approved
10.	Tavel, Darryl	Sr Grants Mgt Coord	Jefferson Co	Approved
11.	Doyle, Creel	Const Equip Oper	Tarrant	Approved
12.	Blanton, Robert	Bldg. Insp Supt II	Vestavia Hills	Approved

e) September 2017 Bi-monthly Board Expenditure Report(s)

IX. EXECUTIVE SESSION