

**PROPOSED MEETING AGENDA**  
**PERSONNEL BOARD OF JEFFERSON COUNTY**  
**January 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 December 13, 2016.
  
  - b) Recommendation that the Board authorize a renewal of the Public Officials and Employment Practices Liability Policy for the Personnel Board. The current policy will expire on January 31, 2017. The purpose of this renewal is to secure employee practice liability insurance from Hiscox USA for the Personnel Board for the year 2017-2018. Through Jefferson County's Risk Management Department and the County's Broker, the Personnel Board was able to obtain the same coverage at the same price as last year. Last year's premium was \$14,927. The proposal received from Hiscox USA for this year is \$14,927. The policy period is January 31, 2017 through January 31, 2018. In addition, the County's brokerage firm does not charge a commission.
  
  - c) Recommendation that the Board authorize a contract between the Personnel Board of Jefferson County and Human Resource Management, LLC. (HRM). HRM will provide professional project management consulting for human resources information system (HRIS) due diligence needs assessment and implementation. The Personnel Board is seeking to acquire professional project management consulting services in order to conduct a thorough due diligence needs assessment intended to identify strengths and weaknesses associated with its existing systems (Lawson/Infor; PeopleAdmin) and gaps in the services available/provided by these systems and, if deemed appropriate, assist in the selection and implementation of a new system .The contract is for the period covering January 10, 2017 through December 31, 2017 in an amount not to exceed \$90,285.00. It is recommended that the Board approve the consulting contract.
  
  - d) Recommendation that the Board authorize a contract between the Personnel Board of Jefferson County and Performance Cleaners. Performance Cleaners will provide professional custodial services for all Personnel Board offices and spaces within the 2121 Building. The services provided through this contract will help ensure cleaner, healthier and safer work spaces within the Personnel Board; protect and maintain property of the Personnel Board; and present a positive image of the Personnel Board and our Merit System agencies to our thousands of visitors each year. This

agreement results from the Personnel Board's Invitation to Bid (ITB) 25-17 and is a three (3)-year contract in the amount of \$35,151 annually. It is recommended that the Board approve the contract with Performance Cleaners.

- e) *CARRIED OVER FROM December 13, 2016* - Pursuant to Act No. 2006-339, the Personnel Board of Jefferson County is responsible for appointing a Member of the Board of Managers for the City of Birmingham's Retirement and Relief System. This Board (referred to as the "Pension Board") is comprised of nine members. One of the members is an appointee of the Personnel Board of Jefferson County and serves a four (4) year term. The members of the Pension Board meet on a monthly basis and are not paid for their service.

At the direction of the Three-Member Board, the position was re-posted for application on December 14, 2016 and closed on January 6, 2017. During the announcement period, twenty-eight (28) individuals submitted applications. The applications were screened based on the following minimum qualifications:

- Must have a minimum of seven (7) years of experience in an executive capacity in accounting, insurance, actuarial, investment or banking work.
- Must be a qualified voter.

Of the twenty-eight (28) complete applications submitted, four (4) applicants met the minimum qualifications and provided information for verification. A review of the applications indicates that all four (4) candidates are qualified for the Birmingham Pension Board position. Two (2) candidates have experience and education that would substantially exceed the outlined minimum qualifications; however, each of those candidates has significant limitations for regular physical attendance at the Pension Board meetings. Based on an evaluation of the qualifications, and noting the limitations of multiple candidates, it is recommended that the Board approve Martin Leonard for appointment to the City of Birmingham's Retirement and Relief System for the four-year term.

#### IV. JURISDICTION CONTRACTS

- a) Recommendation that the Board *conditionally* approve a proposed new contract between the City of Birmingham (Equipment Mgt) and TBD for wrecker services. The cost is not to exceed \$484,000 and the contract term will be 3 years from execution. The vendor will provide wrecker and storage services 24 hours/day, 7 days/week, 365 days/year for city-owned vehicles and private vehicles towed at the request of the Police or Public Works Departments. In addition, the contractor will dispose of unclaimed abandoned vehicles. Given the cost of the equipment and facilities, not including fuel, vehicle maintenance or a staffing component, and the fact that wrecker services are traditionally contracted, this contract is recommended for approval **conditioned** on the resulting services in the contract not deviating from the representations made in the submission, no work beginning prior to the execution of the contract, and the submission of the executed contract to the Personnel Board for our records.
- b) Recommendation that the Board approve a new contract between Mountain Brook and Vicki Thomas. The contract term is three (3) years from execution and the cost is \$8,600/year at \$23.97/hour. Ms. Thomas is a former Mountain Brook employee.

She will provide administrative services for the City's Revenue department in the event of vacation, illness, training or other absences by Merit System employees. Ms. Thomas has experience and knowledge of the City's ordinance, regulation and electronic databases as they pertain to permits, taxes, licenses, and billing and collection applications. Due to the sporadic nature of the services being performed, the contract is recommended for approval. The City will provide monthly utilization reports to the Personnel Board so that usage can be monitored and evaluated.

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

- a) Yovette Jackson vs. City of Birmingham (Law Dept) GR-2016-11-0353-BH  
Grievance – Ineligible for Adjustment under Rule 15

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

- a) Marshall Gulley vs. City of Birmingham (Police Dept) DA-2016-2070-BH – H.O. Report and Recommendation; Complainant's Objection
- b) Shaun Deane vs. City of Birmingham (Police Dept) DA-2016-2071-BH Joint Motion to Dismiss and Settlement Agreement
- c) Adam J. Voss vs. City of Birmingham (Police Dept) DA-2016-2085-BH Joint Motion to Dismiss and Settlement Agreement
- d) Kevin P. Irizarry vs. City of Birmingham (Public Works) DA-2016-2082-BH Joint Motion to Dismiss and Settlement Agreement
- e) Lakisha Hampton v. Jefferson County Sheriff's Office DA-2016-2091-JC Motion to Stay

VII. INFORMATION AND DISCUSSION ITEMS

a) Advance Step(s)

1. Moore, Douglas	Equip Service Wkr	Bessemer	Approved
2. Pierce, Octavious	Landscape Crewldr	Center Point	Approved
3. Pugh, Wyatt	Building Insp Supt.	Homewood	Approved
4. Gamble, Erica	Medical Clerk	Health Dept	Approved
5. Brown, Celeste	Env Lab Compl Admin	Jefferson Co.	Approved
6. Goss, Barry	Chief Accountant	Jefferson Co.	Approved
7. Williams, Toni	Accounting Assistant II	Jefferson Co.	Approved
8. Stracener, Brian	Police Officer	Tarrant	Approved

b) Reinstatement(s)

1. Trey Morrison	City of Fairfield	Firefighter	Approved
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c) November/December Bi-monthly Board Expenditure Report(s)

## VIII. EXECUTIVE SESSION