



Personnel Board of Jefferson County

The Foundation of Your Merit System Career

MINUTES OF MEETING OF THE PERSONNEL BOARD OF JEFFERSON COUNTY

June 12, 2018 – 1:30 p.m.

The Personnel Board of Jefferson County met on Tuesday, June 12, 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; Kim Kinder, Employee Services; Guy Dewees, Applicant Services; Cynthia Holiness, Business Office; Leslie Coyne, Counsel for the Personnel Board; and Personnel Board staff.

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

The Chair welcomed everyone to the meeting. Due to the numerous items on the agenda, the operational updates were waived.

II. OPERATIONAL UPDATES – All updates were waived.

III. ACTION ITEMS

- a) The Board approved the Board Minutes for the meeting held on May 8, 2018. (Motion made by J. Smoke and Seconded by A. Florie)
- b) The Board approved the 2018 Classification Survey Recommendations. (Motion made by J. Smoke and Seconded by A. Florie)
- c) The Board approved the 2018-2019 Proposed 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 \$10,332,865 which is a decrease of \$243,604 from the 2017-2018 budget, be approved. (Motion made by J. Smoke and Seconded by A. Florie)

- d) The Board approved the resolution granting a one-and-a-half percent (1.5%) Cost-of-Living-Adjustment (COLA) for Personnel Board employees effective the pay period beginning September 29, 2018. (Motion made by J. Smoke and Seconded by A. Florie)
- e) The Board approved the resolution establishing the 2018-2019 Holiday Schedule for the Personnel Board of Jefferson County. (Motion made by J. Smoke and Seconded by A. Florie)

In one vote, the Board approved Action Items **f thru i**. (Motion made by J. Smoke and Seconded by A. Florie)

- f) The Board approved the amendment of its contractual agreement with Freedom Reporting for transcription services for fiscal year 2019. The court reporter will be required to transcribe hearings and provide hard copies and media of transcriptions. The current contract with Freedom Reporting will end on September 30, 2018. The 2019 projected budget for this service is \$25,000.
- g) The Board approved an amendment to its contract with ADTRAV Travel Management to provide travel management services. The term of this contract amendment shall be October 1, 2018 – September 30, 2019. All other terms and conditions of the original contract remain the same.
- h) The Board approved the contract amendment with Hampton Inn & Suites Tutwiler. The term of this contract amendment shall be October 1, 2018 – September 30, 2019. All other terms and conditions of the original contract remain the same.
- i) The Board approved the engagement letters with the following two (2) firms to

provide legal services to the Personnel Board of Jefferson County for the term of October 1, 2018 – September 30, 2019.

1. Coyne Counsel & Consulting, LLC – Legal Services using the same rate as last year (\$300 per hour Ms. Coyne’s services and \$265 per hour for other lawyers).
 2. Lloyd, Gray, Whitehead & Monroe – Legal services: \$195 for Partners and Of Counsel; \$160 for Associates; \$90 for Paralegals and \$65 for Clerks.
- j) The Board approved a license agreement with Retail Budget Pro, LLC to use their cloud-based budgeting software to better assist the Board in tracking expenditures and managing the annual budget process. The license subscription is for the amount of \$2,566.80 (\$1,711 annual subscription fee plus a one-time set-up fee of \$855.60). (Motion made by J. Smoke and Seconded by A. Florie)
- k) The Board approved a new contract with Siena Consulting for one (1) year to provide written tests for screening of entry-level Firefighter applicants within the terms of the Firefighter Entry-Level Testing Services proposal (in response to Jefferson County’s Request for Proposal No 44-18 dated January 22, 2018). Siena Consulting has extensive experience in entry-level written test for Firefighter for the Merit System since 2003. The work will be performed from October 1, 2018 through September 30, 2019. The total cost of the contract will not exceed \$15,000. The Personnel Board will also receive a 5% discount per candidate test for renewal of the contract for the subsequent two (2) years. (Motion made by J. Smoke and Seconded by A. Florie)
- l) The Board authorized Lorren Oliver to continue to serve as a “Loaned Executive” to Jefferson County to serve as the Monitor. On June 6, 2018, the United States District Court for the Northern District of Alabama, Judge C. Lynwood Smith, appointed Lorren Oliver as the Monitor under the Court’s Order adopting the “Proposed Plan for the Transition of Authority from Receiver to County and Appointment of Monitor.” Mr. Oliver has agreed to serve as the Monitor under certain conditions,

including that the Personnel Board agree to his doing so. Under this “Loaned Executive” resolution and Judge Smith’s order, Mr. Oliver will devote approximately 30% of his work time to his duties as the Monitor and the remaining 70% as Director for the Personnel Board. The Personnel Board will continue to pay Mr. Oliver’s salary and benefits but the County will reimburse the Personnel Board for his services at 30% of the established pay rate specified in the Modified Order Appointing Receiver. It is recommended that the Three-Member Board approve the resolution authorizing Lorren Oliver to continue to serve as Loaned Executive effective June 6, 2018. (Motion made by Chair K. Moore, Seconded by J. Smoke and Third by A. Florie)

m) The Board approved the following four (4) new job classes for the City of Birmingham (Motion made by J. Smoke and Seconded by A. Florie):

1. Land Bank Administrator (Grade 32); City of Birmingham Community Development Department
2. Economic Development Manager – Workforce Talent (Grade 34); City of Birmingham Innovation & Economic Opportunity Department
3. Economic Development Manager – Operations (Grade 34); City of Birmingham Innovation & Economic Opportunity Department
4. Economic Development Manager – Business Growth (Grade 34); City of Birmingham Innovation & Economic Opportunity Department

IV. JURISDICTION CONTRACTS

a) The Board approved a new contract between the City of Birmingham and the Water Works Board of the City of Birmingham, to provide various water sampling tests in its USEPA/ADEM certified EnviroLab. The Board has previously approved contracts between the City of Birmingham and the Water Works Board for similar services since 2013, with the most recent approval being at the June 13, 2017 Meeting. This is a one (1) year contract and the amount is \$44,830 with cost stipulations of \$10,000 Contingency. This amount has slightly increased since 2017.

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

- b) The Board approved a new contract between the Jefferson County Department of Health and Urvashi Patel, who will provide consulting services during transition and implementation to a new Electronic Medical Record (EMR) system. Services are related to the clinical and practice management components of the system. The contract term is April 1, 2018 – December 31, 2018 at a cost of \$49,500. (Motion made by J. Smoke and Seconded by A. Florie)

- c) The Board conditionally approved a new contract between the City of Vestavia and a TBD vendor. The vendor will provide preventive maintenance and small engine repairs on the City of Vestavia Hills fleet. The fleet consists of 145 vehicles. This includes fire engines, ladder trucks, ambulances, police patrol vehicles, private passenger vehicles, light trucks, medium trucks and heavy trucks. The contract is recommended for approval conditioned on the resulting services in the contract not deviating from the representations made in the submission, no work beginning prior to the execution of the contract and the submission of the executed contract to the Personnel Board for our records. The term is October 1, 2018 – September 30, 2019 at a cost of \$105,000. (Motion made by J. Smoke and Seconded by A. Florie)

V. ADMINISTRATIVE LEAVE WITH PAY – The Board approved the two (2) following requests for administrative leave with pay (Motion made by J. Smoke and Seconded by A. Florie):

- a) William McDonough Jefferson County (General Services) 30 Days
- b) Cedric Thomas Jefferson County (Sheriff's Office) 30 Days

VI. APPEAL OF DIRECTOR'S DETERMINATION – None Submitted

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

- a) James Ryan Holtzapfel v. Jefferson County (Cooper Green Mercy Hospital) - DA-2018-2150-JC - Joint Motion to Dismiss 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) Morgan McKnight v. City of Leeds (H. R. Dept.- Administration) - DA-2018-2144-LD - Joint Motion to Dismiss 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)

- c) Vanessa McGrath v. City of Homewood (Building, Engineering & Zoning) – DA-2018-2152-HW – Joint Motion to Dismiss 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)

- d) Reginald Gardiner v. City of Birmingham (Dept. of Planning & Engineering) - DA-2015-2013 - Hearing Officer's Report and Recommendation – Attorney Kayla Lawrence, Counsel for the City of Birmingham, 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 Birmingham's decision to terminate Complainant Gardiner effective March 3, 2015 is AFFIRMED. (Motion made by J. Smoke and Seconded by A. Florie)

- e) Christopher Gilstrap v. City of Irondale (Police Dept.) – DA-2017-2133-ID – Hearing Officer's Report and Recommendation – Attorney Scott Morro, Counsel for the Complainant and Attorney Leslie Klasing, Attorney for the City of Irondale, 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 Irondale's decision to terminate Complainant Gilstrap effective December 15, 2017 is AFFIRMED. Complainant Gilstrap's objections are OVRERULED. (Motion made by J. Smoke and Seconded by A. Florie)

VIII. INFORMATION AND DISCUSSION ITEMS

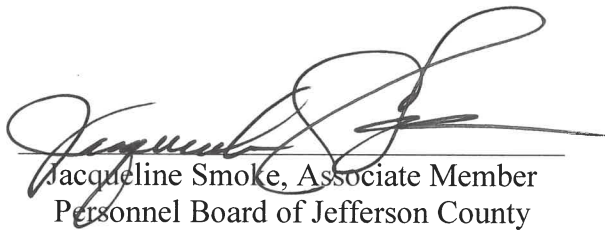
- a) Annual Report for the Personnel Board of Jefferson County
- b) The current business liability insurance policy expired on June 1, 2018. A new policy has been entered into with AmGuard Insurance to provide coverage for the Board's computer equipment, media and software, valuable papers, personal injury, advertising injury, employee dishonesty, hired and non-owned auto liability and other various services. The premium is \$10,976 (includes an additional \$500 for hired and non-owned automobile liability insurance).
- c) Provisional Appointment(s)
- | | | |
|---------------------|-----------------------------|------------|
| 1. Tommy Cannon | Fire Battalion Chief I | Bessemer |
| 2. Tamela Parrish | Business Systems & Rpt. Mgr | Birmingham |
| 3. Juanita H. Davis | Bailiff/Court Security | Hueytown |
| 4. Kevin Cleveland | Printer | Birmingham |
- d) Advance Step(s)
- | | | |
|------------------------|--------------------------------|------------------|
| 1. Richardson, Deniece | Accounting Assistant I | Birmingham |
| 2. Frazier, Jamila | Sr. Systems Analyst | Health Dept. |
| 3. Campbell, Tierra | Legal Secretary | Jefferson County |
| 4. Geesling, Michael | Traffic Signs/Markings Spv. | Jefferson County |
| 5. Lewis, Marvin | Sr. Juvenile Detention Officer | Jefferson County |
| 6. Payne, Timothy | Security Officer | Jefferson County |
| 7. Schofield, Mark | Sr. Juvenile Detention Officer | Jefferson County |
| 8. Turner, Paul | Sr. Land Acquisition Agent | Jefferson County |
- e) Reinstatement(s)
- | | | |
|-----------------------|-------------|------------------------------|
| 1. Tiffannie D. Berry | Firefighter | Approved |
| 2. Gregory Dawson | Firefighter | Denied (Separated > 2 years) |
| 3. Mitchell Cousins | Firefighter | Approved |
| 4. Jonathan Ward | Firefighter | Approved |
- f) Board Expenditure Reports for April 28 – May 25, 2018

IX. EXECUTIVE SESSION

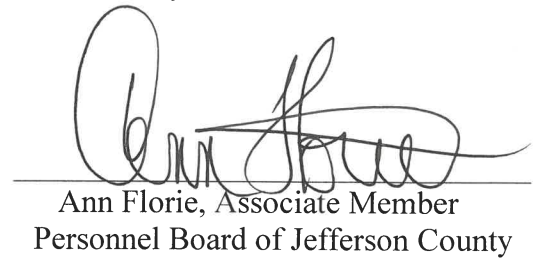
Chair Moore called for an Executive Session at 2:20 p.m. to discuss pending litigation. The session ended and there being no further business, the meeting adjourned at 2:26 p.m.



L. Kenneth Moore, Chairman
Personnel Board of Jefferson County

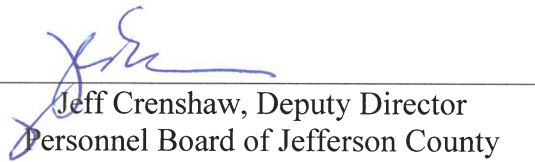


Jacqueline Smoke, Associate Member
Personnel Board of Jefferson County



Ann Florie, Associate Member
Personnel Board of Jefferson County

Attested By:



Jeff Crenshaw, Deputy Director
Personnel Board of Jefferson County