



# Personnel Board of Jefferson County

The Foundation of Your Merit System Career

## **REVISED - BOARD MEETING AGENDA**

May 14, 2019

### **I. OPENING REMARKS - 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 April 9, 2019.
- b) Recommendation that the Board approve authorization for the Personnel Director to enter into a Cyber Protection Insurance Agreement for June 13, 2019 – September 30, 2020. The Personnel Board's current Cyber Protection Insurance Policy will expire on June 13, 2019. Over the last two (2) months, Board staff has been working through Jefferson County's Insurance Broker (USI) to obtain quotes for the insurance. Staff has received proposals from four (4) insurance companies, reviewed the proposals, and received recommendations from the Jefferson County Insurance Broker. A provider has been identified for recommendation; however, staff is awaiting clarification on three (3) specific questions to confirm the best fit for the Personnel Board.
- c) Recommendation that the Board approve a Business Liability Insurance Policy with Amguard Insurance. The Board's current business liability insurance policy will expire on June 1, 2019. This insurance policy provides coverage of the Board's computer equipment, media and software, valuable papers, business personal property, employee dishonesty, hired and non-owned auto liability and other various services. The premium cost for one (1) year is \$10,287 (a reduction of \$438.00 or 4% percent reduction from last year), effective June 1, 2019 – May 30, 2020.

### **IV. JURISDICTION CONTRACTS**

- a) Recommendation that the Board approve a new contract between the Jefferson County Health Department and Camisha Spencer. The contractor is one of two who will provide WIC Peer Counseling services to Health Department patients who participate in the Jefferson County WIC Program by telephone or by clinic visits. The Three-Member Board approved similar contracts for these services on May 9, 2017 and April 10, 2018. This is a one (1) year contract (with no extension option) effective March 1, 2019 – March 1, 2020, at a cost of \$11,000 (\$10.19 per hour; 19 hours per week). Based on the fact that services will be performed sporadically, this contract is recommended for approval.
- b) Recommendation that the Board approve a contract between the Jefferson County Health Department and Kristen Sloan. The contractor is one of two who will provide WIC Peer Counseling

services to Health Department patients who participate in the Jefferson County WIC Program by telephone or by clinic visits. The Three-Member Board approved similar contracts for these services on May 9, 2017 and April 10, 2018. This is a one (1) year contract (with no extension option) effective March 1, 2019 – March 1, 2020, at a cost of \$11,000 (\$10.19 per hour; 19 hours per week). Based on the fact that services will be performed sporadically, this contract is recommended for approval.

- c) Recommendation that the Board approve a new contract between Jefferson County Cooper Green and ThermoFisher Scientific. ThermoFisher will provide services related to the maintenance of the Excelsior ES Tissue processor at Cooper Green. Services include repair as needed, parts, labor and annual preventive maintenance. This is a one (1) year contract (with no extension option) effective June 1, 2019 – May 31, 2020, at a cost of \$7,954. Based on the sporadic and limited nature of the services, the fact that the services must be performed by certified technicians with specialized equipment, and the fact that similar services are generally contracted, the contract is recommended for approval.
- d) Recommendation that the Board approve a new contract between Jefferson County Environmental Services and Construction and Cintas Corporation. Cintas will provide First Aid, Cardiopulmonary Resuscitation and Automated External Defibrillator training classes (10-12 students per course). Each training class includes four (4) hours of classroom and simulator training from certified instructors at the County's location of choice and training materials, workbooks and certification for each student upon course completion. Training is planned for as many as one hundred eighty-five (185) employees each year. This is a three (3) year contract (with no extension option) effective upon approval, at a cost of \$38,095.20 (\$68.64 per student). Based on the sporadic nature of the work and the fact that the County does not possess the equipment or expertise to conduct this training, this contract is recommended for approval.
- e) Recommendation that the Board approve a new contract between Jefferson County Environmental Services and DEC Fire and Water Restoration. DEC Fire & Water Restoration is one of two contractors that will provide emergency response and cleanup of sewage that has backed-up into homes or businesses as-needed upon notification by Jefferson County. Work includes inspection and damage assessment, removal and disposal of contaminated materials and estimated construction expenses if necessary. This is a three (3) year contract (with no extension option) effective upon approval, at a cost up to \$200,000 based on the fee schedule. Based on the fact that this is not Merit System work and the sporadic nature of the services performed, this contract is recommended for approval.
- f) Recommendation that the Board approve a new contract between Jefferson County Environmental Services and Servpro of Birmingham. Servpro of Birmingham is one of two contractors that will provide emergency response and cleanup of sewage that has backed-up into homes or businesses as-needed upon notification by Jefferson County. Work includes inspection and damage assessment, removal and disposal of contaminated materials and estimated construction expenses if necessary. This is a three (3) year contract effective upon approval, at a cost of up to \$20,000 (based on fee schedule). Based on the fact that this is not Merit System work and the sporadic nature of the services performed, this contract is recommended for approval.
- g) Recommendation that the Board approve a new contract between Jefferson County General Services and Hiller Companies. The contractor will provide a service program to determine needed repairs to fire alarm and fire suppression systems. The scope of services includes installing, inspecting, testing, maintaining and repairing fire alarm and fire suppression systems. This contract replaces a contract between the County and Blackwater Technologies that was approved by the Three-Member Board on May 8, 2018. Following that approval, all attempts to contact Blackwater Technologies failed, and the County learned that Blackwater could not perform all requirements of the contract. As a result, the contract was re-bid. This is a three (3) year contract (with no extension option) effective upon approval, at a cost of \$116,430 (\$38,810 per year). Based on the fact that this is not Merit System work and the sporadic nature of the services performed, this contract is recommended for approval.
- h) Recommendation that the Board approve a new contract between Jefferson County Human Resources and VKM Consulting. VKM Consulting will assist in the talent selection process for the

Exempt Executive position of Human Resources Deputy Director, including leading the structured interview process. An independent contractor is needed because HR team members who are typically involved in this process have applied for the position. This is a ten (10) day contract (with no extension option) effective upon approval, at a cost of \$10,000. Based on the fact that this is a short term temporary contract and the fact that internal human resources employees have applied for the position and are unable to assist with the structured interview process, this contract is recommended for approval.

- i) Recommendation that the Board 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 and community relations. This is a six (6) month contract (with no extension option) effective May 16, 2019 to November 16, 2019, at a cost of \$18,000 (cost stipulation of \$3,000/month). Based on the sporadic and limited nature of the services, the contract is recommended for approval.
- j) Recommendation that the Board 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 six (6) month contract (with no extension option) effective May 16, 2019 to November 16, 2019, at a cost of \$12,000 (cost stipulation of \$2,000/month). Based on the sporadic and limited nature of the services, the contract is recommended for approval.
- k) Recommendation that the Board conditionally approve a new contract between the City of Birmingham Garage and TBD – Transmission Repair. The vendor/s will provide automatic transmission repair services for all of the City of Birmingham's automobiles and light trucks. The basis of the contract will consist primarily of any and all labor, parts and fluids as may be required in the removing, rebuilding and installing of any automatic transmissions. The contract consists of two groups of City owned vehicles: public safety vehicles and general use fleet vehicles. The two groups are considered separate and an award made in each area to the lowest priced responsive responsible bidder. The Board approved a similar contract on May 9, 2017, and this contract will replace it. This is a one (1) year contract (with an extension option of two (2) years) at an estimated annual cost of \$75,000. Based on the sporadic nature and specialized skills required in the repair of transmissions, the contract is recommended for approval conditioned on the resulting services in the contract not deviating from the representations made in the submission, no work beginning prior to the execution of the contract, and the submission of the executed contract to the Personnel Board for our records.
- l) Complainant Kevin R. Hughins' motion to the Three-Member Board to clarify and reduce period of suspension. The Hearing Officer recommended that Complaint Hughins' termination be reduced to a 90-day suspension. Based upon a review of the record, the Board on March 12, 2019, found that the Hearing Officer's recommendation should be UPHeld. Complainant Hughins moves for an Order from the Board clarifying the length of the suspension as ordered in the Board's Order dated March 12, 2019. Specifically, whether the outlined suspension was for 90 calendar days or 90 working days.

**V. ADMINISTRATIVE LEAVE WITH PAY**

- a) Sherry Lynn Geter                      JC Health Dept.                      30-Day Extension
- b) Paul Huffstutler                      JC Sheriff's Office                      30-Day Extension
- c) Frank Wilkey                      JC Sheriff's Office                      30-Day Extension

**VI. APPEAL OF DIRECTOR'S DETERMINATION – None Submitted**

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

- a) Roosevelt Foster v. Jefferson County (Environmental Services) - DA-2018-2173-JC – Respondent’s Motion to Lift Stay
- b) Wilber O. Griffin v. City of Leeds (Police Department) – DA-2018-2201-LD – Joint Motion to Dismiss & Settlement Agreement
- c) Vickey D. Jones v. City of Birmingham (Finance Department) – DA-2018-2206-BH - Joint Motion to Dismiss & Settlement Agreement
- d) Zarian Brison-Headen v. City of Birmingham (Police Department) – DA-2019-2235-BH – Complainant’s Motion to Stay Proceedings
- e) Erick Burpo v. City of Birmingham (Police Department) – DA-2018-2192-BH – Hearing Officer’s Report & Recommendation

**VIII. INFORMATION AND DISCUSSION ITEMS**

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

1.	Amberson, Cecil	Police Officer	Birmingham	Grade 17 Step 10	Approved
2.	Black, Kevin	Police Officer	Birmingham	Grade 17 Step 10	Approved
3.	Bolden, Diana	Budget Officer	Birmingham	Grade 32 Step 6	Approved
4.	Breeding, Joe	Police Officer	Birmingham	Grade 17 Step 10	Approved
5.	Bussey, Edward	Police Officer	Birmingham	Grade 17 Step 10	Approved
6.	Cook, Daniel	Police Officer	Birmingham	Grade 17 Step 10	Approved
7.	Davis, Metz	Police Officer	Birmingham	Grade 17 Step 10	Approved
8.	Fields, Anthony	Police Officer	Birmingham	Grade 17 Step 10	Approved
9.	Gulley, Marshall	Police Officer	Birmingham	Grade 17 Step 10	Approved
10.	Holland, Christopher	Police Officer	Birmingham	Grade 17 Step 10	Approved
11.	Howard, Dwayne	Police Officer	Birmingham	Grade 17 Step 10	Approved
12.	Hubbard, Adrienne	Paralegal	Birmingham	Grade 18 Step 6	Approved
13.	Karmondi, Kimball	Police Officer	Birmingham	Grade 17 Step 10	Approved
14.	Langford, Victor	Police Officer	Birmingham	Grade 17 Step 10	Approved
15.	Lewis, Derrick	Police Officer	Birmingham	Grade 17 Step 10	Approved
16.	Perry, Chiara	PR Coordinator	Birmingham	Grade 24 Step 10	Approved
17.	Pinkard, Cedric	Police Officer	Birmingham	Grade 17 Step 10	Approved
18.	Smith, Willie	Police Officer	Birmingham	Grade 17 Step 10	Approved
19.	Sparks, Jarvius	Talent Sourcing Spec.	Birmingham	Grade 24 Step 7	Approved
20.	Vobbilisetty, Suvara	Sr. Systems Analyst	Birmingham	Grade 31 Step 8	Approved
21.	Walker, Otisa	Principal Admin Analyst	Birmingham	Grade 28 Step 8	Approved
22.	Wright, D'Andre	Econ Dev Specialist	Birmingham	Grade 26 Step 8	Approved
23.	Blackmon, Christy	Charge Nurse	Health Dept.	Grade 23 Step 9	Approved
24.	Eckenrode, Madeline	PH Medical Officer	Health Dept.	Grade 41 Step 5	Approved
25.	Hill, Anna	Pharmacy Manager	Health Dept.	Grade 35 Step 10	Approved
26.	Atkins, Kimberly	Senior Accountant	Jefferson County	Grade 23 Step 7	Approved
27.	Elrod, Michael	WRF Operator IV	Jefferson County	Grade 18 Step 10	Approved
28.	Hocutt, Chad	WRF Maintenance Wkr.	Jefferson County	Grade 17 Step 6	Approved
29.	Jasmyn Montgomery	Senior Accountant	Jefferson County	Grade 23 Step 10	Approved
30.	Mahaffey, Karen	Accounting Assistant I	Jefferson County	Grade 16 Step 10	Approved
31.	Merchant, Scott	Construction Equip Op.	Jefferson County	Grade 17 Step 8	Approved
32.	Mitchell, Ural	WRF Mtn. Worker	Jefferson County	Grade 17 Step 6	Approved
33.	Pruitt, Shaquita	Pharmacy Manager	Jefferson County	Grade 35 Step 10	Approved

34. Brakefield, Teresa    Accountant                      Tarrant                      Grade 21 Step 10    Approved

b) Recommendation that the Board acknowledges the Expenditure Report(s)

**XI. EXECUTIVE SESSION**