



# 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**

August 21, 2018 – 1:30 p.m.

The Personnel Board of Jefferson County met on Tuesday, August 21, 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, Director; Brian Bellenger, Employment Services; Kim Kinder, Employee Services; Cynthia Holiness, Business Office; Pete Blank, Training & Development; Robert Groce, Information Services; Leslie Coyne, Counsel for the Personnel Board; and Personnel Board staff.

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

Chair Moore welcomed everyone and informed them that prior to the regular Board Meeting, the floor would be opened for public comments regarding the proposed changes to the Rules and Regulations. Mr. Oliver stated that there was a sign-up sheet for anyone wishing to address the Board and that no one had signed up. Since no one appeared to address the Board regarding the Rule and Regulations changes, the Chair adjourned the Public Hearing and convened the regular Board Meeting at 1:35 p.m. Chair Moore gave a general overview of the structure of the meeting.

### II. OPERATIONAL UPDATES

Chair Moore stated that he would forego the operational updates and go straight to the Action Items.

### III. ACTION ITEMS

- a) The Board approved the Board Minutes for the meeting held on July 10, 2018. (Motion made by A. Florie and Seconded by J. Smoke)

Chair Moore asked for a motion to move Information Item (b) to the Action Items on the agenda. (Motion made by A. Florie and Seconded by J. Smoke).

- b) The Board approved the proposed revisions to the Personnel Board of Jefferson County Rules & Regulations. (Motion made by J. Smoke and Seconded by A. Florie)

#### IV. JURISDICTION CONTRACTS

- a) The Board approved a new contract between the Jefferson County Commission and J. J. Morley Enterprises, Inc. The vendor will provide inspection, repointing, cleaning and envelope veneer replacement at the Jefferson County Courthouse, Annex, Bridge and County Parking Deck. Repointing is the removal and replacement of old grout or sealant between the exterior stone panels on the building. Envelope veneer replacement is replacing the stone panels mounted to the outside of the building. These panels create the building's envelope, which is the physical separator between the interior and exterior environments. The work will take 180 days to complete and the cost is \$468,373. This approval is based on the sporadic nature of the work, the specialized knowledge required to perform the services and the fact that Jefferson County does not have the equipment to perform the work. (Motion made by J. Smoke and Seconded by A. Florie)
- b) The Board approved Amendment 2 of a contract between the Jefferson County Commission (Family Court Youth Detention Center) and UAB Health Services Foundation, P.C. The vendor will provide medical services to Jefferson County's Family Court Youth Detention Center residents. Medical services include initial health screenings to all new residents, sick call, education and training. In addition to the medical services, UAB Health Services Foundation, P.C. provides interns at no charge. This is a one (1) year contract (October 1, 2018 – September 30, 2019) and the cost is \$97,342.08. The Board approved Amendment 1 on January 9, 2018 and has approved similar contracts since 2012. This approval is based on the limited nature of the services (12 hours/ week) and the interdependency of the physician and nurse services. (Motion made by J. Smoke and Seconded by A. Florie)
- c) The Board approved a new contract between the Jefferson County Department of

Health (Nutrition) and Kimberly Adams. The contractor will serve as a peer counselor in the community to provide telephone support/counseling for breastfeeding WIC patients of the Health Department. Peer counselors are recruited and hired from WIC's target population of low-income women and undergo training to provide mother-to-mother support. This is a one (1) year contract (June 1, 2018 – July 1, 2019) with an extension option of two (2) years. The cost is \$10.19/hour not to exceed \$11,000 annually. This approval is based on the sporadic nature of the services being provided. (Motion made by J. Smoke and Seconded by A. Florie)

- d) The Board approved the Jefferson County Department of Health request to create the new position of Senior Public Health Language Worker with a proposed pay grade of G-21 and a salary range of \$43,054 - \$66,791. This new position will be responsible for planning, directing, coordinating and supervising the work of the public health language workers who deliver services for limited English proficient individuals. Internal comparisons suggest a grade level of 21. (Motion made by J. Smoke and Seconded by A. Florie)
- e) The Board conditionally approved a new contract agreement between the Jefferson County Sheriff's Office (JCSO) and TBD School Resource Officers (SRO). Retired Sheriffs will provide SRO services to all schools operated by the Jefferson County Board of Education and, as requested, to private schools when available. For the 2018-2019 school year, the JCSO plans to provide SROs to 24 of the 56 Jefferson County schools (and the one private school) with current staffing. The JCSO intends to provide SRO services through Merit System Deputy Sheriff's; however, in order to have SROs in each school, contract workers will be necessary to allow the JCSO sufficient time to hire and train individuals. This contract should allow the JCSO to be able to place SROs in the remaining 33 Jefferson County schools (including the one private school) for the 2018-2019 school year while recruiting and filling Merit System Deputy Sheriff positions. The cost of \$1,599,998 .40 is the maximum cost if the JCSO staffed at 40 SRO's. The annual rate per SRO is \$39,996.96. These new contracts will be for one year with an extension option of two years. This approval is based on the fact that the JCSO plans to transition services to Merit System positions. (Motion made by J. Smoke and Seconded by A. Florie)

- V. ADMINISTRATIVE LEAVE WITH PAY
  - a) Angela Brickie - Jefferson County Sheriff's Office - 30 Days (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.)
  - a) Tanorence Moorer v. Jefferson County (Youth Detention Center) - Case No. DA-2018-2141-JC - Joint Motion to Dismiss & 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) Wendell Bracy v. Jefferson County (Youth Detention Center) - Case No. DA-2018-2142-JC - Joint Motion to Dismiss & 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 A. Florie and Seconded by Chair Moore; J. Smoke Recused)
  
  - c) Mario Leonard v. Jefferson County (Youth Detention Center) - Case No. DA-2018-2143-JC - Joint Motion to Dismiss & 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) Brian Kirkpatrick v. Jefferson County (General Services) - Case No. DA-2018-2154-JC - Joint Motion to Dismiss & 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)

- e) Milton Burton, Jr. v. City of Birmingham (Mayor's Office/Security Division) - Case No. DA-2017-2128-BH - Joint Motion to Dismiss & 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)
- f) Cedrick Thomas v. Jefferson County Sheriff's Office - Case No. DA-2018-2179-JC - Motion to Stay – Upon review, the Board finds that the Motion to Stay is due to be GRANTED. (Motion made by J. Smoke and Seconded by A. Florie)
- g) Girard Armstead v. City of Birmingham (Police Department) - Case No. DA-2018-2156-BH - Hearing Officer's Report & Recommendation – 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 suspend Complainant Armstead effective April 14, 2018 is AFFIRMED. (Motion made by A. Florie and Seconded by J. Smoke)
- h) Patrick Rhodes v. City of Birmingham (Police Department) - Case No. DA-2018-2177-BH - Motion to Set Scheduling Order Pursuant to Rule 12.5 (a) of the Rules & Regulations of the PBJC - Upon due consideration, Complainant's Motion is DENIED, the hearing set for October 17, 2018, shall proceed in accordance with the Administrative Appeal Procedures. (Motion made by J. Smoke and Seconded by A. Florie)
- i) Brian Sheets v. City of Birmingham (Police Department) - Case No. DA-2018-2178-BH - Motion to Set Scheduling Order Pursuant to Rule 12.5 (a) of the Rules & Regulations of the PBJC – Upon due consideration, Complainant's Motion is DENIED, the hearing set for October 11, 2018, shall proceed in accordance with the Administrative Appeal Procedures. (Motion made by J. Smoke and Seconded by A. Florie)
- j) Cedrick Thomas v. Jefferson County Sheriff's Office - Case No. DA-2018-2179-JC - Motion to Set Scheduling Order Pursuant to Rule 12.5 (a) of the Rules & Regulations

of the PBJC – No action taken. (See Item (f)).

#### VIII. INFORMATION AND DISCUSSION ITEMS


- a) The Board approved a contract between the McWane Science Center and the PBJC. On December 13, 2018, the PBJC Training and Development Department will host session three (3) of its MPACT (Managers Preparing to Accomplish Change Today) Program. The McWane Science Center has agreed to host this training session at their location in the Regions Room at no charge. (Motion made by J. Smoke and Seconded by A. Florie)
- b) Recommendation that the Board adopt the proposed revisions to the Personnel Board of Jefferson County Rules & Regulations. (Moved to Action Item b) above.)
- c) Provisional Appointment(s)
- |                   |                                 |            |          |
|-------------------|---------------------------------|------------|----------|
| 1. Yuval Yossefy  | Data Management Specialist      | Birmingham | Approved |
| 2. Melanie Genkin | Eco. Dev. Mgr.-Operations       | Birmingham | Approved |
| 3. Rachel Harmon  | Eco. Dev. Mgr.–Workforce Talent | Birmingham | Approved |
- d) Advance Step(s)
- |                           |                         |               |          |
|---------------------------|-------------------------|---------------|----------|
| 1. Wright, Shaun          | Adm. Clerk              | Bessemer      | Approved |
| 2. Dean, DarNetria        | Accountant              | Birmingham    | Approved |
| 3. Lumpkin, Earnest       | Principal Acct.         | Birmingham    | Approved |
| 4. Quarles, Stephen       | Infor. Security Officer | Birmingham    | Approved |
| 5. Sanders, Wanda         | Sr. Accountant          | Birmingham    | Approved |
| 6. Shonae Eddins          | Dir. of Parks & Rec     | Birmingham    | Approved |
| 7. Taylor, Legiah         | Senior Accountant       | Birmingham    | Approved |
| 8. Brown, Vincent         | Firefighter             | Fairfield     | Approved |
| 9. Chambers, Brent        | Bldg. & Grounds Wkr.    | Health Dept.  | Approved |
| 10. Dean, DarNetria       | Accountant              | Health Dept.  | Approved |
| 11. Fowlkes, Alicia       | Senior Accountant       | Health Dept.  | Approved |
| 12. Traffanstedt, Darlene | Medical Director        | Health Dept.  | Approved |
| 13. Bensko, Jereld        | Comm. Coord.            | Jefferson Co. | Approved |
| 14. Brown, Jennifer       | Bus. Systems Spec       | Jefferson Co. | Approved |

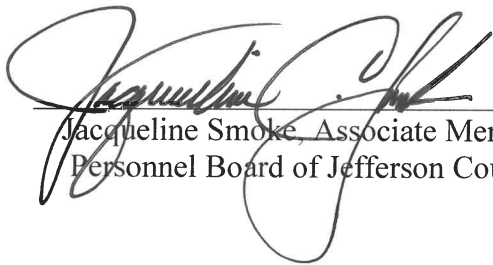
15. Jenkins, Cynthia	LPN	Jefferson Co.	Approved
16. Polland, Regina	LPN	Jefferson Co.	Approved
17. Quick, Jimmy	Fire Lieutenant	Vestavia	Approved


- e) Reinstatements - None Submitted
- f) Bi-monthly Board Expenditure Report

X. EXECUTIVE SESSION – Began 1:55 p.m. and ended at 2:14 pm

There being no further business, the meeting adjourned at 2:15 p.m.

  
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 L. Kenneth Moore, Chairman  
 Personnel Board of Jefferson County

  
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 Jacqueline Smoke, Associate Member  
 Personnel Board of Jefferson County

  
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 Ann Florie, Associate Member  
 Personnel Board of Jefferson County

Attested By:

  
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 Jeff Crenshaw, Deputy Director  
 Personnel Board of Jefferson County