



# Personnel Board of Jefferson County

The Foundation of Your Merit System Career

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## **BOARD MEETING AGENDA**

March 12, 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 revised Board Minutes for the meeting held on January 8, 2019.
- b) Recommendation that the Board approve the Board Minutes for the meeting held on February 12, 2019.
- c) Recommendation that the Board approve revisions to the Personnel Board Procedure Number 5.5 – Internal Selection Process for Personnel Board Staff Positions.
- d) Recommendation that the Board approve a contract amendment with Venture Technologies to VOIP phone service. At the November 13, 2018 Board Meeting, the Three-Member Board approved a new contract with AT&T for voice over internet protocol (VOIP) phone services; however, this contract with AT&T was canceled by the Personnel Board on March 1, 2019 (without the Personnel Board incurring any costs under the contract) because AT&T was unable to perform the described services under the cost structure in the established contract. In order to avoid any disruption in phone services, it is recommended that the Board approve a six-month contract extension amendment with our existing VOIP phone service provider, Venture Technologies, while the Personnel Board staff engages in an updated request for proposal process and establishes a new contract in place of the cancelled AT&T contract. Under this contract amendment, Venture Technologies will provide continued hosting and support for the Personnel Board's VOIP system for the six-month period at the rate of \$1,929.00/month.

- e) Recommendation that the Board approve a contract renewal with the Birmingham Barons, LLC. The contract includes: \$15,000 - One (1) 7' x 20' outfield fence sign; \$4,000 - Front Inside Cover color advertisement in 2019 souvenir program; \$2,000 - One (1) thirty minute radio commercial for 140 games (each broadcast home and away games); \$5,000 - Sponsor Emergency Responders Night (Friday, May 03, 2019); and \$1,000 - Barons.com Weblink. The cost shall not exceed \$27,000 and is effective April 10, 2019.
- f) Recommendation that the Board approve the City of Tarrant request to create the new position of Tarrant Electric Operations Manager in the Tarrant Electric Department. The new position will be responsible for planning, directing, and coordinating the engineering, personnel, accounting, financial planning, and administrative functions of the Tarrant Electric Department under the administrative direction of the Mayor. Market data for an Operations Manager for an Electric Department suggests a salary range of \$69,001 - \$105,815. The new position, Tarrant Electric Operations Manager, is recommended to be a pay grade of 32 and a salary range of \$63,960 - \$99,216 for the City of Tarrant.
- g) Recommendation that the Board approve the Jefferson County Commission request to create the new position of Permit Coordinator in the Development Services Department. The new position will be responsible for planning, directing, and coordinating the plan review and permit application process for commercial, multi-family and other projects that require permits. Market data for a Permit Coordinator suggests a salary range of \$35,352 - \$53,102. The new Permit Coordinator position is recommended to be a pay grade of 17 and a salary range of \$35,547 - \$55,141 for the Jefferson County Commission.
- h) Recommendation that the Board approve the request to create the new position of User Support Supervisor for the Information Technology Department within the Jefferson County Commission. In conjunction with the 2018-2019 Classification Survey, it was determined that the job duties contained in an IT position included supervision, and as such, the position was not classified accurately. There are no existing positions that encompass the duties being performed; therefore, the Personnel Board requests a new position. The User Support Supervisor is responsible for planning, directing, coordinating and evaluating the work of User Support Specialists, PC Network Technicians and Computer Operators. Market data and internal comparison suggests a salary range of \$56,472 - \$87,610. The new position is recommended to be a pay grade of 27 and a salary range of \$57,907 - \$89,835 for the Jefferson County Commission.

#### IV. JURISDICTION CONTRACTS

- a) Recommendation that the Board approve a new contract between Jefferson County –Community Development and UAB Board of Trustees. This contract is for a Forensic Case Management Team grant from the Department of Labor (Grant # 2018-AR-BX-K013) and will be administered by the UAB Department of Psychiatry. UAB will identify and serve offenders within the Jefferson County Jails who are at-risk of opioid overdose through the implementation of the following components: universal screening for risk to overdose, pretrial recovery support services within the jail, pre-release transition planning, care coordination to bridge pretrial initiative and evidence-based treatment and recovery support services within the community. The three (3) year contract is from November 30, 2018 – September 30, 2021, at a cost

of \$853,871 per year. UAB administers the program but cannot apply for the grant that funds the services because the grant recipient must be a local unit of government. Therefore, Jefferson County applies for the grant and passes the funding to UAB. Based on the fact that UAB has the infrastructure in place to offer these services and cannot apply for the grant funding, this contract is recommended for approval.

- b) Recommendation that the Board approve a contract renewal between Jefferson County – Sheriff’s Office and Advanced Correctional Healthcare, Inc. (ACH). ACH will continue to provide medical care and services to inmates at the Jefferson County Jails in Birmingham and Bessemer. ACH provides emergency and non-emergency medical services including mental health services, dental services and lab services. They will also provide disposable medical, dental and office supplies and keep medical records on each inmate that receives healthcare. ACH provides medical services 24 hours/day and 7 days/week. This is a one (1) year contract effective March 1, 2018 – February 28, 2020, with an extension option of one (1) year. The cost is \$3,073,860. The Board previously approved a three year contract for similar services on April 12, 2016, that included a 2.5% increase with the first renewal.

V. ADMINISTRATIVE LEAVE WITH PAY – None Submitted

VI. APPEAL OF DIRECTOR’S DETERMINATION

- a) Grievances from the following employees from the Jefferson County Sheriff’s Office:

1. Wayne Curry – Case No. GR-2019-01-0393-JC
2. Terry Hale – Case No. GR-2019-01-0394-JC
3. Wendell Major – Case No. GR-2019-01-0395-JC
4. Aubrey Finley – Case No. GR-2019-01-0396-JC
5. David Thompson – Case No. GR-2019-01-0397-JC

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

- a) Case No. DA-2018-2184-BH - Christopher Burrell, City of Birmingham (Police Department) - Hearing Officer’s Report & Recommendation
- b) Case No. DA-2018-2199-JC - Kevin R. Hughins, Jefferson County (Information Technology) - Hearing Officer’s Report & Recommendation

VIII. INFORMATION AND DISCUSSION ITEMS

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

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|-----------------------|-------------------------|------------|------------------|
| 1. Camp, William      | Police Officer          | Birmingham | Grade 17 Step 10 |
| 2. Deed, Barry        | Police Officer          | Birmingham | Grade 17 Step 10 |
| 3. Greene, Zara       | Community Res. Rep.     | Birmingham | Grade 20 Step 6  |
| 4. Harrell, Gwendolyn | Accountant              | Birmingham | Grade 21 Step 8  |
| 5. Harris, Annette    | Enterprise Systems Mgr. | Birmingham | Grade 36 Step 9  |
| 6. Jones, Robert      | Skilled Laborer         | Birmingham | Grade 12 Step 7  |
| 7. Langford, Beverly  | Police Officer          | Birmingham | Grade 17 Step 10 |

8. Massey, John	Police Officer	Birmingham	Grade 17 Step 10
9. Miller, Robert	Police Officer	Birmingham	Grade 17, Step 10
10. Smith, Charles	Chief Bldg. Inspector	Birmingham	Grade 27, Step 9
11. Soles, Robert	Skilled Laborer	Birmingham	Grade 12, Step 5
12. Thomas, Katrina	Chief Admin. Analyst	Birmingham	Grade 31, Step 8
13. Webster, Alonso	Skilled Laborer	Birmingham	Grade 12, Step 5
14. Elledge, Amanda	Storm Water Prog. Mgr.	Jeff. County	Grade 31, Step 8
15. Morrison, Michael	Zoning Administrator	Jeff. County	Grade 28, Step 8
16. Hartwell, Bobby	Security Officer	Personnel Bd.	Grade 12, Step 10
17. Lambert, Pamela	Sr. Admin. Analyst	Personnel Bd.	Grade 24, Step 8

b) Recommendation that the Board acknowledge the following Reinstatements:

1. Michael Tucker	Firefighter	Approved
2. Patrick McIntosh	Truck Driver	Approved
3. Joshua Davis	Fire Apparatus Operator	Approved
4. Brian Green	Firefighter	Denied (Did not separate in good standing)

c) Recommendation that the Board acknowledge the Expenditure Report(s) through February 22, 2019.

#### IX. EXECUTIVE SESSION