

**PROPOSED MEETING AGENDA**  
**PERSONNEL BOARD OF JEFFERSON COUNTY**  
**February 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 January 10, 2017.
  
  - b) Recommendation that the Board approve the new job class of Clinical Health Psychologist. Jefferson County Cooper Green Mercy Health Services has requested the new class to provide psychological testing, counseling and evaluation to a diverse population of mentally ill or emotionally disturbed clients in a mental health clinic. Market data for a Clinical Health Psychologist suggests an average rate of pay of \$81,608. Recommend approval to create a new class, Clinical Health Psychologist, with a proposed pay grade for Jefferson County of G-31 and a salary range for Cooper Green Mercy Health Services of \$70,554 - \$109,491.
  
  - c) Recommendation that the Board authorize the service agreement with Jobvite Inc. to provide career site scraping to multiple job posting sites and social media referral software. The purpose of the contract is to secure software service through Jobvite Inc. to scrape (copy job openings from) the Personnel Board's career site and post openings to Indeed.com, Simplyhired.com, Oodle.com, and Glassdoor.com, as well as other sites that may subsequently enter into agreements with Jobvite Inc. after this agreement is in place. In addition to scraping, Jobvite's software also provides a social media referral service that facilitates and enhances employee referrals by leveraging Merit System Employees' social media accounts (LinkedIn, Facebook, and Twitter). It is recommended that the Personnel Board authorizes the service agreement with Jobvite, Inc. to provide career site scraping and employee referral software from February 14, 2017 to February 13, 2018. Total cost is not to exceed \$11,520.
  
  - d) Recommendation that the Board authorize renewal of a contract as a corporate partner with Birmingham Barons, LLC. Birmingham Barons games at Regions Park have attracted the largest crowds in the Southern Minor Baseball League for the last six years and second largest crowds for all Double-A teams nation-wide for 2016. The 2016 season realized a total attendance of 419,363 (6,167 average per game). The games attract a wide variety of demographics including race, gender, age, income, and education. The outfield signage will reach a predicted 400,000+ Barons fans, 20,000+UAB baseball fans (20 UAB baseball games are played at the park

each season), and 100,000+ individuals that will attend approximately 120 special events throughout the year. First Responders Night will give the Board an opportunity to market not only Public Safety Careers, but also to promote our brand. The cost is to not exceed \$27,000 and the contract term is April 12, 2017 through August 30, 2017. It is recommended that the Personnel Board is authorized to enter into a contract with Birmingham Barons, LLC.

- e) *CARRIED OVER FROM January 10, 2017* - 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.

Based on the review of the applications it appears that all four candidates are qualified for the Birmingham Pension Board position. Two candidates have experience and education that would substantially exceed the outlined minimum qualifications; however, each of those candidates has significant limitations for regular attendance at the Pension Board meetings. Because of those limitations, those individuals have not been invited for consideration. The recommended candidate, Martin Leonard, and the second candidate, Ida Taylor, have been invited to the February 14th Board meeting to answer any questions the Board may have regarding their consideration for the Pension Board position.

- f) Recommendation that the Board approve a resolution from the Council of the City of Pleasant Grove granting a 2% Cost of Living Adjustment effective January 21, 2017. Section 12 of the Enabling Act grants an appointing authority the discretion, by way of resolution of the governing body, to raise or lower the jurisdiction's salary schedule by a fixed amount. There was an election this previous year; consequently, the resolution is presented for 3-Member Board approval pursuant to §12. It is recommended that the Board approve the request from the City of Pleasant Grove to increase their salary schedule by 2% effective January 21, 2017.

#### IV. JURISDICTION CONTRACTS

- a) Recommendation that the Board approve an amendment to the contract between the City of Birmingham and the Army Corps of Engineers (ACOE). The ACOE will conduct a Feasibility Phase Study for Valley Creek and Village Creek Watershed Project that was started in 1999 as authorized by the U.S. Congress in 1996. The Board approved a \$50,000 contract with ACOE in May of 2016 related to this study. This amendment incorporates federal policy changes necessary for the ACOE to complete the study. This is a shared cost agreement between the City and the ACOE, the projected total cost being \$1,837,000, with the City paying \$849,500. The City asserts that were they to begin a new study in lieu of amending the presented contract, the estimated costs would be \$3,000,000 and the City would have to pay \$1,500,000. The contract term is 2.5 years. Based on the shared cost agreement and the fact that the services are temporary, the amendment is recommended for approval.

- b) Recommendation that the Board approve a contract between the City of Birmingham and Walter Schoel Engineering Company in the amount of \$67,500, for a contract term of 4 months, effective upon execution. Walter Schoel will provide consultant services involving development of a detailed hydrologic model of the Cotton Mill watershed including storm drainage network for the Avondale business district. The scope of work includes: a field survey of the existing storm drainage network, development of a Storm Water Management Model (SWMM) using the EPA SWMM model; added model Total Suspended Solids (TSS) capability; development of mitigation strategies, evaluated within the SWMM; and the development of schematic design for up to two (2) alternatives. Based on the fact that the work is temporary (4 months), is sporadic, and that this type of work is customarily contracted, the contract is recommended for approval.
- c) Recommendation that the Board approve a contract between Jefferson County (Environmental Svcs) and CDM Smith in the amount of \$370,000, for a contract term of seven (7) months, effective upon execution. CDM Smith, Inc. will provide specialized structural, mechanical, and electrical engineering design, and construction cost estimate services associated with Environmental Services projects. The contract provides for a feasibility study to evaluate alternatives for reliably meeting a monthly average effluent total phosphorous limit at the Cahaba River and Trussville wastewater treatment plants. The contract also provides for limited assistance in preparing permit renewal applications. Due to the temporary nature of the services being performed, the contract is recommended for approval.
- d) Recommendation that the Board approve a contract between Jefferson County (Environmental Svcs) and CH2M Hill Engineers, Inc. in the amount of \$600,000, for a contract term of 3 years (\$200,000 per year), effective upon execution. CH2M Hill will provide specialized engineering services on an as-needed basis for the Environmental Services Department of Jefferson County to include design and assessment of small or emergency construction projects. Based on the sporadic nature of the work, the specialized engineering knowledge required to perform the services, and the fact that the work is traditionally contracted, the contract is recommended for approval.
- e) Recommendation that the Board approve the following contracts between the Jefferson County Sheriff's Office and:
1. Clay-Chalkville Animal Clinic (CCAC) in the amount of \$27,000, a contract term of 3 years, effective 10/1/2016 to 9/30/2019. CCAC will provide veterinary services to K9s used in Birmingham operations. The veterinary services include routine examinations and medications, and surgery when required. This contract is recommended for approval based on the continuous, yet sporadic and periodic, need for veterinary services for the JCSO's K9's. Contracting these services out are more cost effective than hiring a veterinary staff specifically for the K9 units, as the GBHS already attends to the vast majority of veterinary needs to the area's animals.
  2. Hope Animal Clinic in the amount of \$18,000, a contract term of 3 years, effective 10/1/2016 to 9/30/2019. The Clinic will provide veterinary services

to K9s used in Bessemer Divisions. The veterinary services include routine examinations and medications, and surgery when required. This contract is recommended for approval based on the continuous, yet sporadic and periodic, need for veterinary services for the JCSO's K9's. Contracting these services out are more cost effective than hiring a veterinary staff specifically for the K9 units, as the GBHS already attends to the vast majority of veterinary needs to the area's animals.

V. ADMINISTRATIVE LEAVE WITH PAY

- a) Vincent J. Marshall, City of Vestavia Hills Fire Department – Request for 30-Day Extension of leave

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

--NONE SUBMITTED--

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

- a) Vincent J. Marshall vs. City of Vestavia Hills (Fire Dept) DA-2016-2086-VH – Joint Motion to Dismiss and Settlement Agreement

VIII. INFORMATION AND DISCUSSION ITEMS

- a) Exempted construction contract between Jefferson County (Environmental Services) and Baird Construction – On December 29, 2016, the Personnel Board received the County Human Resources' submission of a contract with Baird to provide "emergency" sewer construction and replacement services as needed. In the County's submission, several examples were provided and upon review, the services outlined appear to meet the construction exemption. Since construction contracts are not subject to Personnel Board review, the agreement is presented to the Board as an information item only. The Personnel Board has requested that Jefferson County provide periodic utilization reports of the projects completed under the contract so that the Board can monitor the projects and ensure that they continue to meet the construction policy exemption.

b) Provisional Appointment(s)

1. Edward Davis	Bessemer	Head Golf Professional	Approved
2. Christopher C. Terrell	Birmingham	Building Inspector	Approved
3. Adonis Morgan	Birmingham	Building Inspector	Approved
4. Tyler Malugani	Birmingham	Museum Educ Coord	Approved
5. Andrew Peterson	Trussville	Parks & Rec Supt II	Approved

c) Advance Step(s)

1. Hoadley, Carol	Skilled Laborer	Homewood	Approved
2. Thomas, Siedah	Dental Assistant	Health Dept.	Approved
3. Brown, Brazie	Juvenile Detention Ofcr	Jefferson Co.	Approved
4. Parker, Malinda	Chief Accountant	Jefferson Co.	Approved
5. Jones, Pamela	Chief Clerk of Probate	Jefferson Co.	Approved

d) Reinstatement(s)

1. Vanessa Marrero Health Department Social Worker Approved

e) January Bi-monthly Board Expenditure Report(s)

IX. EXECUTIVE SESSION