



# Personnel Board of Jefferson County

The Foundation of Your Merit System Career

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## MINUTES OF MEETING OF THE PERSONNEL BOARD OF JEFFERSON COUNTY

May 8, 2018 - 1:30 p.m.

The Personnel Board of Jefferson County met on Tuesday, May 8, 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; Guy Dewees, Applicant Services; Brian Bellenger, Employment Testing; Pete Blank, Training and Development; Cynthia Holiness, Business Office; Leslie Coyne, Counsel for the Personnel Board; and Personnel Board staff.

### Public Hearing of the 2017-2018 Classification Survey

Chairman L. Kenneth Moore opened by welcoming the assembly. The Chairman then convened the Public Hearing for the 2017-2018 Classification Survey. Lorren Oliver gave an overview of the process for administering the survey. The survey included jobs in the following areas: Building Maintenance, Law Enforcement, Security Guard, and Waste Water Treatment. There are a total of six (6) recommendations to reclassify positions based on the job duties being performed. No employees addressed the Board. With no other comments, the Chairman adjourned the Public Hearing and immediately convened the regular meeting of the Board.

#### I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

The Chair waived remarks and extended the floor to Lorren Oliver.

#### II. OPERATIONAL UPDATES

Lorren Oliver stated that due to a lengthy agenda and in lieu of the departmental updates, Guy Dewees, Applicant Services Manager, would present an overview of his department.

Mr. Dewees opened by stating that the purpose of the presentation is to impart an understanding of the recruitment department's strategy and how they decide how to direct the department's efforts and budget as well as provide details on the volume of work that the Certification department handles.

Mr. Dewees described a slide that illustrates the steady increase in activity that Certification has experienced over the last several years. He explained there is a large volume of applications and that the Department is fortunate to be able to retain a stable and well-trained group that does a great job and makes very few errors. He commended the leader of the team, Yumika Terrell, stating that she has been with the Board for over fifteen (15) years and that she understands the operational processes and tracks activities making sure they are handled in a timely and accurate manner.

Mr. Dewees then talked about recruiting efforts, explaining that many of the registers had less than forty (40) applicants and required more than the usual ten (10) day posting time frame in order to attract a sufficient number of applicants. This typically means directing additional recruiting efforts toward them. Roughly eighty (80%) percent of registers each year fall into this category of requiring enhanced recruiting. He stated that there are three things that the recruiters are trying to accomplish through their recruiting strategy: to make the public aware of Merit System career opportunities, to make sure the Department has an applicant pool that best reflects the community that the Merit System ultimately serves and to make sure that the process attracts the talent needed for the wide variety of positions within the system.

Mr. Dewees discussed the incremental degrees of focus applied in the department's strategy. He stated that in order to create awareness of the Merit System, branding is utilized to reach a broad audience with a consistent message. This is accomplished by using billboards, Barons baseball sponsorship, as well as social media. In addition, positions are posted to professional organization's career sites, LinkedIn, Indeed, and college career sites. Recruiters also utilize networking and directly reaching out to individuals through LinkedIn, applicants on previous registers, current merit system employees, and through department chairs and program directors at colleges and universities.

He stated that the department determines where and how to direct recruiting efforts by using as much data as possible. Approximately ninety (90) percent of organizations gather self-reported "source of hire" data from the applications of the individuals hired. Self-reported information is relatively unreliable; therefore, the department also tracks the sources for those who submit applications as well as the sources of those who meet the qualifications and are placed on registers. The department collects "influence of hire" information which involves new hires being surveyed to determine if they were aware of or were directly exposed to any of the marketing or advertising efforts. There is an excellent response rate with this approach. The department combines all of this data and uses it to project where future efforts should be directed. This concluded the presentation and the floor was opened for questions. There being no questions, the Board proceeded to the agenda.

### III. ACTION ITEMS

- a) ***(Carried over from April 10, 2018 Meeting)*** The Board approved the minutes for the meeting held on March 13, 2018. (Motion made by J. Smoke and Seconded by A. Florie)
  
- b) The Board approved the minutes for the meeting held on April 10, 2018. (Motion made by A. Florie and Seconded by J. Smoke)

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

- c) ***(Carried over from April 10, 2018 Meeting)*** The Board approved the renewal of an advertising contract between the Personnel Board of Jefferson County and the Birmingham Barons, LLC. The contract term is April 10, 2018 through August 28, 2018 and the total cost is \$27,000. As a corporate partner, the Personnel Board will receive: one 7' x 20' outfield fence sign; front inside cover color advertisement in 2018 Souvenir Program; One thirty minute radio commercial for 140 games (each broadcast home and away games); sponsor of the Emergency Responders Night (Friday, May 18, 2018); and Barons.com Weblink.

- d) **(Carried over from April 10, 2018 Meeting)** The Board approved the renewal of a contract with LinkedIn to provide a job posting package and LinkedIn Corporate Recruiter accounts. LinkedIn has become an almost universally adopted recruiting tool. Registered users are mostly professionals with a college degree or higher and their demographics are fairly evenly distributed amongst gender and race. It is currently our best sourcing tool to find individuals for difficult to fill professional-level openings. The contract term is May 28, 2018 through May 27, 2019, and the total amount is not to exceed \$37,855, which represents an increase of \$1,180 (3%) from the current contract.
- e) **(Carried over from April 10, 2018 Meeting)** The Board approved a revision to the Personnel Board Administrative Appeals Procedures.
- f) **(Carried over from April 10, 2018 Meeting)** The Board approved the Jefferson County Receiver's request to appoint the position of Deputy Director of Juvenile Detention to the Exempt Executive Service.
- g) **(Carried over from April 10, 2018 Meeting)** The Board approved a request from the Jefferson County Sheriff's Office to create a new class, Metro Area Crime Center Administrator, with a proposed pay grade of G-34 and a salary range of \$79,875 - \$123,911.
- h) The Board approved the Jefferson County Sheriff's Office request to create the new class of Helicopter Pilot. This position will work with the Metro Area Command Center to provide aerial surveillance and logistical support to the ground based operations for the Sheriff's Office. The position will perform both pilot services and management services including maintenance schedules, operational issues and technical issues for the helicopter. The proposed pay grade is G-25 with a salary range of \$51,488 - \$79,875. (Motion made by J. Smoke and Seconded by A. Florie)
- i) The Board approved a contract renewal between Hyland LLC and the Personnel Board of Jefferson in the amount of \$18,980.56 for the period of October 1, 2018 to September 30, 2019. ImageNow provides the Board with document imaging

and management capability. Electronic imaging eliminates physical storage requirements, enhances document security, is web accessed, and provides a much more efficient and organized process of document storage and retrieval. (Motion made by J. Smoke and Seconded by A. Florie)

***In one vote***, the Board approved the contracts referenced in items j, k, and l. (Motion made by J. Smoke and Seconded by A. Florie)

- j) The Board approved a contract renewal between IBM and the Personnel Board of Jefferson for technical support of the SPSS maintenance agreement in the amount of \$12,634.80 for the period August 1, 2018, through July 31, 2019. SPSS is a statistical software package that is used frequently by the Performance Measurement Division to conduct various statistical analyses. Without this software, the Personnel Board would be unable to create tests according to accepted professional and legal standards. The existing technical support will expire on July 31, 2018.
- k) The Board approved the renewal of the Cyber Protection Insurance policy in the amount of \$13,487 for 2018-2019. The current Cyber Protection Insurance will expire on June 13, 2018. Through Jefferson County's Purchasing Department, Risk Management Department and the County's Broker, the Personnel Board was able to obtain a premium of \$13,487. This represents a slight decrease of \$23.00 from last year's premium of \$13,510.
- l) The Board approved the renewal of the contractual agreement between Lamar Companies and the Personnel Board of Jefferson County to provide billboard services beginning October 1, 2018 and ending September 30, 2019. Lamar Companies will 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. The contract resulted from the Jefferson County's Request for Proposal No. 27-18 dated February 6, 2018, as it relates to the Code of Alabama 1975 Article 2 – State Bid Law. The cost of this service is not to exceed \$36,644.
- m) The Board approved the request from the Jefferson County Receiver to create the following two (2) new classes:

1. Water Reclamation Facility Operator Grade II/III - This position will be responsible for the collection and testing of wastewater samples which requires a basic knowledge of chemistry, biology and analytical procedures, and the ability to interpret the results of these tests. Work also involves operating, monitoring and performing preventive maintenance of a wastewater treatment facility to ensure effluent meets local, state and federal guidelines. The proposed pay grade for Jefferson County is G-14 with a salary range of \$30,104 - \$46,701.
2. Water Reclamation Facility Apprentice - This new class will be responsible for learning the technical skills necessary to assist in the operation of a wastewater treatment facility and obtain state wastewater certification. This is a temporary position that will participate in an Apprenticeship Program with the intent to become a certified WRF Operator. The proposed pay grade for Jefferson County is G-12 with a salary range of \$27,305 - \$42,359.

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

- n) The Board approved a request to create a new class, General Services Manager – City of Birmingham. This position will be responsible for planning, organizing, and directing the overall operations of the General Services Division including, but not limited to construction and maintenance, electrical, HVAC, mechanical, plumbing, and event logistical setup to ensure the efficient and effective operation of City buildings and services. Market data for a General Services Manager suggests an average rate of pay of \$94,766. The proposed pay grade for the City is G-34 with a salary range of \$75,213 - \$116,667. (Motion made by J. Smoke and Seconded by A. Florie)

#### IV. JURISDICTION CONTRACTS

- a) **(Carried over from April 10, 2018 Meeting)** The Board approved a contract between the City of Birmingham and Amec Foster Wheeler (Amec F/W) to provide professional consulting services. Amec F/W will continue work as consultant in order to develop a comprehensive post-construction stormwater ordinance and related policies, processes and procedures that integrate watershed master plans.

The cost is \$375,720. This is a two (2) year contract and is the third and final phase. The Board approved the contract for Phase I of this work on April 12, 2016, which included an overview of the future Phase II and Phase III. The Board approved the contract for Phase II on December 13, 2016. Note that Amec Foster Wheeler will be changing the company name to Wood Environmental & Infrastructure Solutions, Inc. (Motion made by J. Smoke and Seconded by A. Florie)

- b) **(Carried over from April 10, 2018 Meeting)** The Board approved three (3) new contracts between the Jefferson County Department of Health and Camisha Spencer, Kristen Sloan and Kyoka Akers. The contractors will provide breastfeeding support and training to WIC pregnant and/or breastfeeding mothers via telephone or clinic visits. These are one-year contracts (03/01/18 – 03/01/19) for the amount of \$11,000 for each contractor. The Board previously approved one-year contracts between the Health Department and Kesha Long and Kristy Lynn Price for these same services on May 9, 2017. (Motion made by J. Smoke and Seconded by A. Florie)

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

- c) The Board **conditionally** approved a new contract between Jefferson County (Environmental Services) and a TBD vendor in the estimated amount of \$860,775. The vendor will provide stream restoration/stream stabilization work and associated sewer improvements to help prevent future damage and disruption of sewer service. Services include replacement and/or rehabilitation of existing sewer pipe and manholes as well as the related excavation, site restoration, installation of erosion and pollution control devices and bypass pumping. The contract term is one (1) year, to be effective upon approval.
- d) The Board **conditionally** approved a contract between Jefferson County (Environmental Services) and Gulf Coast Underground. Jefferson County Environmental Services is in the process of rehabilitating sanitary sewers as required in the Consent Decree executed by Jefferson County, the EPA, the

Justice Department and the Cahaba River Society. This project will consist of an Acoustic Sewer Assessment. This contract will provide immediate assessment of sewer line conditions and allow for establishment of procedures, while County personnel are hired and trained to perform the work in the future. The County has noted current system performance issues that make this contract necessary. The contract term is 270 days and the cost is \$1,563,812.50.

- e) The Board approved a new contract between Jefferson County (General Services) and Blackwater Technologies to provide fire alarm system testing and inspection services. The scope of services includes installing, inspecting, testing, maintaining and repairing fire alarm and fire suppression systems. The contractor would provide a service program to determine needed repairs to fire alarm and fire suppression systems. The contract term is three (3) years and the cost is \$88,950.50 (\$29,650/year). (Motion made by A. Florie and Seconded by J. Smoke)

V. ADMINISTRATIVE LEAVE WITH PAY

- a) The Board approved a request from the Jefferson County Sheriff's Office for a 30-Day Extension of Administrative Leave with Pay for Randall Finley. (Motion made by J. Smoke and Seconded by A. Florie)

VI. APPEAL OF DIRECTOR'S DETERMINATION - None submitted

VII. CONTESTED ITEMS - Appeal of Disciplinary Actions (Suspension, Demotion, Termination, etc.) *Item "d" was addressed first by the Board; the remaining items were addressed in the order listed.*

- a) **(Carried over from April 10, 2018 Meeting)** Blake Savege v. City of Birmingham (Fire & Rescue Service) – DA-2017-2130-BH -Parties' Joint Motion to Dismiss Appeal and Settlement Agreement – 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 A. Florie)

- b) **(Carried over from April 10, 2018 Meeting)** Jarvis Walter v. City of Bessemer (Dept. of Public Improvement) – DA-2017-2113-BS (Hearing Officer’s Report & Recommendation) – T. Morgan Duncan, Counsel for the City of Bessemer; Attorney Adam P. Morel Counsel for Complainant Jarvis Walter; and Mr. Walter addressed the Board. Based upon a review of the record, the Board finds that the Hearing Officer’s recommendation is to be upheld. Accordingly, the City of Bessemer’s decision to terminate Mr. Walter effective July 13, 2017 is affirmed. (Motion made by A. Florie and Seconded by Chair Moore; J. Smoke - Recused)
- c) **(Carried over from April 10, 2018 Meeting)** Brenda F. Harris v. City of Bessemer (Bessemer Utilities) – DA-2017-2124-BS - Hearing Officer’s Report & Recommendation - Attorney T. Morgan Duncan, Counsel for the City of Bessemer; Attorney Calvin D. Biggers, Counsel for Complainant Brenda F. Harris; and Leslie Coyne, Counsel for the Personnel Board, addressed the Board. Based upon a review of the record, the Board finds that the Hearing Officer’s recommendation is to be upheld. Accordingly, the City of Bessemer’s decision to suspend Ms. Harris for ten (10) working days is affirmed. (Motion made by A. Florie and Second by Chair Moore; J. Smoke - Recused)
- d) Lisa Potts v. City of Bessemer (Dept. of Public Improvement) DA-2017-2132-BS - Hearing Officer’s Report & Recommendation & Complainant’s Written Objections – Attorney T. Morgan Duncan, Counsel for the City of Bessemer; Attorney Jon C. Goldfarb, Counsel for Complainant Lisa Potts; and Leslie Coyne, Counsel for the Personnel Board, addressed the Board. Based upon a review of the record, the Board disagrees with the Hearing Officer and finds that Complainant Pott’s punishment should be reduced from thirty (30) days to fifteen (15) days. Complainant Potts will receive backpay and other benefits she would have otherwise received. (Motion made by A. Florie and Seconded by Chair Moore; J. Smoke - Recused)

#### VIII. INFORMATION AND DISCUSSION ITEMS

a) Advance Step(s)

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| 1. Witherspoon, Elita | Business Ofc Supv | Bessemer | Approved |
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a) Advance Step(s)

1. Witherspoon, Elita	Business Ofc Supv	Bessemer	Approved
2. Brown, Michael	Fire Prevention Insp I	Birmingham	Approved
3. Eiland, Craig	Facilities Mgr	Birmingham	Approved
4. Kennedy, Keyuna	Admin Clerk	Birmingham	Approved
5. Neeley, Andrea	Paralegal	Birmingham	Approved
6. Perkins, Salera	Paralegal	Birmingham	Approved
7. Woodall, Wadrekus	Telecomm Tech	Birmingham	Approved
8. Doss, James	Fire Chief II	Irondale	Approved
9. Bates, Corey	WWTP Shop Supv	Jeff Co	Approved
10. Smith, Edwin	Sr. Eng Drafter	Jeff Co	Approved
11. Wilson, Nancy	Business Ofc Supv	Jeff Co	Approved
12. Vines, Paul	Truck Driver	Tarrant	Approved

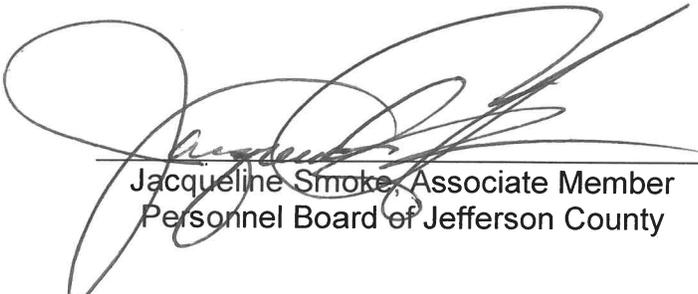
b) Board Expenditure Report for April 28 – May 11, 2018

IX. EXECUTIVE SESSION

The Chair called for an Executive Session at 3:22 pm to discuss pending litigation. The session ended and there being no further business, the meeting adjourned at 3:30 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