



Personnel Board of Jefferson County

The Foundation of Your Merit System Career

BOARD MEETING AGENDA

January 8, 2019

- 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 December 11, 2018.
 - b) Recommendation that the Board approve the Allocation of Personnel Board Expenditures for Fiscal Year 2018.
 - c) Recommendation that the Board approve a Jefferson County request to create a new position, Land Specialist (#01111), with a pay grade of G-14 and a salary range of \$29,952 - \$46,467.
- IV. JURISDICTION CONTRACTS
 - a) Recommendation that the Board approve a new contract between Jefferson County – Environmental Services and American Healthcare Resources. American Healthcare will provide Water Reclamation Facility Operators with a Grade IV Certification as-needed to temporarily fill vacancies. The original contract and Amendment One were approved by the County Commission without Board approval. Amendment One expired September 28, 2018. This is a one (1) year contract (September 29, 2018 – September 28, 2019) at a cost of \$210,000 (amount based on past usage of approximately \$17,500 per month). Based on the fact that the contract is temporary and the County is currently recruiting for positions and implementing an apprenticeship program, this contract is recommended for approval.

- b) Recommendation that the Board approve a new contract between Jefferson County – Environmental Services and Industrial Safety and Training Services. Industrial Safety will train and certify Environmental Services employees who are required to work in "permit-required confined space," as defined by OSHA. Training is necessary per OSHA's standard (29 CFR 1910.146) because spaces that are considered "confined" due to their configurations hinder the activities of employees who must enter into, work in or exit from them. Training will include eight hours of classroom instruction, with simulator training, from two qualified instructors. Four classes will be conducted during the first twelve (12) months of the contract, and once per quarter for new environmental services employees thereafter. This is a three (3) year contract at a cost of \$33,000 (\$11,000 per year). Based on the fact that the County does not possess the equipment or expertise to conduct this training, the fact that this type of service is customarily contracted and the fact that the services will be performed sporadically, this contract is recommended for approval.
- c) Recommendation that the Board approve a new contract between Jefferson County – Information Services and Environmental Systems Research Institute (ESRI), Inc. ESRI will provide consulting, support, and training services for the GIS Division. The ESRI Advantage Program is an annual subscription that provides visioning and geospatial enablement. ESRI provides technical advice, an annual planning meeting, a collaboratively developed technical work plan, and access to exclusive quarterly technology webcasts. The subscription also provides access to a combination of consulting, premium support, and training services. This is a one (1) year contract at a cost of \$47,000. This contract is recommended for approval based on the sporadic nature of the services to be provided during the subscription year and that this type of work is generally contracted.
- d) Recommendation that the Board approve a new contract between Jefferson County – Administration and Nuisance Wildlife Control. The contractor will perform beaver management services at thirteen (13) locations by trapping and removing nuisance beavers who build dams that create hazards and force water to overflow into areas and roadways that are then damaged. This is a one (1) year contract with an extension option of two (2) years. Based on the fact that these services are generally contracted and will be performed sporadically, this contract is recommended for approval.
- e) Recommendation that the Board approve a new contract between The City of Leeds and Blount County E911. The City of Leeds will dissolve its own E911 District and migrate its public safety 911 dispatch services to the Blount County E911 Board. Leeds has represented a financial argument as the primary justification of the approval of the contract, though they also reference enhanced services as a result of the more advanced technological equipment possessed by Blount County E911. Based on information presented, the contract would cost approximately 50% of the costs associated with providing the services in-house. Under the contract, the City would transfer any and all funds paid to Leeds by the Alabama 911 Board to Blount County E911 the

amount varies from year to year, but has averaged approximately \$200,000 per year for the past two years). Based on the represented cost savings, this contract is recommended for approval.

V. ADMINISTRATIVE LEAVE WITH PAY – None Submitted

VI. APPEAL OF DIRECTOR’S DETERMINATION

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

- a) Michael Leavitt v. City of Bessemer (Bessemer Utilities) - Case No. DA-2018-2189-BS - Joint Motion to Dismiss Appeal & Settlement Agreement
- b) Mark Foster v. City of Bessemer (Fire Department) - Case No. DA-2018-2182-BS - Hearing Officer’s Report & Recommendation

VIII. INFORMATION AND DISCUSSION ITEMS

- a) Recommendation that the Board acknowledge that the City of Fairfield has passed City Ordinance 2018-1126, creating a City Manager position; and Ordinance 2018-1127, appointing Ms. Mary Roberson to the position of City Manager and to recognize the City Manager as the appointing authority for the City of Fairfield.

b) Advance Step(s)

1. Harris, Carl	Labor Supervisor	Birmingham	Approved
2. Files, Marlon	Skilled Laborer	Birmingham	Approved
3. Miller, Joshuah	Landfill Supervisor	Birmingham	Approved
4. Mitchell, Isje	Administrative Clerk	Birmingham	Approved
5. Smith, Julian	Heavy Equipment Operator	Birmingham	Approved
6. Turner, Jay	Comp Benefits Admin	Jefferson Co	Approved
7. Vail, Janee	Comp Benefits Advisor	Jefferson Co	Approved
8. Hayden, Cedric	Chief Civil Engineer	Jefferson Co	Approved
9. Kipchumba, Mary	Clinical Nurse Practitioner	Jefferson Co	Approved
10. Buchannon, Charles	Sheriff’s Deputy Chief	Sheriff	Approved
11. Finley, A.L.	Sheriff’s Deputy Chief	Sheriff	Approved
12. Thompson, David	MAC Center Commander	Sheriff	Approved

c) Board Expenditure Report(s)

IX. EXECUTIVE SESSION