



Personnel Board of Jefferson County

The Foundation of Your Merit System Career

MINUTES OF MEETING OF THE PERSONNEL BOARD OF JEFFERSON COUNTY

December 11, 2018 – 1:30 p.m.

The Personnel Board of Jefferson County met on Tuesday, November 13, 2018. Present at the meeting were: L. Kenneth Moore, Chair; Jacqueline Smoke, Associate Member; and Guin Robinson, Associate Member. Present from the Personnel Board were: Lorren Oliver, Director; Jeff Crenshaw, Deputy Director; Brian Bellenger, Employment Testing; Kim Kinder, Employee Services; Guy Dewees, Applicant Services; Pete Blank, Training & Development; Leslie Coyne, Counsel for the Personnel Board and Personnel Board staff.

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

Chair Moore welcomed everyone to the meeting. The Chair stated that for the sake of time saving, he would waive his remarks and the operational updates. He turned the meeting over to Mr. Oliver who had a couple of personnel updates.

II. OPERATIONAL UPDATES

Director - Mr. Oliver informed everyone that this would be the last official Board Meeting for Jonna Edwards, who would be retiring with over 30 years of outstanding service at the Personnel Board. Chair Moore also shared comments on how helpful Jonna was at orienting him to the Board when he was new to the position and thanked her for her service and congratulated her on her retirement.

Applicant Services – Guy Dewees introduced a new employee, Brea Covington, who has been hired as a Personnel Technician for the Applicant Services Department. Brea has a Business Education Degree in Management from Stillman College and her most recent employment was at America's First Credit Union where she held a variety of positions with the most recent being Branch Specialist.

III. ACTION ITEMS

- a) The Board approved the Board Minutes for the meeting held on November 13, 2018. (Motion made by J. Smoke and Seconded by G. Robinson)
- b) The Board approved an engagement letter from Attorney Anne R. Yuengert, Bradley Arant Boult Cummings LLP, who will provide legal representation in connection with the Consent Decree Litigation for the Personnel Board of Jefferson County from October 1, 2018 – September 30, 2019, at an hourly rate of \$425 for senior attorney services and \$295 for junior attorney services. (Motion made by G. Robinson and Seconded by J. Smoke)
- c) The Board approved the City of Birmingham request for a new position of Enterprise Systems Manager (#02532), with a proposed pay grade for the City of Birmingham of G-36 and a salary range of \$83,740 - \$129,918. The new position will be responsible for managing the operations of one or more divisions within the Information Management Systems Department which includes the following areas: Enterprise Applications Systems, Information Technology, Help Desk, Networking, Telecommunications, Data Analytics, and Systems Security. Market data for an Enterprise Systems Manager suggests a range of \$85,200 - \$136,318. (Motion made by J. Smoke and Seconded by G. Robinson)

IV. JURISDICTION CONTRACTS

In one motion, the Board approved Items a, c and d. (Motion made by J. Smoke and Seconded by G. Robinson)

- a) The Board approved a new contract between Jefferson County, Community Development and Thompson Architecture. Thompson Architecture will provide architectural services related to the design and renovation of a fire station in Fairfield that was damaged in 2017 by a tornado. This is a one year contract to be executed upon approval at a cost of \$34,000.
- b) The Board approved a new contract between Jefferson County, Community Development - Workforce Investment and The Dannon Project. The Dannon Project will provide to Jefferson County, as the administrator of the Central Alabama Partnership for Training

and Employment (CAPTE), its skills training and certification, work experience, job readiness and employability program for eligible youth ages 17-24. The Dannon Project is a 501(c)(3) non-profit organization that helps unemployed or underemployed at-risk youth and non-violent returning citizens reentering society. This is a one (1) year contract to be effective upon approval at an amount of \$521,477.50. (Motion made by J. Smoke and Seconded by Chair Moore; G. Robinson abstained from voting due to his connections with CAPTE).

- c) The Board approved a new contract between Jefferson County, Community Development - Workforce Investment and ClasTran. ClasTran will provide transportation services for twelve (12) senior centers, for trips to adult day care facilities, dialysis centers, medical and dental appointments, shopping, workshops, etc. and four (4) group field trips per year. The Board previously approved similar contracts with ClasTran for the same services in 2015 and 2016. This is a one (1) year contract (October 1, 2018 – September 30, 2019) with an extension option of two (2) years. The cost is \$347,080 plus \$8.66/person for additional trips over 36,000.
- d) The Board approved a new contract between Jefferson County – Community Development and UAB Board of Trustees (TASC) – Joint Drug Court. UAB TASC will continue to administer, enhance and expand the drug court program through the adoption of the following components: 1. Expansion of the population of focus, 2. Integration of peer recovery support with outpatient substance use interventions, and 3. Accessibility to recovery housing. This is a five (5) year contract (October 15, 2018 – September 29, 2023) at a cost of \$1,868,022 (\$373,604 per year). Funds for these services will be paid from a grant to Jefferson County from the Department of Health and Human Services.

In one motion, the Board approved Items e, f, g and h. (Motion made by J. Smoke and Seconded by G. Robinson)

- e) The Board approved a new contract between Jefferson County, Cooper Green Hospital and Laboratory Corporation of America (LabCorp). LabCorp will provide general referral laboratory testing on a daily basis for patients of Cooper Green Mercy Health System (CGMHS) including in-house clinical services and on-line test result reporting. The Board previously approved a one-year contract between LabCorp and CGMHS on

November 10, 2015. This is Amendment II to a contract that was executed in 2016 without Board review or approval. This is for one year (October 1, 2018 to September 30, 2019) at a cost of \$480,000.

- f) The Board approved a new contract between Jefferson County, Cooper Green Hospital and Samford School of Nursing. Cooper Green will employ a nurse practitioner, on a part-time basis from the Samford School of Nursing, who will perform clinical services in the Diabetes and Weight Management clinic and serve as an on-site instructor for Samford nursing students. This is a one year contract to be executed upon approval at a cost of \$35,028.
- g) The Board approved a new contract between Jefferson County, Cooper Green Hospital and UAB School of Nursing. Cooper Green will employ a nurse practitioner, on a part-time basis from the UAB School of Nursing, who will perform clinical services in a primary care clinic, and serve as an on-site instructor for UAB nursing students. The County entered into this contract, renewable every twelve months, on August 1, 2014, though it was not presented to the Board for approval. This is a one year contract (August 1, 2018 to July 31, 2019) with an extension option of one year, at a cost of \$41,212.56.
- h) The Board approved a new contract between Jefferson County, Cooper Green Hospital and Southern Carpet and Hardwood, Inc. Southern Carpet will remove old flooring, prepare and install Marmoleum Composition Tile (MCT) flooring in a waiting room. The work will be completed over a weekend. This is a thirty (30) day contract to be executed upon approval at a cost of \$6,525.95.
- i) The Board approved a contract amendment between Jefferson County, Finance Office and Engineering Services Associates, Inc. Engineering Service Associates will provide the County information concerning financial assurance costs for the active solid waste disposal facilities. Services include determining the County's contribution to the Financial Assurance Fund, determining the total required value in the Financial Assurance Fund and determining the difference in what the County has contributed and the revised County amount due. This is Amendment 1 to a contract that was executed in 2017 but not presented to or approved by the Board. However, the Board previously

approved a contract for similar services in April of 2014. This is a one year contract (October 1, 2018 to September 30, 2019) at a cost of \$13,387.50. (Motion made by J. Smoke and Seconded by G. Robinson)

- j) The Board approved a new contract between Jefferson County, General Services and ATIS Elevator Inspections. ATIS will ensure that the sixty-six (66) County elevators are in compliance with ASME Codes, report any deficiencies and submit an annual certification inspection report to the State of Alabama Labor Department, Elevator Division. This is a three-year contract at a cost of \$74,250 (\$24,750 per year). (Motion made by J. Smoke and Seconded by G. Robinson)
- k) The Board approved a new contract between Jefferson County, Information Services and Ingenuity, Inc. Ingenuity, Inc. will work with Jefferson County in a collaborative manner to implement a new design for the current Jefferson County website. This is a three-month contract executed upon approval at a cost of \$8,000. Based on the sporadic nature of this work, it is recommended for approval. (Motion made by J. Smoke and Seconded by G. Robinson)

In one motion, the Board approved Items l, m and n. (Motion made by J. Smoke and Seconded by G. Robinson)

- l) The Board approved a new contract between Jefferson County Commission and Big Communications and Marketing. Big Communications will assist the County in its effort to create and deliver a Rebranding and Bicentennial Media Campaign that will include videos for use in press conferences, media events, and social media. This also includes an educational component for staff. This is a one (1) year contract effective upon approval at a cost of \$203,500.
- m) The Board approved a new contract between Jefferson County Commission and UAB Board of Trustees. UAB will provide pretrial services in the County jails at the Bessemer and Downtown Birmingham locations. The services will be provided only on Monday through Friday from 7:00 am to 8:00 pm and will consist of interviewing all felony and most misdemeanor individuals booked into the Jefferson County jails; screening all

above mentioned individuals using the VPRAI risk to fail to appear instrument; placing individuals screened into an appropriate supervision strategy; further screen for substance abuse and mental health treatment needs; and completing indigent defense paperwork to expedite process for indigent counsel to be appointed. This is a one (1) year contract (October 1, 2018 – September 30, 2019) at a cost of \$406,150.

- n) The Board approved a new contract between Jefferson County, Tax Assessor and Tax Management Associates, Inc. Tax Management Associates will perform business personal property field audits to verify the accuracy of personal property listings that are assigned by the County Tax Assessor (Bessemer Division). This is a one year contract (October 1, 2018 to September 30, 2019) at a cost of \$50,000. Based on the sporadic nature of this work, it is recommended for approval.

V. ADMINISTRATIVE LEAVE WITH PAY – None Submitted

VI. APPEAL OF DIRECTOR’S DETERMINATION

- a) Twila Fortune v. City of Birmingham (Police Department) - Case No. DA-2018-2195-BH - Ineligible for Adjustment under Rule 12: Disciplinary Actions and Appeals (Complainant Fortune retired effective 10/13/2018) – Michael Fliegel, Legal Counsel for the City of Birmingham, appeared before the Board. Based upon a review of the record, the Board finds that the Hearing Officer’s recommendation should be UPHELD. (Motion made by J. Smoke and Seconded by G. Robinson)

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

- a) Jennifer Lindley v. City of Birmingham (Police Department) - Case No. DA-2018-2161-BH - Joint Motion to Dismiss & Settlement Agreement - Michael Fliegel, Legal Counsel for the City of Birmingham, appeared before the Board. Upon review, the Board finds that the terms of the Settlement Agreement are consistent with the Rules and Regulations of the Personnel Board of Jefferson County. This appeal is hereby DISMISSED. (Motion made by J. Smoke and Seconded by G. Robinson)
- b) Ronald Jackson v. City of Birmingham (Department of Public Works) - Case No. DA-2018-2180-BH - Hearing Officer’s Report & Recommendation - Michael Fliegel, Legal

Counsel for the City of Birmingham, appeared before the Board. Based upon a review of the record, the Board finds that the Hearing Officer's recommendation should be UPHELD. Accordingly, Complainant Jackson shall be suspended without pay for thirty (30) days beginning July 23, 2018. (Motion made by J. Smoke and Seconded by G. Robinson)

VIII. INFORMATION AND DISCUSSION ITEMS

- a) The Board acknowledged that the Council of the City of Pleasant Grove has approved Resolution #1152018 granting a 2% Cost of Living Adjustment effective November 10, 2018. There is no election this year consequently, the Resolution is presented for acknowledgement only.
- b) The Board acknowledged that the Council of the City of Hueytown has adopted Resolution #5726 for the funding of a one-time end-of-year lump sum salary supplement in consideration of prospective services to be rendered by the full-time employees of the City. There is no election this year consequently, the Resolution is presented for acknowledgement only.
- c) Advance Step(s)
- | | | | |
|---------------------------|-----------------------|--------------|----------|
| 1. Gaskew-Taylor, Angela | Human Resources Tech | Birmingham | Approved |
| 2. Billups, Lawrence | Police Officer | Birmingham | Approved |
| 3. Evans, Traci | Employee Rel. Advisor | Birmingham | Approved |
| 4. McCants, Tanecia Hines | Chief Admin Analyst | Birmingham | Approved |
| 5. Walker, Angela | Staff Nurse | Birmingham | Approved |
| 6. Gilham, Billy | WRF Shop Supervisor | Jefferson Co | Approved |
| 7. Hampton, Sade | Administrative Clerk | Jefferson Co | Approved |
| 8. Sanders, Robert | Building Inspector | Jefferson Co | Approved |
| 9. Scoggins, Stephanie | Human Resources Tech | Jefferson Co | Approved |
- d) The Board acknowledged the Board Expenditure Reports – October 20, 2018 through November 23, 2018.

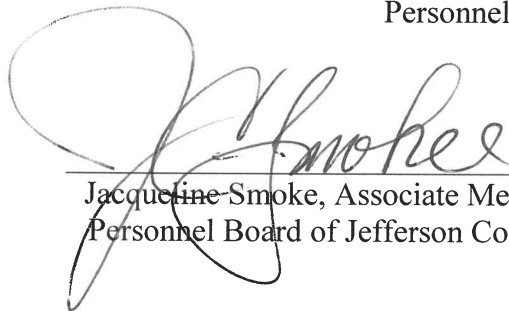
IX. EXECUTIVE SESSION

The Three-Member Board, Counsel Leslie Coyne and Division Managers went into an executive session at 1:55 p.m. to discuss pending litigation. The session ended at 2:20 p.m.

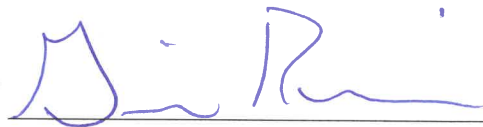
There being no further business, the meeting adjourned at 2:21 p.m.



L. Kenneth Moore, Chairman
Personnel Board of Jefferson County

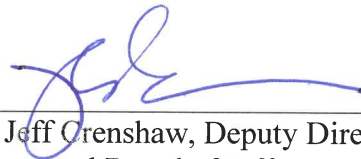


Jacqueline Smoke, Associate Member
Personnel Board of Jefferson County



Guin Robinson, Associate Member
Personnel Board of Jefferson County

Attested By:



Jeff Orenshaw, Deputy Director
Personnel Board of Jefferson County