

REVISED MEETING AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY
August 8, 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 July 11, 2017.

 - b) Recommendation that the Board approve a resolution from the City of Homewood which establishes an education premium pay policy to compensate public safety employees for degrees in all areas of study. Pursuant to Resolution #17-106, sworn personnel (excluding Fire and Police Chiefs), correctional officers and public safety dispatchers may be eligible for one-step above the regular rate of pay for an Associate's Degree or equivalent hours (64 semester hours or 96 quarter hours); or two-steps above the regular rate of pay for a Bachelor's Degree and three-steps above the regular rate of pay for a graduate/professional degree. In order to be eligible, the degree or hours of study must be from an accredited college, the employee must have obtained a "C" average, a certified copy of the transcript must be submitted and the request for premium pay must be approved by the Appointing Authority. Pursuant to the Personnel Board's Education Premium Pay Procedure, an Appointing Authority, by means of a Resolution, has the discretion to determine the job classes that are eligible as well as waive the condition requiring the education to be job related. It is recommended that the Board approve Resolution #17-106 as approved by the Mayor and the City Council for the City of Homewood

 - c) Recommendation that the Board approve a contract for travel management services. The Personnel Board of Jefferson County requests authorization to enter into a contractual agreement with ADTRAV Travel Management to provide air travel services to volunteer assessors working with the PBJC. On average, the travel agency will reserve approximately 300 flight reservations per year for the Personnel Board. The current contract with ADTRAV Travel Management will end on September 30, 2017. The contract 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. The contract will not exceed \$150,000 per year, which includes the cost of airline tickets.

 - d) Recommendation that the Board approve the engagement of Coyne Counsel and Consultants, LLC. to provide legal services to the Personnel Board of Jefferson County.

- e) Recommendation that the Board authorize a contract renewal between the Personnel Board of Jefferson County and PeopleAdmin to provide and host the PBJC's Applicant Management System. This contract is for an additional six (6) months of use of PeopleAdmin's online applicant management system. The current contract expires on October 31, 2017 and, as budgeted for in the FY2017-2018 year, the Personnel Board must extend the contract for the use of PeopleAdmin's online applicant management system while the Board works to implement the new Workday system. This six-month contract will allow the Personnel Board to continue to have the capability for applicants to create online applications and to apply to open jobs during this transition period. It is recommended that the Three-Member Board approve the contract renewal between PeopleAdmin and the PBJC for the hosting of the PBJC's online applicant management system for the term of six (6) months covering October 31, 2017 to April 30, 2018 in the amount of \$30,612.12.

IV. JURISDICTION CONTRACTS

- a) Recommendation that the Board approve a new contract between the Jefferson County Department of Health and the Public Health Foundation (PHF). PHF will provide technical assistance for the Jefferson County Department of Health's (JCDH) public health specific, organizational-wide performance management system. The work is sporadic, consisting of a one-day customized workshop, two webinars and one debriefing session. The contract term is June 1, 2017 to October 1, 2017 at a total cost of \$9,500.00. Based on the temporary and sporadic nature of the services, the contract is recommended for approval.
- b) Recommendation that the Board approve a new contract between the City of Irondale and Bill Clifton. Mr. Clifton will provide both planned and on-call Information Technology (IT) services for all departments within the City of Irondale. The services include general IT consulting, repairs and maintenance at both the desktop and server level. The work is to be performed on an as-needed basis. The contract term is thirty-three-and-one-half (33.5) months at a total cost of \$122,400.00. Based on the sporadic nature of the services, the contract is recommended for approval.
- c) Recommendation that the Board approve a contract between the Jefferson County Commission (Environmental Services) and Hazen and Sawyer, P.C. Hazen and Sawyer will provide professional engineering services for the Jefferson County Environmental Services Department for Hydraulic Model Development of the Village Creek and Five Mile Creek Sewer Basins. The scope of work consist of the development and calibration of a dynamic hydraulic model and assessments of the Five Mile and Village Creek sanitary sewer system using Infoworks modeling software. The contract term is three (3) years and the cost is not to exceed \$2,133,000.00. Based on the sporadic nature of the services, the services being generally contracted, and the complexity and specialized knowledge needed to perform the work, the contract is recommended for approval.

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

- a) Cleophert Warren vs Jefferson County (Youth Detention) DA-2016-2079-JC: H.O. Report and Recommendation
- b) Cleophert Warren vs Jefferson County (Youth Detention) DA-2016-2079-JC: Respondent's Motion to Strike
- c) Charles Rice vs. City of Birmingham (Public Wks) DA-2017-2092-BH: H.O. Report and Recommendation
- d) Jeremy L. Page vs City of Birmingham (Fire and Rescue) DA-2016-2062-BH: H.O. Report and Recommendation
- e) Mary E. Bolden vs Jefferson County (General Svcs) DA-2017-2095-JC: H.O. Report and Recommendation

VI. INFORMATION AND DISCUSSION ITEMS

a) Provisional Appointment(s)

1. James Baskerville	Birmingham	Traffic Maint Supv	Approved
2. Valerie Pettaway	Jefferson County	Comp/Benefits Advisor	Approved
3. Nakia Buckner	Jefferson County	Comp/Benefits Advisor	Approved
4. Tonya Dawson	Jefferson County	Selection Manager	Approved

b) Advance Step(s)

1. Claussen, Annie L.	Paralegal	Birmingham	Approved
2. Frazier, Robert	Guard	Birmingham	Approved
3. Merritt, Veronica	Senior Attorney	Birmingham	Approved
4. Wiggins, Harold	Greenhouse Wkr	Birmingham	Approved
5. Reid, April	Pub Safety Disp II	Fultondale	Approved
6. Givhan, Juna	HR Project Coord	Health Dept	Approved
7. Arnold, Joseph	Sr Maint Repair Wkr	Jefferson Co	Approved
8. Burroughs, Lisa	Equity & Inclusion Ofr	Jefferson Co	Approved
9. Fancher, Joshua	Sr Maint Repair Wkr	Jefferson Co	Approved
10. Goodwin, Stephen	Constr Equip Oper	Jefferson Co	Approved
11. McCarty, Patrick	WWTP Supervisor	Jefferson Co	Approved
12. Nealy, Valarie	Talent Sourcing Spec	Jefferson Co	Approved
13. Scott, Dock	Truck Driver	Jefferson Co	Approved
14. Tipler, Kelly	Morgue Technologist	Jefferson Co	Approved
15. Williams, Tabitha	Accounting Asst II	Jefferson Co	Approved
16. Yearby, Frederick	Truck Driver	Jefferson Co	Approved

c) July 2017 Bi-monthly Board Expenditure Report(s)

VII. EXECUTIVE SESSION