

Personnel Board of Jefferson County

The Foundation of Your Merit System Career

MEETING MINUTES OF THE PERSONNEL BOARD OF JEFFERSON COUNTY

March 13, 2018 - 1:30 p.m.

The Personnel Board of Jefferson County met on Tuesday, March 13, 2018. Present at the meeting were: L. Kenneth Moore, Chair; Ann Florie, Associate Member; and Jacqueline Smoke, Associate Member. Present from the Personnel Board were Lorren Oliver, Personnel Director; Jeff Crenshaw, Deputy Personnel Director; Brian Bellenger, Employment Testing; Kim Kinder, Employee Services; Guy Dewees, Applicant Services; Robert Groce, Information Technology; Cynthia Holiness, Business Office; Pete Blank, Training and Development; Leslie Coyne, Counsel for the Personnel Board; and Personnel Board staff.

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

Chairman Kenneth Moore called the meeting to order at 1:31 p.m. He welcomed the assembly and gave a general overview of how the meetings normally progressed. He introduced the Associate Board Members Ann Florie and Jackie Smoke, and waived his opening remarks.

II. OPERATIONAL UPDATES

The Chair waived the operational updates.

III. ACTION ITEMS

- a) The Board approved the minutes for the meeting held on February 13, 2018. (Motion made by J. Smoke and Seconded by A. Florie.)
- b) The Board approved the 2018 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, after consultation with the governing bodies, 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 14, 2017 Meeting.

(Motion made by A. Florie and Seconded by J. Smoke.)

In one vote, the Board approved the contracts referenced in Items *c, d & e*. (Motion made by A. Florie and Seconded by J. Smoke.)

- c) The Board approved a contract with Infor (US), Inc. (formerly Lawson Software Americas, Inc.). Lawson is the Board's automated employee records management system. Lawson was implemented in 2004. 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 in the Merit System and tracking employee history. The total cost for the maintenance is \$190,901.00 for the period April 9, 2018 through December 8, 2018. This will allow the Board's Information Services Department time to implement a replacement system
- d) The Board approved a contract between PeopleAdmin and the Personnel Board of Jefferson County (PBJC) for the hosting of the PBJC's online applicant management system for the term of one year covering May 1, 2018 to April 30, 2019, in the amount of \$66,122.19. PeopleAdmin serves as the Board's online applicant management system and is web accessible to both applicants and jurisdictions.
- e) The Board approved a change order with Workday and the Personnel Board of Jefferson County for additional support hours and configuration scope. The contract is for the amount of \$74,852.00. Workday is a cloud-based Human Resource Management System that provides the Personnel Board with the capabilities to manage applicant integrated processes and employee related actions in one system. This change order will allow the Personnel Board to deploy additional features during its current implementation of Workday and provide the foundation for additional functionality to be rolled out in a phased approach.

IV. JURISDICTION CONTRACTS

- a) The Board *conditionally* approved a new contract between the Jefferson County Sheriff Dept. and Jonathon Johnson. Mr. Johnson will provide helicopter pilot and management services including maintenance schedules, operational issues and technical issues for the Air Support Unit at the Sherriff's Office. This Unit will work with the Metro Area Command Center that was established in 2016. The contract amount is \$66,000 with a cost stipulation of \$5,500/month. The contract term is two (2) years (April 1, 2018 – March 31, 2020) with the option for a 2-year extension. (Motion made by J. Smoke and seconded by A. Florie.)

V. ADMINISTRATIVE LEAVE WITH PAY - (None Submitted)

VI. APPEAL OF DIRECTOR'S DETERMINATION - (None Submitted)

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

- a) Larry Jackson v. City of Birmingham (Public Works) -- DA-2017-2123-BH (Hearing Officer's Report & Recommendation) Kayla Lawrence, Counsel for the City of Birmingham, appeared before the Board. Upon due consideration of all relevant parts of the record, the Board AFFIRMS the Hearing Officer's recommendation. Complainant Jackson's employment with the City of Birmingham is terminated effective September 22, 2017. (Motion made by J. Smoke; Seconded by A. Florie.)
- b) Brandon S. McRae v. City of Gardendale (Public Works) -- DA-2017-2104-GD (Respondent's Motion to Dismiss). Anthony Michel, Attorney for the Complainant and J. Ken Thompson, Counsel for the City of Gardendale, appeared before the Board. The Motion to Dismiss was Denied and the matter referred to the Hearing Officer for hearing within thirty days. (Motion made by J. Smoke; Seconded by A. Florie.)
- c) Richard Cheatwood v. Vestavia Hills (Police Department) – DA-2017-2111-VH (Hearing Officer's Report and Recommendation). Scott Gilliland, Attorney for the Complainant, Richard Cheatwood, Ken Simon, Counsel for the City of Vestavia, and Allison Cheatwood addressed the Board. Upon due consideration of all relevant parts of the record, the Board AFFIRMS the Hearing Officer's recommendation. Complainant Cheatwood's

employment with the City of Vestavia Hills is terminated effective June 29, 2017.
(Motion made by A. Florie and Seconded by J. Smoke.)

VIII. INFORMATION AND DISCUSSION ITEMS

a) Advance Step(s)


1.	Robinson, Alexis	Accountant	Birmingham	Approved
2.	Willis, Wilburn	Police Chief II	Hueytown	Approved
3.	Creel, Jeremy	WWTP Manager	Jeff Co	Approved
4.	Fowler, Tommy	WWTP Shop Supv	Jeff Co	Approved
5.	Gardner, Jonathan	WWTP Shift Supv	Jeff Co	Approved
6.	Hollis, Steve	Property Appraiser	Jeff Co	Approved
7.	Hughes, William	WWTP Shop Supv	Jeff Co	Approved
8.	Humphryes, James	WWTP Manager	Jeff Co	Approved
9.	Juzang, Sophia	Risk Manager	Jeff Co	Approved
10.	Kent, LeVonda	Stores Clerk	Jeff Co	Approved
11.	Montague, Sharon	Principal Accountant	Jeff Co	Approved
12.	O'Neal, Miranda	Clinical Social Worker	Jeff Co	Approved
13.	Parker, Malinda	Mgr of Tax Collection	Jeff Co	Approved
14.	Pruitt, Diana	Clin Social Worker	Jeff Co	Approved
15.	Shannon, Alicia	Clin Social Worker	Jeff Co	Approved
16.	Steen, Jazmine	LPN	Jeff Co	Approved
17.	Turner, Jay	Prin Eng Constr Insp	Vestavia	Approved

b) February Expenditure Report

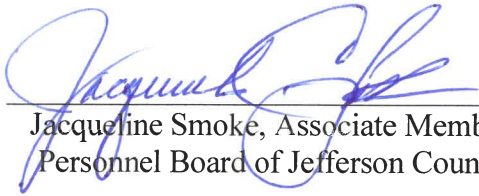
IX. EXECUTIVE SESSION

There was no executive session held.

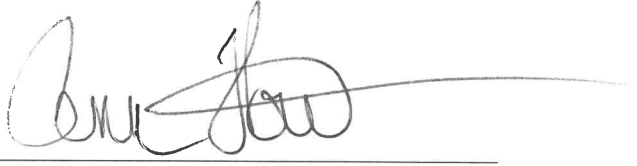
There being no further business, the meeting was adjourned at 2:41 p.m.



L. Kenneth Moore, Chairman
Personnel Board of Jefferson County




Jacqueline Smoke, Associate Member
Personnel Board of Jefferson County



Ann Florie, Associate Member
Personnel Board of Jefferson County

Attested By:



Jeff Crenshaw, Deputy Director
Personnel Board of Jefferson County