



# Personnel Board of Jefferson County

The Foundation of Your Merit System Career

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## BOARD MEETING AGENDA – 2<sup>nd</sup> REVISION

September 11, 2018

- I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR
- II. OPERATIONAL UPDATES
  - Personnel Director's comments – 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) Board minutes for the meeting held on August 21, 2018.
  - b) Recommendation that the Board approve a new agreement with Get Rhythm, LLC. On October 8, 2018, the PBJC will have its annual In-Service Day for employee development. In 2018, we celebrate the 10th anniversary of In-Service Day with a theme of Lights! Camera! Action! John Scalici, owner of Get Rhythm! Programs, uses the concept of drum circles to increase motivation, team building, and communication. He also incorporates lessons from the world's leading leadership expert, John C. Maxwell. This one-hour team building event ties into our theme and provides the PBJC with an engaging leadership and team building event. The cost of this session is \$500.
  - c) Recommendation that the Board approve a new position request from the City of Birmingham for a Transportation Division Manager, with a proposed pay grade for the City of Birmingham of G-34 and a salary range of \$75,962 - \$117,832. The new position will be responsible for managing the operations of multiple divisions within the Traffic Engineering Department including direct management of the Administrative and Parking Divisions. This position will assist the Director and Deputy Director with high level strategic planning functions and policy issues for all traffic engineering divisions. Work also involves interacting with department heads, elected officials, maintaining the department budget and supervising staff. Market data for a Transportation Division Manager suggests an average rate of pay of \$92,824.

- d) Recommendation that the Board approve a new position request from the City of Birmingham for an ADA Compliance Coordinator in the Human Resources Department, with a proposed pay grade for the City of Birmingham of G-21 and a salary range of \$40,293 - \$62,499. The ADA Compliance Coordinator would be responsible for reviewing ADA requests to ensure compliance with Title II of the ADA Act and resolving problems concerning ADA compliance issues. Market data for an ADA Compliance Coordinator suggests an average rate of pay of \$49,408.
- e) Recommendation that the Board approve a new position request from the City of Birmingham for an Employee Wellness Specialist, with a proposed pay grade for the City of Birmingham of G-24 and a salary range of \$46,638 - \$72,351. This new position would be responsible for planning, designing and implementing health promotion programs including fitness, health screenings, and awareness events as well as overseeing the wellness facilities. Market data for an Employee Wellness Specialist suggests an average rate of pay of \$56,356.

#### IV. JURISDICTION CONTRACTS

- a) Recommendation that the Board approve a new contract between Jefferson County Finance and Cavanaugh Macdonald Consulting, LLC, who is an actuary and health care consultant for statewide and municipal retirement systems and health care plans. They will provide the County with an accrual determined Other Post-Employment Benefits (OPEB) valuation for compliance with GASB 43 and GASB 45. The cost is \$15,500 for the period of October 1, 2018 – September 30, 2019. This is the first of two renewal options for the contract that was approved by the Jefferson County Commission on October 10, 2017, without Board review. The Board previously approved a similar contract on April 8, 2014. Based on the sporadic nature of the services provided, the fact that the services are customarily performed by contractors and the fact that pursuant to generally accepted accounting standards, the work cannot be performed by employees of the County, the contract is recommended for approval.
- b) Recommendation that the Board approve a new contract between Jefferson County Stormwater Management and Guardian Systems, Inc. Guardian Systems will provide water quality analysis and laboratory testing in their ADEM/AIHA (American Industrial Hygiene Association) certified Lab. The tests are required by the NPDES (National Pollution Discharge Elimination System) permit and include a wide variety of tests of storm water samples collected by Merit System employees. This is a three year contract (August 1, 2018 – July 31, 2021) at a cost of \$76,668.24 (\$25,556.08 per year). The Board last approved a three year contract with Guardian Systems on August 18, 2015. Based on the sporadic nature in which services will be provided and the cost of savings to the County, the contract is recommended for approval.
- c) Recommendation that the Board approve a new contract between Jefferson

- County IT Transformation Division and IBML. IBML will provide document scanning services for Jefferson County Departments and the Purchasing Association of Central Alabama (PACA). The County estimates that 15 million documents will be scanned per year. The County has a significant backlog of documents that need to be scanned. IBML operates 24 hours/day and 7 days/week. The contract is for one year with an extension of two years. The cost is \$1,000,000. These same services, if provided by Jefferson County, would cost at least \$1,981,329 the first year and \$1,387,429 excluding capital costs. This estimate does not include repair and replacement costs. Based on the fact that the County does not possess the facilities or equipment to perform the services in-house and the cost savings to the County, this contract is recommended for approval.
- d) Recommendation that the Board approve a new contract between Jefferson County Information Services and Teklinks, Inc. Teklinks will replace some key existing network infrastructure that has been identified to have higher support cost, lower overall performance and limited feature set. The identified replacement equipment chosen will allow Jefferson County Commission to reduce the overall maintenance cost, consolidate features and services as well as provide higher availability of services through connection and network infrastructure redundancy. While the contract period is for one year, the County projects that it should take no more than five months to complete. The cost is \$100,000. Based on the specialized knowledge, certification and equipment required to perform the services, the sporadic nature of the services, the fact that the services are customarily performed by contractors and the cost savings to the County, this contract is recommended for approval.
- e) Recommendation that the Board approve a contract renewal between Jefferson County Family Court Juvenile Probation and Board of Trustees of UAB. UAB will provide staffing for the electronic monitoring program for Family Court 24 hours/day, 7 days/week, 365 days/year. This program has been contracted and in place since July 2004. The Board last approved a three-year contract with the Board of Trustees of UAB on November 10, 2015. During the most recent contract, the electronic monitoring program saw a decline in enrollment because telephone landlines were being replaced by cell phones as the primary means of communication for most households who would benefit from the program. A revised program that uses cell phones is in place and with enrollment still down, the renegotiated amount of this three-year contract is \$828,520.14 (\$276,173.38/year which is \$78,826.62 less per year than the previous contract). The three-year contract is for October 1, 2018 – September 30, 2021. Based on the fact that the services are generally contracted and the financial savings to the County, it is recommended that the contract be approved.
- f) Recommendation that the Board approve the renewal of an agreement between The City of Birmingham Planning and Engineering and U.S. Dept. of the Interior Geological Survey (USGS). USGS is a federal science organization that provides impartial information on the health of ecosystems

- and the environments, natural hazards, natural resources, the impact of climate and land use and core science systems. USGS is the Nation's largest water, earth and biological science and civilian mapping agency. USGS will continue to provide the City with continuous stream flow, water quality monitoring, maintenance and rainfall gauging systems on Village Creek. This contract also allows for the required maintenance of the gauging systems. A one-year contract with USGS for the same services and in the same amount was approved by the Board on September 26, 2017. This contract is for October 1, 2018 – September 30, 2019 and is a joint funding agreement between the City and USGS. The City pays \$82,110, USGS pays \$41,236 and Support Services pays \$13,504. Based on the required specialization and scientific knowledge of the services provided, the fact that the services are customarily performed by contractors and the fact that the City does not possess the equipment or facilities to perform the work, the agreement is recommended for approval.
- g) Recommendation that the Board approve a new contract between Jefferson County Information Services and SHI, Inc. SHI will migrate Microsoft Office mailboxes, shared mailboxes and document libraries from the Commercial Cloud environment to the Government Cloud environment to adhere to laws and regulations such as the Health Insurance Portability and Accountability Act and the Criminal Justice Information Services National Data Exchange. This contract is for one year contract and the cost is \$93,322. Based on the specialized skills required and the sporadic and temporary nature of the work, this contract is recommended for approval.
- h) Recommendation that the Board approve a new contract between Jefferson County Information Services and Info-Tech Research Group. Info-Tech Research Group will develop a strategic plan for Jefferson County's Information Technology Department using client input, data-driven research and methods aligned with industry best practices. This is a one year contract and the cost is \$73,000. Based on the specialized skills required, the sporadic and temporary nature of the work and the fact that this type work is typically contracted, this contract is recommended for approval.
- i) Recommendation that the Board approve a new contract between Jefferson County Information Services and Carahsoft Technology Corp. Carahsoft will assess the current state of Jefferson County's network architecture, perform a penetration test to identify vulnerabilities, develop security policies and remediate network vulnerabilities. Network log monitoring services and incident management services will be provided 24 hours/day and 7/days a week. Network penetration tests are typically performed by vendors who specialize in this area. The remainder of the work is Merit System work, and the Information Services Department plans to hire a Network/Systems Administrator II and an Information Security Officer in the next year to perform the work. Carahsoft will train Merit System employees on the roles and responsibilities. This contract is a one year contract and will cost \$466,852.93. Based on the temporary and sporadic nature of the contract, and based on the plan to hire and transition services to Merit System

employees, this contract is recommended for approval.

- j) Recommendation that the Board approve a Resolution from Jefferson County to increase their salary schedule by 2.0% effective September 29, 2018. The Jefferson County Commission has passed a Resolution granting a 2.0% Cost of Living Adjustment effective September 29, 2018. There is an election in the next year of the Jefferson County Commission; therefore, the Resolution is presented to the three Member Board for approval.

IV. ADMINISTRATIVE LEAVE WITH PAY - None Submitted

V. APPEAL OF DIRECTOR'S DETERMINATION - None Submitted

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

- a) Brandon McRae v. City of Gardendale (Department of Public Works) - Case No. DA-2017-2104-GD - Joint Motion to Stay Proceedings
- b) Jonathan Williams v. City of Birmingham (Police Department) - Case No. DA-2018-2145-BH - Joint Motion to Dismiss & Settlement Agreement
- c) Justin Edrico Feggins v. City of Birmingham (Police Department) - Case No. DA-2018-2172-BH - Joint Motion to Stay Proceedings
- d) Darroll Freeman v. City of Birmingham (Police Department) - Case No. DA-2017-2126-BH - Joint Motion to Dismiss Appeal & Settlement Agreement
- e) Michael Phillips v. City of Birmingham (Police Department) - Case No. DA-2018-2160-BH - Joint Motion to Dismiss Appeal & Settlement Agreement
- f) Michel Blancher v. City of Birmingham (Police Department) – Case No. DA-2018-2151-BH – Hearing Officer's Report and Recommendation
- g) Darius Harville v. Jefferson County (Department of Revenue) - Case No. DA-2018-2164-JC - Hearing Officer's Report & Recommendation
- h) Thaddeus Houser V. City of Birmingham (Police Department) – Case No. DA-22016-2080BH – Circuit Court Remand

VII. INFORMATION AND DISCUSSION ITEMS

- a) Recommendation that the Board approve a contract with The Dance Foundation in Homewood, Alabama, to use their facility on October 8, 2018, for the PBJC annual In-Service Day event. They are providing this location at no charge. The Dance Foundation is a not-for-profit dance education organization that provides opportunities for students of all ages and abilities to learn through the power of dance and the arts. This year's In-Service Day theme is Lights! Camera! Action!, with the goal of reminding all employees

that each guest interaction happens in an “on-stage” environment.

- b) Recommendation that the Board acknowledge the Circuit Court remand of Michael Key v. City of Irondale – CV-2015-0375.80 – Circuit Court of Jefferson County’s Final Order. This matter was reversed by the Alabama Court of Civil Appeals, overturning Mr. Key’s 30-day suspension; therefore, the City of Irondale has paid the appropriate back pay and removed the suspension personnel action from Mr. Key’s record. No further actions on the part of the Board appear necessary.
- c) Recommendation that the Board acknowledge the Jefferson County Department of Health has passed a resolution granting a 1% Cost of Living Adjustment effective September 30, 2017. There is no election this year consequently, the resolution is presented for the Board’s acknowledgement only.
- d) Provisional Appointment(s) – None Submitted
- e) Advance Step(s) – All of the following were approved:
- |                                 |                           |              |
|---------------------------------|---------------------------|--------------|
| 1. Richardson, Frances          | Accounting Assistant II   | Birmingham   |
| 2. Genkin, Melanie              | Economic Dev Mgr. - Ops   | Birmingham   |
| 3. Washington, Quanita          | Budget Analyst            | Birmingham   |
| 4. Willett, Catrina             | Sr. Recreation Leader     | Center Point |
| 5. Mauldin, Bacarra             | Principal Admin Analyst   | Fairfield    |
| 6. McConico, Fernessa           | Magistrate                | Fairfield    |
| 7. White, Anna                  | PH Medical Officer        | Health Dept. |
| 8. Lewis, Bruce                 | Street Paving Supervisor  | Jefferson Co |
| 9. Caison, Andrea               | Sr. Accountant            | Jefferson Co |
| 10. Griffin, Darrell            | Network Systems Adm I     | Jefferson Co |
| 11. Mullins, David              | County Property Appraiser | Jefferson Co |
| 12. Campbell, James             | Asst. Distr Hwy Mtn. Sup  | Jefferson Co |
| 13. Gillian, Jeff               | WRF Shift Supervisor      | Jefferson Co |
| 14. Bell, Jonathan              | WRF Shift Supervisor      | Jefferson Co |
| 15. Moore, Keith                | Security Officer          | Jefferson Co |
| 16. Moorner-Whitehead, Kermilia | QI Officer                | Jefferson Co |
| 17. Grammer, Michael            | WRF Shift Supervisor      | Jefferson Co |
| 18. Wade, Michael               | Labor Supervisor          | Jefferson Co |
| 19. Allman, Rance               | HR Division Manager       | Jefferson Co |
| 20. Thomas, Seprina             | Licensed Practical Nurse  | Jefferson Co |
| 21. Walker, Virginia            | Licensed Practical Nurse  | Jefferson Co |
| 22. Parks, Wanda                | Licensed Practical Nurse  | Jefferson Co |
- f) Reinstatements
- |                   |             |          |            |
|-------------------|-------------|----------|------------|
| 1. Justin Coleman | Firefighter | Approved | 08/03/2018 |
| 2. Carl Crawley   | Firefighter | Approved | 08/13/2018 |
- g) Bi-monthly Board Expenditure Report for August 2018.

VIII. EXECUTIVE SESSION