

MEETING AGENDA  
PERSONNEL BOARD OF JEFFERSON COUNTY  
November 14, 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 October 10, 2017.
  
  - b) Recommendation that the Board approve a contract renewal with Infor (Lawson). Lawson is the Board's automated employee records management system. The Personnel Board wishes to renew its maintenance and support contract with Infor (US), Inc. (formerly Lawson Software Americas, Inc.) for the period covering January 9, 2018 through April 8, 2018. The contract period allows for implementation of the replacement system (i.e., WORKDAY). The total cost for the maintenance is \$55,585.20. It is recommended that the Board approve the renewal maintenance contract with Infor (US), Inc. (formerly Lawson Software Americas, Inc.).
  
  - c) The Jefferson County Commission has passed a resolution granting a 2.5% Cost of Living Adjustment effective October 2, 2017. There is an election in the next year of the Jefferson County Commission; therefore, the resolution is presented for the Three Member Board's approval pursuant to §12 of the Enabling Act. It is recommended that the Board approve the resolution from Jefferson County to increase their salary schedule by 2.5% effective October 2, 2017.
  
  - d) The Jefferson County Receiver's Office requests to create a new Exempt Executive Service position of Public Information Officer. It is recommended that the Personnel Board of Jefferson County approve Jefferson County Receiver's request to create the position of Public Information Officer in the Exempt Executive Service.
  
  - e) The City of Birmingham requests to create a new Exempt Executive Service position of Chief Strategy Officer. It is recommended that the Personnel Board of Jefferson County approve the City of Birmingham's request to create the position of Chief Strategy Officer in the Exempt Executive Service.
  
  - f) The City of Birmingham requests to create a new Exempt Executive Service position of Intergovernmental Affairs Director. It is recommended that the Personnel Board of Jefferson County approve the City of Birmingham's request to create the position of Intergovernmental Affairs Director in the Exempt Executive Service.

- g) The City of Birmingham requests to create a new Exempt Executive Service position of Public Information Officer. It is recommended that the Personnel Board of Jefferson County approve the City of Birmingham's request to create the position of Public Information Officer in the Exempt Executive Service.

#### IV. JURISDICTION CONTRACTS

- a) Recommendation that the Board **conditionally** approve a new contract between the City of Birmingham (Police Dept.) and Trinity Medical. Trinity Medical will provide temporary nursing personnel at the Birmingham City Jail as needed due to sick and vacation leave of critical positions and temporary vacancies when Merit System individuals are not immediately available. The contract is for one (1) year and the cost is \$220,000. It is recommended that the Board **conditionally** approve this contract.
- b) Recommendation that the Board **conditionally** approve a **proposed** new contract between the City of Birmingham (Garage) and a yet to be determined contractor. The vendor/s will provide rebuilt Allison automatic transmission repair services for the City of Birmingham's fleet of trucks and vans. The basis of the contract will consist primarily of the supply, labor (removal and installation), and required flushing the system of any and all rebuilt Allison transmissions. This contract is for one (1) year with an extension of up to two (2) years and the cost is not to exceed a total of \$120,000. It is recommended that the Board **conditionally** approve this **proposed** contract.
- c) Recommendation that the Board **conditionally** approve a **proposed** new contract between the City of Birmingham (Garage) and a yet to be determined contractor. The vendor/s will provide glass replacement and chip repair services for any and all of the City of Birmingham's fleet of mobile equipment. This fleet includes all types of vehicles from Cushman 3-wheel scooters, autos, and trucks to heavy off road equipment. The term is one (1) year with the option to renew up to two (2) additional years. The average cost is estimated to be \$22,035.34. It is recommended that the Board **conditionally** approve this **proposed** contract.
- d) Recommendation that the Board approve a new contract between Jefferson County Dept. of Health (Clinical Services) and Connection Health. Connection Health will provide community health consulting services to research and develop a Pilot program to reduce infant mortality. Connection Health will work with the Jefferson County Department of Health to develop program curriculum, train and supervise staff as well as host quarterly meetings for case review, staff development and Board updates. The term is three (3) years and the cost is not to exceed \$641,561. It is recommended that the Board approve this contract.
- e) Recommendation that the Board approve a new contract between the City of Irondale (Mayor's Office) and Butch Jerrolds. Mr. Jerrolds will provide information pertaining to property locations, annexations, zoning, flood areas, sewer availability and other land services for the City of Irondale. The services are performed sporadically with varying hours from week to week, averaging approximately 20 – 24 hours/week. The term is three (3) years at a cost not to exceed \$35,000 with a cost stipulation of \$2,916.66/month. It is recommended that the Board approve this contract.

- f) Recommendation that the Board **conditionally** approve a **proposed** new contract between Jefferson County (Environmental Services) and a yet to be determined contractor. The contractor will provide replacement of 7 fume hoods at Barton Lab located at the Shades Valley Plant. Services include removal of the old fume hoods, plumbing, electrical and architectural repairs. This contract is for 120 days and includes all equipment, materials, supplies and labor. The cost is not to exceed \$620,000. It is recommended that the Board **conditionally** approve this **proposed** contract.
- g) Recommendation that the Board approve a new contract between Jefferson County (Sewer Line Construction) and Dukes Root Control, Inc. Duke's Root Control provides root control services through chemical treatment of Jefferson County sewers. This service is necessary to prevent sewer overflows and backups in customer homes and businesses due to the pipes being clogged with roots. The term is one (1) year and includes all equipment, chemicals, supplies, labor and chemical licenses at a cost not to exceed \$1,002,110. It is recommended that the Board approve this contract.
- h) Recommendation that the Board approve a new contract between the City of Vestavia (Mayor's Office) and Butch Jerrolds. Mr. Jerrolds will provide information pertaining to property locations, annexations, zoning, flood areas, sewer availability and other land services for the City of Vestavia. The services are performed sporadically with varying hours from week from to week. The term is three (3) years and the cost is not to exceed \$35,000 with a cost stipulation of \$30.83/hr. It is recommended that the Board approve this contract.

V. ADMINISTRATIVE LEAVE WITH PAY

–None submitted--

VI. APPEAL OF DIRECTOR'S DETERMINATION

--None submitted—

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

- a) Rodney Hall v. City of Birmingham (Police) DA-2017-2107-BH – Joint Motion to Dismiss and Settlement Agreement
- b) Antonio Bowie, Sr. v. City of Birmingham (Police) DA-2017-2109-BH – Hearing Officer Report and Recommendation
- c) Collice Howard v. City of Birmingham (Police) DA-2017-2112-BH – Hearing Officer Report and Recommendation and Compliance Written Objection

VIII. INFORMATION AND DISCUSSION ITEMS

- a) The Council of the City of Midfield has passed Resolution #2017-53 granting a 2% Cost of Living Adjustment effective October 9, 2017. There is no City Council election this year at the City; consequently, the resolution is presented for acknowledgement only.
- b) The Council of the City of Center Point has passed Resolution # 2017-37 granting a 25% pay increase to all classified employees effective January 1, 2018. There is no City Council election this year at the City; consequently, the resolution is presented for acknowledgement only.

c) Provisional Appointment(s)

1.	Richard Sanders	Birmingham	Sr. Plans Examiner	Approved
2.	Karen McGlond	Jeff County	Comp/Benefits Advisor	Approved

d) Advance Step(s)

1.	Roper, Michael	Police Chief III	Bessemer	Approved
2.	Albright, Frank	Chief Jail Administrator	Birmingham	Approved
3.	Battle, Jeffrey	Heavy Equip Op	Birmingham	Approved
4.	Chandler, Samantha	Attorney	Birmingham	Approved
5.	Pezant, Angela	Personnel Tech	Birmingham	Approved
6.	Smith, LaTarja	Landfill Op Attendant	Birmingham	Approved
7.	Smitherman, James	Auto Technician	Birmingham	Approved
8.	Baldwin, Terry	Engineering Insp	Jeff County	Approved
9.	Cleckler, Larry	WWTP Shift Supv	Jeff County	Approved
10.	Davenport, Brandon	Senior Court Clerk	Jeff County	Approved
11.	Gray, Brandon	PC/Network Tech	Jeff County	Denied
12.	Griggs, Andreia	Accounting Asst II	Jeff County	Approved
13.	Hargreaves, Gary	Chief Plumb/Gas/Mech	Jeff County	Approved
14.	Lee, Yolanda	Accounting Asst II	Jeff County	Approved
15.	Mercer, Benjamin	Engineering Insp	Jeff County	Approved
16.	Moore, Adam	WWTP Shift Supv	Jeff County	Approved
17.	Muriithi, Daniel	Engineering Insp	Jeff County	Approved
18.	Nash, Daniel	Principal Accountant	Jeff County	Approved
19.	Pickett, Setedria	Senior Court Clerk	Jeff County	Approved
20.	Robinson, Carol	Accountant	Jeff County	Approved
21.	Sanford, Robert	PC/Network Tech	Jeff County	Approved
22.	Singh, Bijay	Civil Engineer	Jeff County	Approved
23.	Suddeth, David	Engineering Inspector	Jeff County	Approved
24.	Williams, Larry	Buyer	Jeff County	Approved
25.	Wombwell, Robert	County Prop Appraiser	Jeff County	Approved
26.	Blakely, Christopher	LPN	Health Dept.	Approved
27.	Cowart, Teresa	LPN	Health Dept.	Approved
28.	Stringer, Teresa	LPN	Health Dept.	Approved
29.	Wright, Shaun	Medical Clerk	Health Dept.	Approved

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

IX. EXECUTIVE SESSION