

PROPOSED MEETING AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY
June 13, 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 May 9, 2017.

 - b) Recommendation that the Board approve the 2017-2018 budget for the Personnel Board of Jefferson County. According to Section 4.3 (g) of the Rules and Regulations of The Personnel Board of Jefferson County, one of the duties of the Board is to “prepare and submit an annual budget, and any necessary amendments thereto, to the Jefferson County Commission, setting forth the funding levels the Board believes necessary to fulfill its mission under state and federal law. The budget shall be for the County Commission’s information purposes only.” It is recommended that the budget in the amount of \$10,576,469 which is a decrease of \$113,927 from the 2016-2017 budget, be approved.

 - c) Recommendation that the Board approve the resolution granting a two-and-a-half percent (2.5%) Cost-of-Living-Adjustment (COLA) for Personnel Board employees effective the pay period beginning September 29, 2017.

 - d) Recommendation that the Board approved the resolution establishing the 2017-2018 Holiday Schedule for the Personnel Board of Jefferson County.

 - e) Recommendation that the Three-Member Board authorize the renewal of engagement with the following firms to provide legal services to the Personnel Board of Jefferson County.
 - 1. Balch & Bingham, LLP
 - 2. Bradley
 - 3. Lloyd, Gray, Whitehead & Monroe

 - f) Recommendation that the Board approve three (3) revised internal policies and one (1) new internal policy. Many of the Personnel Board’s internal policies were created during its Receivership. Staff is currently undergoing the process of reviewing, revising and/or adding internal Board policies applicable only to Board staff. The policies are as follows:
 - 1. Emergency Preparedness & Response Plan – revised

2. Equal Opportunity Policy – revised
 3. Drug-Free and Alcohol-Free Policy – revised
 4. Workplace Discrimination & Harassment Policy – new
- g) Recommendation that the Board adopt the 2016-2017 Classification Survey. Annually, the Classification and Compensation and Employment Testing Departments conduct a review of selected Merit System job classes to comply with the requirement of Section 12 of the Enabling Act that the Personnel Board review each position at least once every five years. For the 2016-2017 Survey, major job families included in the survey encompassed two hundred and forty four (244) positions. The Survey began August 26, 2016 and concluded May 9, 2017 with a Public Hearing. A total of twenty (20) reclassification recommendations were made. Attached for approval are the final recommendations for the 2016-2017 Classification Survey.
- h) Recommendation that the Board approve the creation of two (2) new classifications for Jefferson County (Human Resources):
1. Organizational Development Business Manager - Jefferson County Human Resources requests a new class to provide leadership and develop a team that will assess talent, create improvement plans, generate recruiting strategies and identify career paths and employee development opportunities. The primary responsibility will be building, delivering and evaluating a strategic organizational development plan. Market data for an Organizational Development Business Manager suggests an average rate of pay of \$95,086. The proposed pay grade for Jefferson County is G-34 and the salary range for is \$77,834 - \$120,702.
 2. Selection Manager - Jefferson County Human Resources requests a new class to provide leadership and develop a team that will establish job related, valid and legally defensible employment selection processes. Market data for a Selection Manager suggests an average rate of pay of \$104,481. The proposed pay grade for Jefferson County is G-36 and the salary range is \$85,800 - \$133,099.
- i) Recommendation that the Board approve a new contract with Freedom Reporting. The Personnel Board of Jefferson County has a need to enter into a contractual agreement with Freedom Reporting for transcription services for the Board for fiscal year 2018. The court reporter will be required to transcribe hearings and provide hard copies and media of transcriptions accurately and in a timely manner. The current contract with Freedom Reporting will end on September 30, 2017. The new contract resulted from the Jefferson County's Request for Proposal No. 78-17, dated March 23, 2017, as it relates to the Code of Alabama 1975 Article 2 – State Bid Law. The contract amount will not exceed \$25,000, and will cover the period of October 1, 2017 through September 30, 2018, with the option to renew two (2) additional one-year periods, not to exceed three contract years.
- j) Recommendation that the Board authorize a contract amendment with Hampton Inn & Suites Tutwiler. Authorization for the Personnel Board of Jefferson County to renew a contract with Hampton Inn & Suites Tutwiler within the terms of the hotel

accommodation proposal dated March 16, 2016 (in response to Jefferson County's Invitation to Bid No. 70-13, dated February 19, 2016). The purpose of the contract is to provide hotel accommodations and services for individuals traveling to Birmingham to provide volunteer work for the Personnel Board's assessment center processes. The PBJC will be billed at the conclusion of each volunteer group stay under the Personnel Board contract at the rates outlined. The contract will cover the period of October 1, 2017 through September 30, 2018, with the option of renewal for one additional year if mutually agreed to by both parties.

- k) Recommendation that the Board approve a contract amendment with the Lamar Companies. Lamar Companies is to provide one vinyl board in one of three comparable locations to be selected by the Board, storage of vinyl boards, hanging, and production of vinyl boards. This is an amendment that extends the contract that resulted from the Jefferson County's Request for Proposal No. 63-15 dated February 25, 2015, as it relates to the Code of Alabama 1975 Article 2 – State Bid Law. Lamar Companies will provide billboard services beginning October 1, 2017 and ending September 30, 2018. The cost of this service is not to exceed \$36,644. This represents a three and a half percent increase in the location cost from \$2,500 to \$2,587 per month. All other costs for services remain the same.
- l) Recommendation that the Board authorize a contract amendment with Siena Consulting. The amendment allows for renewal for one year with Siena Consulting to provide written tests for screening of entry level Police Officer/Sheriff's Deputy and Firefighter applicants within the terms of the Police Officer and Firefighter Entry-Level Testing Services proposal (in response to Jefferson County's Request for Proposal No. 66-15 dated March 2, 2015). Siena Consulting has extensive experience in developing and validating public safety entry-level testing and has provided the entry-level written test for Firefighter for the Merit System since 2003. The work will be performed from October 1, 2017 through September 30, 2018. The total cost of the contract will not exceed \$30,000. The Personnel Board will also receive a 5% discount per candidate test for renewal of the contract for this year.
- m) Recommendation that the Board approve a contract with Workday to provide a fully integrated human resources information system (HRIS) and applicant tracking system (ATS) to replace its existing Infor (Lawson) and PeopleAdmin systems. Workday provides a number of benefits over the Board's current systems through enhanced functionality, greater configuration, and increased system efficiencies. The proposed contract includes implementation, training, and three year system access for a period covering June 13, 2017 through June 12, 2020. The costs associated with implementing any new HRIS and ATS are substantial and the Board does not take such costs lightly. The Personnel Board has aggressively negotiated the contract price for Workday and has evaluated the overall impact on the Board's current and upcoming budgets and longer term costs. The Board has been able to assume the implementation cost and the costs to cover the system and training costs in FY2018 while still achieving a significant reduction in its budget.

IV. JURISDICTION CONTRACTS

- a) Recommendation that the Board approve a contract between the Birmingham Water Works Board and the City of Birmingham (Plg/Eng'g/Permits). The Water Works Board will provide water sampling tests in their USEPA/ADEM-certified EnviroLab. The tests shall include Inorganic, Organic and microbiological testing of storm water samples collected by Merit System employees in sample kits provided by The Water Works Board. The contract term is for one (1) year (4/21/2017 to 4/20/2018) and the contract cannot exceed \$37,027.00. Similar contracts have been approved by the Personnel Board since 2014. Based on the fact that the City of Birmingham does not have and should not be expected to possess the facilities to perform the water testing and taking into consideration the maximum amount of the contract, the agreement is recommended for approval.
- b) Recommendation that the Board approve a contract between Jefferson County (Cooper Green Mercy Health Services) and CDO Squared, Inc. CDO Squared, Inc. will provide consulting services related to Revenue Cycle Management Credentialing services for enrolling physicians into commercial insurance plans for Cooper Green Mercy Health Services (CGMHS). The credentialing services are required by various insurance companies to approve patient billing for each physician. Additionally, CGMHS utilizes many physicians from The University of Alabama at Birmingham (UAB). UAB will not allow the use of these physicians unless they are credentialed separately by CGMHS. The contract includes entry of providers and practice information into a credentialing management system, the development of a provider and payer data grid and rosters, the aggregation and completion of all group and provider applications, and updates on the credentialing status of provider and payers. The contract term is three (3) years (4/1/2017 to 3/31/2020), at a cost not to exceed \$165,000.00 for the three-year term. Due to the sporadic nature of the services being performed, the contract is recommended for approval.
- c) Recommendation that the Board approve a contract between Jefferson County and ADS, LLC. ADS offers comprehensive and innovative collection system wastewater flows. ADS currently provides services pursuant to Jefferson County's wastewater treatment consent decree to include: long term flow monitoring, temporary flow monitoring, smoke testing, IntelliServe reporting and alarms, manhole remote alarming, and level monitoring and reporting services utilizing ADS owned equipment. The Board last approved a similar contract on June 9, 2015 (summary attached). This contract is for 3 years to include all of the above mentioned services for a cost of \$4,894,941; an increase of \$802,696 over a three year period (\$267,565/year) due to an increase in the number of flow monitors and a 3% inflation factor per year for equipment. Based on the fact that the services are generally contracted and the potential financial savings to the County, the contract is recommended for approval.

V. APPEAL OF DIRECTOR'S DETERMINATION

- a) LaTarra J. Wilson – Reinstatement request was denied.

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

- a) Mark A. Dabbs vs. Jefferson County (Youth Detention) DA-2017-2099-JC (Settlement Agreement)
- b) Carried over from May 9, 2017 Lucy R. Nash vs. City of Fairfield (Mayor's Office) - ALWOP-2016-0043-FF – H.O. Report & Recommendation
- c) Jonathan Mann vs. Jefferson County (Sheriff's Office) DA-2016-2088-JC (Motion for Post Recommendation Discovery)
- d) Jonathan Mann vs. Jefferson County (Sheriff's Office) DA-2016-2088-JC (H.O. Report & Recommendation)
- e) Jerel D. Hinton vs. City of Birmingham (Public Wks) DA-2017-2096-BH
- f) Tamiko White vs. Jefferson County (Revenue) DA-2017-2097-JC (H.O. Report & Recommendation)
- g) Jeremy Jordan vs. City of Birmingham (Police) DA-2016-2089-BH (H.O. Report & Recommendation)
- h) Keith Stokes vs. City of Birmingham (Pub Wks) DA-2017-2091-BH (H.O. Report & Recommendation)

VII. INFORMATION AND DISCUSSION ITEMS

- a) 50 Years of Service - Janice Wilhite (Hueytown)
- b) 2016 Annual Report of the Personnel Board of Jefferson County
- c) For the past 14 years, the testing process for Firefighter has included a written test, provided by Siena Consulting, and a structured interview developed by the Employment Testing staff. This year, due to a lower volume of candidates taking the written test and the anticipated vacancies to be filled with the Firefighter register, the Board staff has determined that the Merit System will be better served by eliminating the structured interview. All candidates were notified that the structured interview was cancelled and later received their scores and ranks from the written test. Per Rule 9.15 this item is intended to inform the Board of this cancellation.
- d) Provisional Appointment(s)

1. Marvin Green	Vestavia Hills	Fire Chief III	Approved
2. Travis Brooks	Birmingham	Asst Purchasing Agent	Approved
- e) Advance Step(s)

1. Rhodes, Andromeda	Admin Clerk	Birmingham	Approved
2. Harris, Derek	Athletic Prog Dir	Birmingham	Denied
3. Roberson, Mary	Municipal Clerk II	Fairfield	Approved
4. Handy, Cheryl	Medical Clerk	JCDH	Approved

5. Bell, Janet	GIS Tech II	Jefferson County	Denied
6. Brakefield, Teresa	Prin Accountant	Jefferson County	Approved
7. Brazeel, Charles	Traffic Ctrl Tech	Jefferson County	Approved
8. Cherry, James	GIS Tech II	Jefferson County	Approved
9. Davis Jr., Rickey	GIS Specialist	Jefferson County	Approved
10. Estes, Christopher	Electronics Tech	Jefferson County	Approved
11. Mayberry, Talishae	Truck Driver	Jefferson County	Approved
12. McGhee, Stephen	Sr. Accountant	Jefferson County	Approved
13. Nalls, Cedric	Truck Driver	Jefferson County	Approved
14. Nixon, Sheila	GIS Specialist	Jefferson County	Approved
15. Posey, Tommy	Truck Driver	Jefferson County	Approved
16. Reynolds, Crystal	Admin Clerk	Jefferson County	Approved
17. Rsyzkiewicz, Edward	Sr. Accountant	Jefferson County	Approved
18. Sawyer, Eric	GIS Specialist	Jefferson County	Approved
19. Stutsman, Samuel	GIS Specialist	Jefferson County	Approved
20. Sullivan, Danny	Const Equip Optpr	Jefferson County	Approved
21. Tidwell, Larry	Truck Driver	Jefferson County	Approved
22. Wright, Darlene	Truck Driver	Jefferson County	Approved

f) Reinstatement(s)

1. Brian Williams	Trussville	Police Officer	Approved
2. Marlin Allen	Jefferson County	Senior Auditor	Approved
3. Cornelius Perry	Fairfield	Firefighter	Approved
4. Sandra Henry	Birmingham	Administrative Clerk	Approved

g) May 2017 Bi-monthly Board Expenditure Report(s)

VIII. EXECUTIVE SESSION