



Personnel Board of Jefferson County

The Foundation of Your Merit System Career

REVISED - BOARD MEETING AGENDA

April 9, 2019

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

II. OPERATIONAL UPDATES

Director – Lorren Oliver
Deputy Director – 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 March 12, 2019.
- b) Recommendation that the Board approve the Jefferson County Commission request to create the new position of Water Reclamation Facility (WRF) Construction Manager in the Environmental Services Department. The new position would be responsible for overall management of the Capital Improvement Program and document management of individual construction projects. This position will also assist with field inspections and support the engineering group. Approval is recommended to create a new job class of WRF Construction Manager (#8390) at a pay grade of 31 based on relevant market data.
- c) Recommendation that the Board approve the Jefferson County Commission request to create the new position of Water Reclamation Facility (WRF) Maintenance Manager in the Environmental Services Department. The new position would be responsible for overseeing the maintenance operations of the facilities to include providing leadership, prioritizing work, training employees and maintaining adequate inventory. Market data for a WRF Maintenance Manager suggests a pay grade of 31. Approval is recommended to create a new job class of WRF Maintenance Manager (#8389) at a pay grade of 31 based on relevant market data.
- d) Recommendation that the Board approve the City of Birmingham request to create the new position of Economic Development Project Administrator. The new position would be responsible for developing economic strategic projects by defining problems and structuring solutions. These projects include: data collection; organization and

analysis; the development of a comprehensive metrics dashboard; presentations and reports on economic goals and economic opportunities in the form of business recruitment, retention and growth. Approval is recommended to create a new job class of Economic Development Project Administrator (#02986) at a pay grade of G-26 based on relevant market data.

- e) Recommendation that the Board approve the City of Birmingham request to create the new position of Economic Development Senior Project Administrator. The new position would be responsible for implementing the strategy to attract, retain and grow businesses to strengthen the existing base and accelerate trade. The Senior Project Administrator will manage a portfolio of projects and execute a strategy to generate key leads in the City and strengthen the existing businesses. Approval is recommended to create a new job class of Economic Development Senior Project Administrator (#02987) at a pay grade of G-29 based on relevant market data.
- f) Recommendation that the Board approve an agreement between the Personnel Board of Jefferson County and LinkedIn, Inc. to provide a job posting package and LinkedIn Corporate Recruiter accounts. The agreement with LinkedIn is a three-year agreement (billed in annual increments) covering May 28, 2019 through May 27, 2022 at an annual rate of \$33,690.95 (\$101,072.85 over the three year period). This amount represents an 11% decrease (\$12,492.18 over the three year agreement) from the previous agreement cost.

IV. JURISDICTION CONTRACTS

- a) Recommendation that the Board approve a contract between the Jefferson County Department of Health – Emergency Preparedness and John Hill. Mr. Hill will provide specialized training to Health Department employees on Critical Incident Stress Management (CISM). Two (2) classes will be taught including “Individual Crisis Intervention and Peer Support” and “Group Crisis Intervention”. Mr. Hill possesses a certification in Critical Incident Stress Management and is a certified instructor for group crisis intervention and individuals in crisis. This is a three (3) month contract effective February 19, 2019 to May 10, 2019, at a cost of \$4,000. There is no option for an extension. Based on the fact that this is not Merit System work and services are temporary, this contract is recommended for approval.
- b) Recommendation that the Board approve a contract between the Jefferson County Department of Health – Emergency Preparedness and UAB. UAB will conduct a Respirator Fit Testing Workshop that includes training and certification of 15 Health Department employees. The workshop will provide hands-on experiences with qualitative and quantitative fit testing procedures. This is a three (3) month contract with no extension option effective February 19, 2019 to May 10, 2019, at a cost of \$2,300. Based on the fact that this is not Merit System work and services are temporary, this contract is recommended for approval.
- c) Recommendation that the Board approve a contract between the Jefferson County – Cooper Green Hospital and UAB Board of Trustees (TASC). UAB will provide mental health and substance abuse services, including drug testing, for indigent Jefferson County residents who are involved in the criminal justice system within the specialty

- courts: Mental Health Court, Drug Court, Veteran's Court, and Family Drug Court. UAB's Treatment Alternatives for Safer Communities (TASC) is the designated Community Corrections Program for Jefferson County as adopted by Resolution in 1994. Through TASC, community resources and specialty courts are offered to offenders who would otherwise be imprisoned. This is a one (1) year contract effective October 1, 2018 to September 30, 2019, at a cost of \$1,221,000 (cost stipulation of \$1,750/person, not to exceed \$1,221,000). The Board has previously approved similar contracts with UAB TASC and Community & Economic Development as well as Family Court of Jefferson County. Based on the fact that UAB has the infrastructure in place to offer the services and is the designated Community Corrections Program for Jefferson County, this contract is recommended for approval.
- d) Recommendation that the Board approve a contract between the Jefferson County – General Services and Eola Power, LLC. Eola Power will develop, establish, and implement a routine preventive maintenance program for Jefferson County's seven (7) Uninterruptable Power Supply (UPS) systems, located at various County Facilities. This will include annual inspections, testing and repairs as needed. This is a three (3) year contract with no extension option, effective June 9, 2019 to June 08, 2022, at a cost of \$132,996.75 (cost stipulation of \$44,332.25 per year). Approval is recommended based on the fact that services must be performed by factory certified technicians; are conducted sporadically; are generally contracted and the fact that the County does not possess the equipment to perform the work.
- e) Recommendation that the Board approve a new contract between the Jefferson County – Coroner/Medical Examiner and PPX Imaging. PPX Imaging will provide services related to the maintenance of a CT scanner at Cooper Green Mercy Health Services for the Coroner's Office. Services include quarterly preventive maintenance and repair as needed. This is a one (1) year contract at a cost of \$60,000, with an extension option of two (2) years and is effective upon approval. Based on the sporadic and limited nature of the services and the fact that similar services are generally contracted, this contract is recommended for approval.
- f) Recommendation that the Board conditionally approve a new contract between the Jefferson County Sheriff's Office and Chasity Sheppard. Chasity Sheppard will provide temporary consulting services and work on a variety of special projects as needed for the Sheriff's Office. The special projects include work on outreach programs, coordination with other law enforcement agencies, branding, community relations and grant research. This is a one (1) year contract with no extension option effective March 1, 2019 to February 28, 2020, at a cost of \$36,000 (cost stipulation of \$3,000/month). The contract is recommended for approval conditioned on the Sheriff's Office submitting the hours worked each month, a brief description of the services performed that month and the services in the contract continuing to be temporary as determined by the Personnel Board.
- g) Recommendation that the Board conditionally approve a new contract between the Jefferson County Sheriff's Office and Connie Goulsby. Connie Goulsby will provide temporary consulting services and work on a variety of special projects as needed for the Sheriff's Office. The consulting services are in the area of governmental affairs and include legislative work and advice for the Sheriff's Office. This is a one (1) year contract with no extension option effective March 1, 2019 to February 28, 2020, at a cost of \$24,000 (cost stipulation of \$2,000/month). The contract is recommended for approval conditioned on the Sheriff's Office submitting the hours worked each month, a

brief description of the services performed that month and the services in the contract continuing to be temporary as determined by the Personnel Board.

- h) Recommendation that the Board approve a new contract between the Jefferson County Sheriff's Office and Tommie Black. Tommie Black will provide specialized consulting services pertaining to APOST standards, education opportunities for deputies and training and educational programs for inmates. Services include reviewing and updating the Basic Law Enforcement Academy, In Service Training, Reserve Law Enforcement Academy and Training Academy and as related to APOST standards; developing a plan for deputies to obtain a two year or four year degree; and establishing a training and education program for inmates. This is a one (1) year contract with no extension option effective February 1, 2019 to January 31, 2020, at a cost of \$50,000 (cost stipulation of \$4,166.67 per month). Based on the sporadic and limited nature of the services and the fact that similar services are generally contracted, this contract is recommended for approval.
- i) Recommendation that the Board approve a new contract between the Jefferson County Sheriff's Office and Agency 54. Agency 54 will provide branding and marketing services for the Jefferson County Sheriff's Office. Services include multicultural communications, advertising, branding, and marketing campaigns. Agency 54 will work with the Public Information Manager for the Sheriff's Office as related to public relations issues. This is a one (1) year contract effective February 1, 2019 to January 31, 2020 (with no extension option) at a cost of \$30,000 (cost stipulation of \$2,500/month). Based on the sporadic and limited nature of the services and the fact that similar services are generally contracted, this contract is recommended for approval.
- j) Recommendation that the Board approve a new contract between the Jefferson County Sheriff's Office and Modern Mold Agency. Modern Mold will provide media management, public relations, image consulting and branding services for the Jefferson County Sheriff's Office. Services include advertising, brand review and design, press releases, social media efforts and marketing campaigns. Modern Mold will work with the Public Information Manager for the Sheriff's Office as related to public relations issues. This is a one (1) year contract effective February 1, 2019 to January 31, 2020 (with no extension option) at a cost of \$84,000 (cost stipulation of \$7,000/month). Based on the sporadic and limited nature of the services and the fact that similar services are generally contracted, this contract is recommended for approval.

V. ADMINISTRATIVE LEAVE WITH PAY

- a) Jacob Lowe 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) Theodore D. Boyd v. City of Tarrant (Building Inspections) - DA-2018-2193-TC - Complainant's Motion to Lift Stay
- b) Dedric Evans v. Jefferson County (Environmental Services) - DA-2018-2205-JC - Joint Settlement Agreement

- c) John Shields v. City of Leeds (Police Department) - DA-2018-2200-LD and GR-2018-08-0388-LD (Consolidated Cases) - Hearing Officer's Report & Recommendation
- d) Paul Blackford v. City of Birmingham (Police Department) - DA-2018-2207-BH - Hearing Officer's Report & Recommendation & Complainant's Objections to H. O. Report & Recommendation
- e) Takiyah Walker v. City of Birmingham (Police Department) - DA-2018-2208-BH - Hearing Officer's Report & Recommendation & Complainant's Objections to H. O. Report & Recommendation
- f) Brian Sheets v. City of Birmingham (Police Department) - DA-2018-2178-BH - Hearing Officer's Report & Recommendation
- g) Becky White v. City of Birmingham (Police Department) - DA-2018-2174-BH - Hearing Officer's Report & Recommendation & Respondent's Objections to H. O. Report & Recommendation
- h) Dedrick Echols v. City of Birmingham (Police Department) - DA-2018-2198-BH - Hearing Officer's Report & Recommendation
- i) Tyrone Polk v. City of Birmingham (Police Department) - DA-2018-2210-BH - Hearing Officer's Report & Recommendation & Complainant's Objections to H. O. Report & Recommendation

VIII. INFORMATION AND DISCUSSION ITEMS

- a) Recommendation that the Board acknowledge the following approved Advance Steps:

1. Bailey, Tara	Paralegal	Birmingham	Grade 18 Step 7
2. Bailey, Thomas	Police Officer	Birmingham	Grade 17 Step 10
3. Camp, William	Police Officer	Birmingham	Grade 17 Step 10
4. Cockrell, Preston	Police Officer	Birmingham	Grade 17 Step 10
5. Deed, Barry	Police Officer	Birmingham	Grade 17 Step 10
6. Drawhorn, Sherita	Training & Dev. Mgr.	Birmingham	Grade 31 Step 9
7. Hickman, Al	Chief Adm. Analyst	Birmingham	Grade 31 Step 8
8. Johnson, James	Police Officer	Birmingham	Grade 17 Step 10
9. Keebler, Keelon	Truck Driver	Birmingham	Grade 13 Step 6
10. Langford, Beverly	Police Officer	Birmingham	Grade 17 Step 10
11. Massey, John	Police Officer	Birmingham	Grade 17 Step 10
13. Miller, Robert	Police Officer	Birmingham	Grade 17 Step 10
14. Murphree, Matthew	Sr. Food Services Spv.	Birmingham	Grade 18 Step 10
15. Smith, Charles	Chief Bldg. Inspector	Birmingham	Grade 27 Step 9
16. Rodgers, Willie	Fire Chief II	Fairfield	Grade 31 Step 9
17. Bush, Lisha	Medical Clerk	Health Department	Grade 11 Step 7
18. Willeford, Wesley	Medical Director	Health Department	Grade 42 Step 7
19. Yarbrough, Michael	Police Chief II	Hueytown	Grade 31 Step 6
20. Hughes, Tonoa	Cook	Jefferson County	Grade 10 Step 8
21. Knox, Joanna	LPN	Jefferson County	Grade 13 Step 8
22. Lovell, Shannon	Auto/Controls Engineer	Jefferson County	Grade 34 Step 8
23. Marsh, Cassandra	LPN	Jefferson County	Grade 13 Step 8
24. Roberts, Darlene	Sr. Court Clerk	Jefferson County	Grade 16 Step 10
25. Sheikhzeinoddin, Ali	Sr. Systems Analyst	Jefferson County	Grade 31 Step 10
26. Smedley, Horace	WRF Operator IV	Jefferson County	Grade 18 Step 10

27. Speigle, Johnny	WRF Operator II	Jefferson County	Grade 14 Step 7
28. McCarn, Michael	Police Officer	Tarrant	Grade 17 Step 10
29. Barber, Christopher	Police Officer	Warrior	Grade 17 Step 6
30. Moody, Charles	Police Officer	Warrior	Grade 17 Step 6

- b) Recommendation that the Board acknowledge the Expenditure Report(s) through March 22, 2019.

VIII. EXECUTIVE SESSION