



# Personnel Board of Jefferson County

The Foundation of Your Merit System Career

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## **BOARD MEETING AGENDA**

November 13, 2018

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

II. OPERATIONAL UPDATES

Director – Lorren Oliver

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) Recommendation that the Board approve the Board Minutes for the meeting held on October 9, 2018.
- b) Recommendation that the Board approve the City of Birmingham's request to create a new position of Emergency Communications Manager (#00658), with a proposed pay grade for the City of Birmingham of G-30 and a salary range of \$62,499 - \$96,952. This position will be responsible for the administrative and managerial duties involved in planning, organizing, and directing the overall activities of the 911 emergency call center.
- c) Recommendation that the Board approve the City of Birmingham's request to create a new position of Crossplex Aquatics Manager (#04103), with a proposed pay grade for the City of Birmingham of G-26 and a salary range of \$51,397 - \$79,768. This position will be responsible for planning, managing, operating and maintaining competitive swim meets in coordination with event stakeholders to meet the various needs of the aquatics facility.
- d) Recommendation that the Board approve the City of Birmingham's request to create a new position of Crossplex Marketing and Development Manager (#04102), with a proposed pay grade for the City of Birmingham of G-26 and a salary range of \$51,397 - \$79,768. This position will be responsible for assisting the Crossplex Manager in ensuring the efficient use of the Birmingham CrossPlex facility including negotiating leases and scheduling of facility; overseeing concession, box offices, facility operations, administrative

systems and procedures; and developing and implementing public relations and/or promotion programs for the department.

- e) Recommendation that the Board approve the City of Birmingham's request to create a new position of Crossplex Sports Events Manager (#04104), with a proposed pay grade for the City of Birmingham of G-26 and a salary range of \$51,397 - \$79,768. This new position will be responsible for promoting sporting events and managing the operations of the events at the Birmingham Crossplex for track and field and volleyball.
- f) Recommendation that the Board approve the City of Birmingham's request to appoint the position of Director of Birmingham Crossplex to the Exempt Executive Service. Pursuant to Rule 6.1 of the Rules and Regulations of the Personnel Board, the Appointing Authority may request the Board to place positions under the Exempt Executive Service if such positions are designated for primary policy determinations, such as department heads and their chief deputies.
- g) Recommendation that the Board approve the renewal of a contract with High Ground Solutions who will provide the personnel Board with a system that can send large scale emails and alerts quickly utilizing multiple forms of communication. The contract period is January 1, 2019 through December 31, 2019, in the amount of \$800.
- h) Recommendation that the Board approve a new contract with AT&T to provide the Board with voice over internet protocol (VOIP) telephone services for fiscal year 2019. The annual contract amount is \$12,950.52 with an option to renew two (2) additional one-year periods for a total of three (3) years. This represents an annual savings of \$22,197.48 from the previous contract (with a different vendor).
- i) Recommendation that the Board approve a contract between the Personnel Board of Jefferson County and Intecrowd, a Certified Workday Partner, for Workday support and configuration consulting services. The Personnel Board recently implemented Workday as a single unified human resources system to replace its previous HR information system (Infor/Lawson) and applicant tracking system (PeopleAdmin). Workday provides Merit System agencies and employees a single system with user-friendly interface for managing employee career profiles, pursuing job or promotional opportunities, requesting to fill vacancies, reviewing issued certification lists, and processing personnel actions, among many other business-related functions. The Personnel Board intends to use the post-implementation services to address minor configuration issues and needs and leverage additional enhancements and functionality within Workday. The contract is for one year, with the option to renew for two additional one year periods, at a billing rate of \$160/hour, not to exceed amount of \$149,400 for the contract term.

## IV. JURISDICTION CONTRACTS

- a) Recommendation that the Board conditionally approve new contracts between the City of Birmingham – Municipal Court and eight (8) Attorneys (Gerri Robinson, Emory Mauldin, Whitney Maddox Dyer, Belinda Mobley, Cynthia Parris Smith, Virgil J. Elmore, Mary Kay Laumer and Rukeya Mcadory McCullough) who will provide legal services to indigent citizens who cannot be represented by an attorney that represents the City due to a conflict of interest. These contracts are for one year with the option of a one year extension. The cost is \$332,000 (\$260,000 for four full-time attorneys and four part-time attorneys on a retainer of \$1,500/mo., to act in the absence of one of the full time attorneys).
- b) Recommendation that the Board approve a new contract between Jefferson County – Cooper Green Hospital and Beckman-Coulter. Contractor will provide a service agreement for preventive maintenance and repairs on two (2) Beckman-Coulter DXH800 hematology analyzers. This is a one (1) year contract at a cost of \$27,880.
- c) Recommendation that the Board approve a new contract between Jefferson County – General Services and GKL Co., Inc. Contractor will provide a one-time service that will be performed by manufacturer-certified technicians to repair a leaking coated roofing system between Family Court and the Youth Detention facility including the entrance-way to Youth Detention. The cost is \$7,382.
- d) Recommendation that the Board approve a new contract between Jefferson County – General Services and Thompson Tractor. Contractor will provide manufacturer-certified technicians to conduct maintenance and repair on thirty (30) radio tower generators located throughout Jefferson County. This is a three (3) year contract at a cost of \$41,400 (\$13,800 per year).
- e) Recommendation that the Board approve a contract between Jefferson County – Roads and Transportation and Tri State Paralegal. Contractor will provide title, escrow and closing services for the Jefferson County Commission Roads and Transportation Right of Way Department and other County Departments. This is a three (3) year contract executed upon approval at a cost of \$60,000 (\$20,000 per year).
- f) Recommendation that the Board approve a new contract between Jefferson County – Roads and Transportation and Collier Engineering. Contractor will install and implement CarteGraph OMS (Operations Management System) Software. The system is designed to provide a GIS-based pavement management system for managing the 2,100 miles of roads the County maintains. They will also develop policies and procedures for Merit System employees to maintain and operate the OMS Software. This is a one (1) year contract at a cost of \$54,500.
- g) Recommendation that the Board approve a new contract between Jefferson

County – Environmental Services - Village Electrical Shop and Alabama Power. Contractor will perform equipment maintenance on a County-owned high voltage substation at the Village Creek Water Reclamation Facility. The substation converts 115,000 Volt transmission voltage to 13,200 volts. This is a six (6) year contract at a cost of \$313 per month.

- h) Recommendation that the Board approve a new contract between Jefferson County – Environmental Services and PerkinElmer Health Services, Inc. Contractor will provide a three-year preventive maintenance and repair contract to maintain lab equipment used in the analysis of metals in water by the Environmental Services Department and Barton Lab. This is a three (3) year contract at a cost of \$31,284.

V. ADMINISTRATIVE LEAVE WITH PAY – None Submitted

VI. APPEAL OF DIRECTOR’S DETERMINATION

- a) John E. Shields v. City of Leeds (Police Department) - GR-2018-08-0388-LD - Eligible for Adjustment under Rule 15: Grievances
- b) Silas E. Lindsey, Jr. v. City of Birmingham (Police Department) - GR-2018-02-0389-BH - Eligible for Adjustment under Rule 15: Grievances

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

- a) Kevin D. Palmer v. City of Leeds (Police Department) - Case No. DA-2017-2129-LD - Joint Motion to Dismiss & Settlement Agreement
- b) Jonathan Williams v. City of Birmingham (Police Department - Case No. DA-2018-2168-BH & Case No. DA-2018-2169-BH - Joint Motion to Dismiss & Settlement Agreement
- c) Theodore David Boyd v. City of Tarrant (Building Inspections) - Case No. DA-2018-2193-TC - Complainant’s Motion to Stay Proceedings
- d) Taylor Gilliland v. City of Birmingham (Police Department) - Case No. DA-2018-2159-BH - Joint Motion to Dismiss & Settlement Agreement
- e) Regina D. Cooper v. City of Bessemer (Police Department) - Case No. DA-2018-2138-BS - Hearing Officer’s Report & Recommendation

VIII. INFORMATION AND DISCUSSION ITEMS

- a) Recommendation that the Board acknowledge a Contract Amendment II – changing contractor Freedom Court Reporting, Inc. to Veritext Corporation (DBA Freedom Court Reporting), effective October 1, 2018. No other changes were made to the original contract.

- b) Recommendation that the Board acknowledge that the Council of the City of Tarrant has passed Resolution #8485 granting a 2% Cost of Living Adjustment effective November 10, 2018. There is no election this year consequently, the Resolution is presented for acknowledgement only.
- c) Recommendation that the Board acknowledge that the Council of the City of Fultondale has passed Resolution #1954 granting a 2% Cost of Living Adjustment effective November 21, 2018. There is no election this year consequently, the Resolution is presented for acknowledgement only.
- d) Request to address the Board by Chad Mitchell to discuss the Transfer Rule.
- e) Advance Step(s)

1.	Goldman, Sebastian	Police Officer	Birmingham	Approved
2.	Hall, Meahgen	Accounting Asst. II	Birmingham	Approved
3.	McGrue, Barbara	Manager of Budget Mgmt.	Birmingham	Approved
4.	Reid, Mark	Guard	Birmingham	Approved
5.	Tutt, Rafael	Facilities Manager	Birmingham	Approved
6.	Yates, Joshua	Storm Water Admin	Birmingham	Approved
7.	Sanders, Kimberly	Administrative Clerk	Fairfield	Approved
8.	Barbee, Tandra	Public Health Nurse	Health Dept.	Approved
9.	Brewster, Susan	Public Health Nurse	Health Dept.	Approved
10.	Ellis, Tomika	Public Health Nurse	Health Dept.	Approved
11.	McMurry, Sabrina	Medical Clerk	Health Dept.	Approved
12.	Schumacher, Lori	Public Health Nurse	Health Dept.	Approved
13.	Shorter, Angela	Public Health Nurse	Health Dept.	Approved
14.	Toney, Kewanee	Public Health Nurse	Health Dept.	Approved
15.	Willis, Bethany	Public Health Nurse	Health Dept.	Approved
16.	Sutton, Benjamin	Police Captain	Homewood	Approved
17.	Colston, Paulette	LPN	Jefferson Co.	Approved
18.	Crane, Michael	Traffic Signs/Markings Spv.	Jefferson Co.	Approved
19.	McKinstry, Anita	WRF Shift Supervisor	Jefferson Co.	Approved

f) Reinstatements

Carl Harris                      Labor Supervisor                      Approved                      10/26/2018

g) Bi-monthly Board Expenditure Report(s) for October 2018

IX. EXECUTIVE SESSION