

**A public hearing will take place at 1:30 pm., with the Regular Meeting to immediately follow.**

**REVISED MEETING AGENDA**  
**PERSONNEL BOARD OF JEFFERSON COUNTY**  
**May 9, 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 April 11, 2017.
  - b) Recommendation that the Board authorize renewal of the Cyber Protection Insurance for the Personnel Board of Jefferson County. The Personnel Board's current Cyber Protection Insurance will expire on June 13, 2017. Through Jefferson County's Purchasing Department, Risk Management Department and the County's Broker, the Personnel Board was able to obtain a premium of \$13,510. This represents a slight increase of \$133.00 from last year's premium of \$13,377. It is recommended that the Three-Member Board approve the renewal of the Board's Cyber insurance policy in the amount of \$13,510.00 for 2017-2018.
  - c) Recommendation that the Board authorize renewal of the Business Liability Insurance for the Personnel Board of Jefferson County with Hartford Casualty Insurance Company. The Personnel Board's current Business Liability Insurance will expire on May 31, 2017. Through Jefferson County's Purchasing Department, Risk Management Department and the County's Broker, the Personnel Board was able to obtain a premium of \$4,850.00 which includes \$93.00 for terrorist protection. Last year's premium was \$4,389.00 which represents an increase of \$461.00 from last year. It is recommended that the Three-Member Board approve the insurance policy between the Personnel Board of Jefferson County and Hartford Casualty Insurance Company in the amount of \$4,850.00 for 2017-2018.
  - d) Recommendation that the Board approve the new job class of Sr. Air Pollution Instrumentation Technician. The Jefferson County Health Department (JCDH) requests a new class to provide overall supervision of the technical, supervisory, and administrative functions aspects of the Air Monitoring Program. This position would directly supervise and manage the Air Pollution Instrumentation Technicians and Environmental Health Specialists within the department. The proposed pay grade for the JCDH of G-22 is based on established internal comparisons that currently exist within the organization. The range for this classification for Jefferson County Health Department is \$44,220 – \$68,556. It is recommended that the new job class be approved.
  - e) Recommendation that the Board approve an amendment to the contract with the

Birmingham Barons, LLC. The contract was approved at the February 2017 Personnel Board meeting for services to be provided from April 12, 2017 through August 30, 2017. There is no change to the cost of the contract, only the terms of the payment. The amendment is required due to an oversight in the contract that requires for payment to be rendered at the conclusion of the contract. Due to the nature of the services, payment should be provided at the conclusion of the major items being provided by the vendor. It is recommended that the Three-Member Board authorize amendment of the contract with the Birmingham Barons, LLC.

- f) Recommendation that the Board authorize the renewal of the maintenance and support contract between the Personnel Board of Jefferson County and Infor (US), Inc. (formerly Lawson Software Americas, Inc.). Lawson is the Board's automated employee records management system. It is a critical component of the Board's Human Resources Information Management System (HRIMS) and is a necessary part of the Board's function of processing personnel actions and tracking employee history. The contract renewal is for six months (July 8, 2017 through January 7, 2018). This will allow the Board's Information Service Department time to implement a replacement system. It is recommended that the Board approve the renewal maintenance contract with Infor (US), Inc. (formerly Lawson Software Americas, Inc.) at a cost of \$111,170.40.
- g) Recommendation that the Board approve renewal of the contract with IBM for technical support of SPSS. SPSS is a statistical software package that is used frequently by the Employment Testing Department to conduct various statistical analyses. Without this software, the PBJC would be unable to create tests according to accepted professional and legal standards. It is recommended that the Board approve the SPSS maintenance agreement in the amount of \$12,055.82 for the period October 1, 2017, through September 30, 2018.
- h) Recommendation that the Board approve renewal of the maintenance contract with Lexmark Enterprise Software, Inc. to provide support for the Personnel Board, document management software tool, ImageNow. ImageNow provides the Personnel Board with document imaging and management capability. It is recommended that the Three-Member Board approve the contract between Lexmark Enterprise Software, Inc. and the Personnel Board in the amount of \$18,427.75 for the period of October 1, 2017 to September 30, 2018.

#### IV. JURISDICTION CONTRACTS

- a) Recommendation that the Board **conditionally** approved a *proposed* contract between the City of Birmingham and a yet-to-be determined contractor to provide automatic transmission service. The vendor(s) will provide automatic transmission repair services for all of the City of Birmingham's automobiles and light trucks. The basis of the contract will consist primarily of any and all labor, parts and fluids as may be required in the removing, rebuilding and installing of any automatic transmissions. The contract consists of two groups of City owned vehicles, public safety vehicles and general use fleet vehicles. The estimated cost of this contract is \$60,000 annually based on past usage, and the contract term is three (3) years. Given the sporadic nature and specialized skills required in the repair of transmissions, the contract is recommended for approval.
- b) Recommendation that the Board approve a new contract between the Jefferson County Department of Health and Molly Stout. Ms. Stout will provide consulting services related to the Clinical and Practice Management components of the Electronic Medical Records

(EMR). The work involves the review and evaluation of the Clinical and Practice Management components, generating reports, assisting with preparation activities for federal audit of Title X Program to occur in August 2017, and training staff on Practice Management component of the EMR. The contract term is 3/28/2017 to 8/28/2017, and the cost is \$20,000. Due to the temporary and sporadic nature of the services being performed, the contract is recommended for approval.

- c) Recommendation that the Board approve a new contract between the Jefferson County Department of Health and Keisha Long to provide WIC Peer Counseling services to patients and clients of the Health Department. The WIC Peer Counseling Program addresses barriers to breastfeeding that WIC mothers face. The WIC Program, which supports 51 percent of the infants born in the U.S., promotes breastfeeding as the best form of nutrition for infants. Peer counselors are recruited and hired from WIC's target population of low-income women and undergo training to provide mother-to-mother support in group settings and one-to-one counseling through telephone calls or visits in the home, clinic, or hospital setting. The contract term is 3/1/2017 to 3/1/2018. The cost is \$11,000.00 (19 hours/week at 10.19 per hour). Due to the sporadic nature of the services being performed, the contract is recommended for approval.
- d) Recommendation that the Board approve a new contract between the Jefferson County Department of Health and Kristy Lynn Price to provide WIC Peer Counseling services to patients and clients of the Health Department. The WIC Peer Counseling Program addresses barriers to breastfeeding that WIC mothers face. The WIC Program, which supports 51 percent of the infants born in the U.S., promotes breastfeeding as the best form of nutrition for infants. Peer counselors are recruited and hired from WIC's target population of low-income women and undergo training to provide mother-to-mother support in group settings and one-to-one counseling through telephone calls or visits in the home, clinic, or hospital setting. The contract term is 3/1/2017 to 3/1/2018. The cost is \$11,000.00 (19 hours/week at 10.19 per hour). Due to the sporadic nature of the services being performed, the contract is recommended for approval.
- e) Recommendation that the Board approve a contract between the City of Irondale 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. This includes information pertaining to maps, City Ordinances, City Resolutions, City Codes, rezoning, subdivision approvals and special projects as needed. The contract term is November 15, 2016 to November 14, 2017, with a one year extension option. The cost is \$32,000.00 with a cost stipulation of \$2,666.66/month. Based on the sporadic nature of the services, the contract is recommended for approval.

## V. APPEAL OF DIRECTOR'S DETERMINATION

- a) Randy Martinez vs. City of Birmingham (Police Department) GR-2017-03-0354-BH Ineligible for Adjustment under Rule 15
- b) Camara Blue – Appeal of Disqualification of Application

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

- a) Carried over from April 11, 2017 - LaTonya Samuel vs. Jefferson County Dept. of Health (DA-2016-2081-HD) – Joint Motion to Withdraw Appeal
- b)
  - 1. Lucy R. Nash vs. City of Fairfield (Mayor’s Office) – ALWOP-2016-0043-FF - Motion to Continue
  - 2. Lucy R. Nash vs. City of Fairfield (Mayor’s Office) - ALWOP-2016-0043-FF - Hearing Officer Report & Recommendation

VII. INFORMATION AND DISCUSSION ITEMS

a) Provisional Appointment(s)

- 1. Lucius Thomas                      Land Acquisition Agent              Birmingham      Approved

b) Advance Step(s)

- 1. Taylor, Legiah                      Accountant                              Bessemer      Approved
- 2. Adams, Carolyn                      Training/Dev. Mgr                      Birmingham      Approved
- 3. Harris, Keisha                      Hlth Info Svcs Tech                      Birmingham      Approved
- 4. Jones, Vickey                      Prin Auditor                              Birmingham      Approved
- 5. Lewis, Vincent                      Truck Driver                              Birmingham      Approved
- 6. White, Rachel                      Museum Curator                              Birmingham      Approved
- 7. Burroughs, Lisa                      Pub Hlth Med Officer                      Health Dept      Approved
- 8. Hanks, Lynae                      Nutritional Consultant                      Health Dept      Approved
- 9. Parker-Watson, Tanena                      Medical Clerk                              Health Dept      Approved
- 10. Trotter, Vanessa                      Administrative Clerk                      Jefferson Co      Approved

c) Reinstatement(s)

- 1. Isaiah Charlie                      Birmingham                      Landscape Crew Leader                      Approved
- 2. Angela Harris                      Bessemer                      Administrative Assistant                      Approved
- 3. Djuana Smith                      Birmingham                      Administrative Clerk                      Denied<sup>1</sup>
- 4. Latarra Wilson                      Jefferson County                      Deputy Sheriff                      Denied<sup>2</sup>

<sup>1</sup>Djuana Smith did not separate in good standing to be eligible for reinstatement in accordance with Personnel Board Rule 10.3.

<sup>2</sup>Latarra Wilson did not separate in good standing to be eligible for reinstatement in accordance with Personnel Board Rule 10.3.

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

VIII. EXECUTIVE SESSION