



Personnel Board of Jefferson County

The Foundation of Your Merit System Career

BOARD MEETING AGENDA - REVISED

July 10, 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) Recommendation that the Board approve the Board Minutes for the meeting held on June 12, 2018.
- b) Recommendation that the Board authorize the Personnel Board of Jefferson County to renew a contractual agreement with eSkill to provide on-line skills testing services to the Personnel Board of Jefferson County. Several clerical and call center jobs require keyboarding and data entry testing that is more efficiently administered using an external vendor. The work would be performed from October 31, 2018 to October 31, 2019. The contract is based on an estimate of 3,000 on-line tests administered with no additional costs should the number of tests exceed this number. The cost of the contract will not exceed \$8,250.00 (same cost as last year).
- c) Recommendation that the Board approve the In-Service Day which will allow for agency-wide professional development for all Board staff. The Personnel Board will be closed on Monday, October 8, 2018 for a PBJC In-Service Day. This is a planned day for agency-wide professional development activities for Board staff. This day is when many federal and state offices are closed (October 8, 2018 - Columbus Day). This will give the Board an opportunity to utilize a full day for planned organization-wide activities. The specific program is under development by an internal committee.
- d) Recommendation that the Board approve the City of Birmingham's Resolution Number 1380-18 authorizing a 1% Cost of Living Adjustment for its eligible employees. In accordance with the City's resolution, the increase is effective June 23, 2018.

- e) Recommendation that the Board approve Jefferson County's request to compensate a one-step premium, or 5% above base pay, to Water Reclamation Facilities (WRF) non-exempt employees who work the 2nd and 3rd shifts. This excludes any administrative positions (e.g. administrative clerk). The estimated cost is \$80,000 per year. Shift differential appears to be utilized in other WRF. The Personnel Board collected market data from similar cities and counties where the average percentage paid for 2nd shift is 4.17% and the average paid for 3rd shift is 6.0%.
- f) Recommendation that the Board approve a request from Jefferson County to create a new position, IT Project Manager, with a proposed pay grade for Jefferson County of G-34 and a salary range of \$79,875 - \$123,911. This new position will be responsible for managing information technology projects including oversight of employees assigned to the project. Work involves planning, leading, coordinating, establishing priorities, monitoring progress and evaluating project activities. Market data for an IT Project Manager suggests an average rate of pay of \$98,021.
- g) Recommendation that the Board approve a request from Jefferson County to create a new position, IT Quality Assurance Analyst, with a proposed pay grade for Jefferson County of G-28 and a salary range of \$59,604 - \$92,465. This new position will be responsible for creating, implementing and maintaining a strategy for quality assurance including testing as well as identifying solutions to quality problems. Market data for an IT Quality Assurance Analyst suggests an average rate of pay of \$77,732.
- h) Recommendation that the Board approve the engagement letter with Bainbridge, Mims, Rogers & Smith, LLP to provide legal services to the Personnel Board of Jefferson County at an hourly rate basis, unless otherwise specified. The attorney's hourly rate is \$410. Ms. J. Hanson will assist as necessary and her hourly rate is \$225.
- i) Recommended that the Board approve the appointment of Robert Webb to the position of Pension Board Member Number One – Firefighters' and Police Officers' Supplemental Pension Board, City of Birmingham. The PBJC announced the acceptance of applications for position beginning May 13, 2018. During this announcement period one individual, Robert Webb, submitted an application that met the minimum qualifications. Mr. Webb possesses 34 years of experience as a Certified Public Accountant and 24 years of experience as a practicing attorney. Additionally, he has served as a pension board member for the City of Birmingham's Firemen's and Policemen's Supplemental Pension Board for over 18 years.

IV. PRESENTATION

- a) Presentation by Cal Markert - Jefferson County Roads and Transportation - Strategic Plan.

V. JURISDICTION CONTRACTS

- a) Recommendation that the Board conditionally approve a new contract request between Jefferson County Roads & Transportation and a vendor TBD. The contractor will provide road resurfacing using the hot in place recycling method and thermoplastic restriping for 25.6 miles of road at four (4) sites in Jefferson County (15th Street, Johns Road, Morris Majestic Road and Narrows Road). The term is 45 days from contract execution and the estimated cost is \$3,000,000. Due to the temporary nature of the services provided, the current level of staffing, the timing of when the services must be completed and the fact that the Department is hiring additional staff, the contract is recommended for approval.
- b) Recommendation that the Board approve a new contract between Jefferson County General Services and Poole and Company Architects LLC. The contractor will provide architectural services as required by NFPA (National Fire Protection Association), IBC (International Building Code) and BOMA (Building Operations Managers Association) for compliance and development of various Asset Programs. In addition, the contractor will provide architectural services, as needed, for various departmental modifications, provide construction budget estimates, evaluate contractor qualifications, develop and coordinate project advertisement, conduct pre-bid meeting, conduct bid opening, bid evaluation, bid tabulation, develop agreements, notice to proceed, contractor submittal reviews, project progress reporting and project closeout document reviews. The term is for three (3) years at a cost of \$150,000.
- c) Recommendation that the Board approve a new contract between Jefferson County Risk Management and CorVel Corporation. Services include maintaining an injured employee hotline 24 hours per day, seven (7) days per week; instructing employees on first aid and/or initial injury treatment; coordinating assessment at a designated clinic or emergency room; communicating injuries to appropriate parties; providing transportation and translation services; processing worker's compensation claims, auditing medical bills to ensure appropriate fees, negotiating rates for hospital bills, maintaining a network of health care providers, pharmacies and medical imaging services with pre-negotiated rates, arranging for independent medical examinations and second opinions on MRI's, CT's and bone scans, providing clinical oversight of physical/occupational therapy services by licensed professionals, providing comprehensive summaries of medical care and life time needs for catastrophically injured individuals. The term is for three (3) years at a cost of \$141,250 plus an additional \$28,000 - \$48,000 in fees as needed. Estimated maximum cost is \$189,250 (\$63,083 annually). Based on the sporadic nature of the services and the wide scope of specialized duties performed, the contract is recommended for approval.

VI. ADMINISTRATIVE LEAVE WITH PAY

- a) Adolphus Johnson City of Birmingham Adm. Leave With Pay (30 Days)

VII. APPEAL OF DIRECTOR'S DETERMINATION – None Submitted

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

- a) Adam J. Voss v. City of Birmingham (Police Department) - DA-2018-2146-BH - Joint Motion to Dismiss & Settlement Agreement
- b) LaKisha Hampton v. Jefferson County (Sheriff's Office) - DA-2016-2091-JC - Motion to Lift Stay and Motion to Dismiss
- c) Jennifer Lindley v. City of Birmingham (Police Department) - DA-2018-2161-BH - Motion to Set Scheduling Order Pursuant to Rule 12.5 (a) of the Rules & Regulations of the PBJC
- d) Michael Phillips v. City of Birmingham (Police Department) - DA-2018-2160-BH - Motion to Set Scheduling Order Pursuant to Rule 12.5 (a) of the Rules & Regulations of the PBJC
- e) Derrick Hopkins (Suspension) v. City of Birmingham (Police Department) - DA-2018-2162-BH - Motion to Set Scheduling Order Pursuant to Rule 12.5 (a) of the Rules & Regulations of the PBJC
- f) Derrick Hopkins (Termination) v. City of Birmingham (Police Department) - DA-2018-2165-BH - Motion to Set Scheduling Order Pursuant to Rule 12.5 (a) of the Rules & Regulations of the PBJC
- g) Taylor Gilliland vs. City of Birmingham (Police Department) – DA-2018-2159-BH - Motion to Set Scheduling Order Pursuant to Rule 12.5 (a) of the Rules & Regulations of the PBJC
- h) Becky White vs. City of Birmingham (Police Department) – DA-2018-2174-BH – Motion to Immediate Hearing
- i) Becky White vs. City of Birmingham (Police Department) – DA-2018-2174-BH – Motion to Set Scheduling Order Pursuant to Rule 12.5 (a) of the Rules & Regulations of the PBJC
- j) Thaddaus Houser v. Personnel Board of Jefferson County - 01-CV-2018-900746.00 (Circuit Court Order Reversing and Remanding Board Decision on Matter of Thaddaus Houser v. Birmingham – DA-2016-2080-BH)

IX. INFORMATION AND DISCUSSION ITEMS

- a) Felicia Watkins – Requests to address the Board
- b) Recommendation that the Board acknowledges three (3) proposed new contracts between Jefferson County Roads & Transportation and vendors TBD. There is a

total of 800 miles of roads that need to be rebuilt or resurfaced within the next five (5) years as outlined in the Jefferson County Roads & Transportation Department’s strategic plan. The road resurfacing and rebuild estimated cost is \$7,250,000 and the term (as noted below) is from the contract’s execution date. The structural integrity of the following roads has been compromised due to heavy traffic and the lack of road maintenance and will require milling or hot in place recycling. Listed below is the estimated amount of the contracts and the term period:

- 1) Forest Road - \$1,400,000 – 45 days
- 2) 15th Street, Johns Road, Morris Majestic Road and Narrows Road - \$1,800,000 – 35 days
- 3) Allison-Bonnett Memorial Drive, Cahaba River Road, Cherry Ave, Morgan Road, Pinehill Road, Sandusky Road, Shady Grove Road and N Chalkville Road - \$4,050,000 – 90 days

c) Advance Step(s)

1. Bailey, Tara	Legal Secretary	Birmingham	Approved
2. Box, Travis	Police Officer	Hueytown	Approved
3. Acton, Jonathan	Sewer Const/Maint Spv.	Jefferson Co	Approved
4. Cochran, Gary	Bridge Superintendent	Jefferson Co	Approved
5. Defnall, Joshua	Sewer Const/Maint Spv.	Jefferson Co	Approved
6. Eaton, Robert	Bridge Superintendent	Jefferson Co	Approved
7. Lynn, Terry	Sewer Const/Maint Spv.	Jefferson Co	Approved
8. Nichols, Noel	Sewer Const/Maint Spv.	Jefferson Co	Approved
9. Sadler, Stephen	Automotive Technician	Jefferson Co	Approved
10. Sanders, Allen	Traffic Striping Oper.	Jefferson Co	Approved
11. Vance, Melford	Sewer Const/Maint Spv.	Jefferson Co	Approved
12. Watson, Kelly	Sr Land Acquisition Agent	Jefferson Co	Approved
13. Gordon, Patrick	Police Officer	Trussville	Approved

d) Reinstatement

1. William Eastis	Police Officer	Approved
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e) Board Expenditure Reports for May 26, 2018 through June 30, 2018

X. EXECUTIVE SESSION