

REVISED MEETING AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY
March 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 February 14, 2017.

 - b) Recommendation that the Board approve the 2017 Salary Administration Guide and Pay Plan. Pursuant to Section 12 of the Enabling Act and in accordance with Rule 8 of the Rules and Regulations of the Personnel Board, the Board shall prepare a pay plan and salary schedule for all positions. The Salary Administration Guide and Pay Plan provides guidance on the application of general salary rules and processes including longevity pay, premium pay and medical pay parameters including on-call pay, shift differential and medical flexible scheduling options. The Board last approved the Pay Plan at the March 8, 2016 meeting. It is recommended that the Board approve the 2017 Salary Administration Guide and Pay Plan.

 - c) Recommendation that the Board authorize the Personnel Board of Jefferson County to renew an agreement with LinkedIn to provide a job posting package and LinkedIn Corporate Recruiter accounts. LinkedIn Corporate Recruiter accounts allow for the ability to see full profiles with unlimited search of the entire LinkedIn profile population. The job posting package will give the Board the ability to post up to five jobs at all times for 12 months. Jobs posted to job slots not only show in job seekers' search results, but also within the profiles of individuals who might fit the qualifications for the job but may not necessarily be looking for a job. It is recommended that the Board authorize the service agreement with LinkedIn from May 28, 2017 through May 27, 2018 at a cost not exceed \$36,675.

 - d) Recommendation that the Board authorize the Personnel Board of Jefferson County (PBJC) to renew an agreement with PeopleAdmin to provide and host the PBJC's Applicant Management System. PeopleAdmin is a key component of the integrated systems that comprise the Board's HRIMS. PeopleAdmin serves as the Board's online applicant management system and is web accessible to both applicants and jurisdictions. It is recommended that the Three-Member Board approve the contract renewal with PeopleAdmin for the hosting of the Personnel Board's online applicant management system for the term covering April 1, 2017 to October 31, 2017 in the amount of \$21,866.25.

IV. JURISDICTION CONTRACTS

- a) Recommendation that the Board **conditionally** approve a *proposed* contract for pest control services for the City of Birmingham. The yet-to-be selected vendor will provide insect and rodent pest control services at various facilities owned by the City of Birmingham. The services will include scheduled and callout application of rodenticides, liquid insecticides and bait stations. The contract term is one (1) year from execution at a cost of \$35,000. Given the cost to purchase the chemicals/equipment, facilities and the staffing component, 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 contract between the Jefferson County Department of Health and Shauntice Allen, Ph.D. Dr. Allen will conduct community meetings and partner brainstorming sessions to identify barriers to hypertension control and existing community resources to overcome those barriers. The services will also include exploration and identification of self-management blood pressure monitoring intervention. The contract term is six (6) months from execution at a cost of \$4,500.00. Due to the temporary and sporadic nature of the services being performed, the contract is recommended for approval.

V. ADMINISTRATIVE LEAVE WITH PAY

-None Submitted -

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

- a) Robert Kirk – Leeds Police Department (ADM LV WOP-2016-0044-LD) - Ineligible for Adjustment under Rule 12
- b) Paul A. Irwin, Jr. – Appeal of Director's Actions Regarding Police Chief Register

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

- a) Angela Y. Harris vs. City of Bessemer (DA-2016-2087-BS) – Joint Motion to Dismiss and Settlement Agreement
- b) LaTonya Samuel vs. Jefferson County Dept. of Health (DA-2016-2081-HD) – Hearing Officer Report & Recommendation

VIII. INFORMATION AND DISCUSSION ITEMS

- a) Provisional Appointment(s)
 - 1. Jeffrey Bridges Trussville Police Chief II Approved
 - 2. Ray Filmore Leeds Planning Tech Approved
 - 3. Ellis W. Sullivan Trussville City Engineer Approved
- b) Advance Step(s)

1. Champion, Horace	Gardener	Birmingham	Approved
2. Cobb, Taura	Event Manager	Birmingham	Approved
3. Foy, Shirley	Chief Admin Analyst	Birmingham	Approved
4. Knop, Stephen	Gardener	Birmingham	Approved
5. Nelson, Cindy	Sr. Revenue Examiner	Birmingham	Approved
6. Painter, Matthew	Gardener	Birmingham	Approved
7. Wynn, Brian	Sr. Systems Analyst	Birmingham	Approved
8. Hubbert, Katie	Court Clerk	Fultondale	Approved
9. Blackman, L'Tanya	Prin Accountant	Jeff Co	Approved
10. Franklin, Sabrina	Prin Accountant	Jeff Co	Approved
11. Jackson, Mary	Prin Accountant	Jeff Co	Approved
12. Jacobs, Chad	LPN	Jeff Co	Approved
13. Landrum, Bee	LPN	Jeff Co	Approved
14. Newell, Janice	Speech Pathologist	Jeff Co	Approved
15. Stubblefield, Wilhelmina	Prin Accountant	Jeff Co	Approved
16. McAlpine, Barry	Construction Equip Op	Tarrant	Approved
17. Bridges, Jeffrey	Police Chief II	Trussville	Approved
18. Shotts, Timothy	Fire Chief II	Trussville	Approved

c) Reinstatement(s)

1. Gregory Sawyer	Jefferson County	Security Officer	Approved
2. Carrie Ellison	Jefferson County	Admin Clerk	Denied ¹
3. Carol Dixon	Birmingham	Accountant	Denied ²

¹Carrie Ellison did not obtain permanent status before separation as required to be eligible for reinstatement in accordance with Personnel Board Rule 10.3.

²Carol Dixon did not separate in good standing to be eligible for reinstatement in accordance with Personnel Board Rule 10.3.

d) February Bi-monthly Board Expenditure Report(s)

IX. EXECUTIVE SESSION