



# Personnel Board of Jefferson County

The Foundation of Your Merit System Career

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## **BOARD MEETING AGENDA**

October 9, 2018

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

II. OPERATIONAL UPDATES

Deputy Director's comments – Jeff Crenshaw  
Employment Testing – Brian Bellenger  
Applicant Services – Guy Dewees  
Employee Services – Kim Kinder  
Business Office – Cynthia Holiness

III. ACTION ITEMS

- a) Board minutes for the meeting held on September 11, 2018.
- b) Recommendation that the Board approve the Personnel Board to enter into an agreement with Thompson Architecture for the office modification of the Board's reception area and Applicant Services Department. The goal of the office modification is to create a more open and functional workspace for staff, accommodate staffing changes, eliminate the underutilized space in the reception area, and provide a space (conference room) that Personnel Board staff can use to meet with unscheduled visitors that provides an element of privacy while still being within view of security. Several architects were invited to review the office space, and submit proposals to Board staff. The proposal from Thompson Architecture Incorporated was the least expensive at a cost of \$16,600. The scope of basic services includes: Schematic Design, Detailed Design and Construction Documents and Construction Administration (including, but not limited to, creation of bid documents).
- c) Recommendation that the Personnel Board approve a contract with Siena Consulting at a cost not to exceed \$\_\_\_\_\_ (TBD) including associated travel expenses. The contract period is November 1, 2018 through December 31, 2018. The Personnel Board is seeking consulting assistance from a reputable firm to provide assistance with facilitating a strategic planning meeting/retreat. The Personnel Board management team will be holding a one and one-half (1½) day strategic retreat to work to develop strategic plans and goals designed to improve the efficiency and effectiveness of Board services. Services would include review of the Board's

- mission and core values, establishment of an agenda for a strategic planning retreat, facilitation of discussion and documentation of the process inclusive of strategic and tactical recommendations based on the goals and results of the strategic planning retreat.
- d) Recommendation that the Board approve a new position request from Jefferson County Commission – Tax Collector Department to create a Senior Land Specialist (#01112), with a proposed pay grade of G-19 and a salary range of \$39,187 - \$60,798. The Senior Land Specialist position will directly supervise the staff, research and prepare documents for refunding excess bids, reconcile tax deeds, and manage excess bids of approximately \$32 million dollars. Market data for a Senior Land Specialist suggests a range of \$38,348 - \$60,355.
  - e) Recommendation that the Board approve a new position request from the City of Birmingham - Human Resources Department to create an Employee Wellness Coordinator (#2875), with a proposed pay grade of G-21 and a salary range of \$39,894 - \$61,880. This new position would be responsible for the delivery and evaluation of health programs, coordinating health fairs and events and overseeing the wellness facilities. This position would also assist the Employee Wellness Specialist in day to day activities.
  - f) Recommendation that the Board approve a new position request from the Jefferson County Commission - Environmental Services Department to create a Water Reclamation Facility Operator Grade III, with a pay grade of G-16 and a salary range of \$33,862 - \$52,520. This new position would 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 water reclamation facility to ensure effluent meets local, state and federal guidelines.
  - g) Recommendation that the Board approve the Jefferson County Emergency Management Mayors Council Resolution granting a 2.5% Cost of Living Adjustment effective the first full pay-period of Fiscal Year 2019. There is an election this fiscal year, consequently, the Resolution is presented for Three Member Board approval.

#### IV. JURISDICTION CONTRACTS

- a) Recommendation that the Board approve a new contract between Jefferson County Commission – Cooper Green Mercy Health Services and Medical Waste Management. The contractor is certified to provide for the collection and disposal of infectious medical waste in a manner prescribed by OSHA guidelines. The services are performed sporadically in that the infectious waste is collected twice a week at Cooper Green and once per month at the West End Clinic. Collection and disposal of medical waste requires facilities, equipment and licensed personnel that the County does not possess. This is

a one year contract to be executed upon approval at a cost of \$17,687.97 with an extension option of two additional one year periods.

- b) Recommendation that the Board approve a new contract between Jefferson County Commission – Cooper Green Mercy Health Services and OxyMed Home Oxygen Services. OxyMed will provide monthly delivery of oxygen to the homes of indigent Cooper Green patients in Jefferson County who need a continuous supply of oxygen. The original contract and Amendment I was approved by the County Commission, but was not submitted to the Personnel Board for approval. The County does not possess the equipment and the contractor has liability for the instructions, distribution, set up and equipment. The services are performed sporadically as oxygen is needed. This is a one year contract effective October 1, 2018 – September 30, 2019 at a cost of \$50,000.
- c) Recommendation that the Board approve a new contract between Jefferson County Commission – Cooper Green Mercy Health Services and Steel City Mortuary. The contractor will provide services for Jefferson County's Coroner for the pick-up and transfer of human remains in Jefferson County and the City of Birmingham to the Cooper Green morgue. Services must be provided 24 hours/day, 365 days/year, and response time must be within 30 minutes of being notified of the requirement to transport. The services are performed sporadically as needed. The County does not possess stretchers or the modified vehicles that allow stretchers to be locked into place to safely and securely transport remains. This is a one year contract to be executed upon approval at a cost of \$102,000 with an extension option of two years.
- d) Recommendation that the Board approve a contract renewal between Jefferson County – Family Court and Jefferson-Blount-St. Clair (JBS) Mental Health. JBS will provide mental health services to Family Court, including screening and assessment, psychological evaluations, mental health consultations with County staff for emotionally/behaviorally disturbed children. JBS is a regional, public, nonprofit corporation established under Alabama Legislature and is authorized to receive state, local and other monies (\$187,500) to offset their costs. The Board has approved contracts with JBS in the past, most recently on February 9, 2016, for a term of three years ending on September 30, 2018. The services in this contract are essentially identical to the services in the last contract the Board approved, and the proposed contract amount is \$63,826 lower. This contract is a three year contract effective October 1, 2018 – September 30, 2021 at a cost of \$366,574 (\$118,953 in FY19; \$122,101 in FY20; and \$125,520 in FY21).
- e) Recommendation that the Board approve a new contract between Jefferson County - Finance and MGT of America Consulting, LLC. The contractor will develop an annual cost allocation plan in accordance with the policies and procedures of OMB A-87, as well as related strategies and initiatives for implementation. The original contract was approved by the County Commission, but was not submitted to the Personnel Board for approval. This is a two year amendment effective May 14, 2018 – May 14, 2020, at a

cost of \$17,200 per year. These services are recurring each year and are completed within a three month period. Jefferson County does not have the software needed to produce the cost allocation reports, nor the personnel with the proper training and expertise as it pertains to OMB A-87.

- f) Recommendation that the Board approve a new contract between the Jefferson County– General Services and McCain Engineering. McCain Engineering will provide building equipment maintenance and repairs including boiler inspection and testing. Boiler maintenance is performed quarterly with one of those inspections being considered annual maintenance. This is a three year contract to be executed upon approval at a total cost of \$85,233.33 (\$28,411.11 per year). Boiler inspection and testing can only be conducted by certified inspectors with the specific technical boiler maintenance and repair expertise.
- g) Recommendation that the Board approve a new contract between Jefferson County – General Services and Triple Point Industries. The contractor will provide a comprehensive water treatment program for HVAC systems including boilers, water cooling towers, condensers and associated circulation systems for heating and cooling equipment. This work requires specific technical expertise related to water treatment programs. The inspections and treatments are carried out once a month. The water treatment program requires special equipment and chemicals to properly treat closed-loop systems that the County does not possess. This is a three year contract to be executed upon approval at a total cost of \$110,664 (\$36,888 per year) which includes all chemicals and services at eleven locations throughout Jefferson County every month, as well as providing on-call emergency services 24-hours a day.
- h) Recommendation that the Board approve a new contract between Jefferson County – Information Services and Navin, Haffty & Associates (NHA). NHA will provide support for the County’s electronic medical records (EMR) software/system (Meditech) on an as needed basis. This software contains the medical records for Cooper Green patients before they began using a newer EMR software package. This work requires specialized knowledge of the Meditech software package. It is estimated that NHA will work 25 hours per month for approximately six months during the contract period to fulfill its obligation. Software support is generally contracted and provided by the software vendors, and in cases like this where the vendor no longer supports a system, a contractor with the expertise to handle the job is hired. This is a one year contract to be executed upon approval at a cost of \$19,500 with an extension option of two years.
- i) Recommendation that the Board approve a contract renewal between Jefferson County – Probate Court and All Temps, Inc., Darrell Walker Workforce. Contractor provides temporary staffing during County absentee and general elections in the Birmingham and Bessemer courthouses. They will provide qualified personnel, on an as needed basis, to serve in the capacity of an Administrative Assistant, Data Entry/Office Assistant, and

Laborer. The services are temporary in that they are only needed during a County election cycle or a County special election. For the last contract period, the County used 21 positions for a total of 5,018 hours. This is approximately 12% of the full time equivalency usage. This is a renewal of a contract that began October 30, 2017, and was approved by the Jefferson County Commission, without Personnel Board approval. This renewal is effective November 2, 2018 – November 2, 2019 at an amount of \$203,000.

- j) Recommendation that the Board approve a new contract between Jefferson County – Environmental Services and Engineering Services Associates, Inc. Engineering Associates will provide an assessment of corrective measures to lessen the barium contamination of the ground water at the Shannon Landfill. This includes the design, drawings, and bid documents for the repair of the landfill cap (which is used to form a barrier between the landfill and the environment, in this case, the ground water). The services provided require a specialized knowledge of contamination and corrective actions as well as landfill cap repair methods. The services are temporary and once completed, are not expected to be performed again for the Shannon Landfill. The services will be executed upon approval and be consistently performed during the 330 days of the contract period at a cost of \$275,862.

V. ADMINISTRATIVE LEAVE WITH PAY

- a) Joseph Snider      Sheriff's Office      Adm. Leave With Pay (30 Days)

VI. APPEAL OF DIRECTOR'S DETERMINATION

–None submitted--

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

- a) Delrita Locke v. Jefferson County Department of Revenue - Case No. DA-2018-2163-JC - Joint Motion to Dismiss and Settlement Agreement
- b) Demita Ray v. City of Birmingham (Mayor's Office) - Case No. ADM LV WOP-2018-0045-FF - Motion to Dismiss Suspension and Reinstate Petitioner and Hearing Officer's Recommendation
- c) Roosevelt Foster v. Jefferson County (Environmental Services) - Case No. DA-2018-2173-JC - Complainant's Motion to Stay and No Objections
- d) Kevin Pounders v. City of Irondale (Police Department) - Case No. DA-2018-2153-ID - Hearing Officer's Report and Recommendation and Complainant's Written Objections
- e) Derrick Hopkins v. City of Birmingham (Police Department) - Case No. DA-2018-2162-BH & Case No. DA-2018-2165-BH - Hearing Officer's Report and

Recommendation and Complainant's Written Objections

- f) LaKisha Hampton v. Jefferson County (Sheriff's Office) – Case No. DA-2016-2091-JC - Motion to Lift Stay and Motion to Dismiss – Motion to Lift Stay and Dismiss Appeal and First Supplement to Motion to Lift Stay and Dismiss Appeal
- g) Christopher Cardelle Roby v. Jefferson County (Roads & Transportation) – DA-2018-2149-JC – Hearing Officer's Report and Recommendation
- h) Becountiss Lawrence v. City of Fairfield – DA-2018-2155-FF – Joint Motion to Dismiss and Settlement Agreement

VIII. INFORMATION AND DISCUSSION ITEMS

- a) Recommendation that the Board acknowledge a CrossPlex Facility Use Meeting Room Agreement with the Personnel Board of Jefferson County. The Personnel Board entered into an agreement with the Birmingham Crossplex to use a meeting room and sections of the parking lot for the practical pump operations test for the job of Fire Apparatus Operator. Test administration occurred on September 26 – 28, 2018.
- b) Recommendation that the Board acknowledge the following jurisdictions that have submitted Resolutions for granting Cost of Living Adjustments and/or Longevity Pay. Since there are no elections this year for these jurisdictions, the Resolutions are presented for acknowledgement only.
  - 1. Homewood – The Council of the City of Homewood has passed Resolution #18-130 granting a 2% Cost of Living Adjustment effective October 1, 2018.
  - 2. Trussville - The Council of the City of Trussville has passed Resolution #2018-042 granting a 2% Cost of Living Adjustment effective September 30, 2018.
  - 3. Vestavia Hills - The Council of the City of Vestavia Hills has passed Resolution # 5088 granting a 3% Cost of Living Adjustment effective October 1, 2018.
  - 4. General Retirement System (GRS)
    - a) The Pension Board for the GRS for Employees of Jefferson County has passed a Resolution granting a 2.5% Cost of Living Adjustment effective October 1, 2018.
    - b) General Retirement System (GRS) - The Pension Board for the GRS desires to provide additional compensation to GRS employees in the

form of Longevity Pay. Calculations of longevity time shall be based on total uninterrupted full time service with GRS. The entitlement begins at five years of service. The Longevity payment shall occur during the first pay period in October.

5. Mountain Brook – The Council of the City of Mountain Brook has passed a Resolution #2018-127 that effective October 2, 2018, the salaries of all employees (Classified and Unclassified/full-time and part-time) of the City of Mountain Brook, including employees of The Emmet O’Neal Library Board and Parks and Recreation Board shall be increased by 2.25% over the current salary schedule. This also includes contract security services for the City’s Public Works Facilities.

c) Advance Step(s)

1. Kent Jr., Rory	Asst. Dir. of Boutwell Aud.	Birmingham	Approved
2. Woodson, Treva	Asst. Dir. of Boutwell Aud.	Birmingham	Approved
3. Woods, Yolanda	Adm. Supervisor	Health Dept.	Approved
4. Davis, Jaquese	Adm. Clerk	Jefferson Co	Approved
5. Poole, Troy	WRF Shift Supervisor	Jefferson Co	Approved
6. Sanders, Robert	Building Inspector	Midfield	Approved
7. Paige, Otinesha	Accounting Asst. I	Midfield	Approved

d) Reinstatements

1. Charles Coburn	Firefighter	Approved	09/04/18
2. Jay Hammond	Athletic Program Coordinator	Approved	09/24/18

e) Bi-monthly Board Expenditure Report(s) for September 2018

IX. EXECUTIVE SESSION