REVISED - BOARD MEETING AGENDA
June 11, 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 May 14, 2019.

b) Recommendation that the Board approve the 2019 Classification Survey Recommendations.

c) Recommendation that the Board approve the 2019 Salary Administration Guide and Pay Plan.

d) Recommendation that the Board approve the proposed budget for FY 2019-2020 for the Personnel Board of Jefferson County. According to Section 4.3 (g) of the Rules and Regulations of the Personnel Board of Jefferson County, one of the duties of the Board is to “prepare and submit an annual budget, and any necessary amendments thereto, to the Jefferson County Commission, setting forth the funding levels the Board believes necessary to fulfill its mission under state and federal law. The budget shall be for the County Commission’s informational purposes only.” It is recommended that the proposed 2019-2020 total budget of $10,299,058, which is a modest reduction from the 2018-2019 budget, be approved.

e) Recommendation that the Board approve a resolution granting a one percent (1%) Cost of Living Adjustment effective the pay period beginning September 28, 2019.

f) Recommendation that the Board approve a resolution establishing the FY 2019-2020 Holiday Schedule and Board Closures for the Personnel Board of Jefferson County.
g) Recommendation that the Board approve two (2) engagement letters with the following two (2) firms to provide legal services to the Personnel Board of Jefferson County for October 1, 2019 – September 30, 2020:

1. Coyne Counsel & Consulting, LLC

2. Bainbridge, Mims, Rogers and Smith, LLP

h) Recommendation that the Board approve a contract between the Personnel Board and Tim Alexander to serve as the keynote speaker for the 2019 PBJC Graduation Celebration. Timothy Alexander is a keynote speaker, leadership consultant, Emmy award winner, and is the UAB Director of Character Education. Timothy Alexander left a major impact on UAB by becoming the first paraplegic to receive a football scholarship. He later led the #FreeUAB movement, fighting to reinstate football, bowling and rifle. On Friday, September 13, 2019, the PBJC will have its annual Graduation Celebration. This day is set aside once per year to recognize all those who have completed a training certificate program, and staff expects approximately 150 graduates with over 300 total attendees including family members, graduate’s supervisors, invited guests, and more.

i) Recommendation that the Board approve a contract renewal with International Business Machines (IBM) Corporation. IBM will provide technical support of the Personnel Board’s SPSS. SPSS is a statistical software package that is used frequently by Employment Testing to conduct various statistical analyses. These analyses include test score calculations, questionnaire/survey analyses, adverse impact calculations, significance testing of group differences, item analyses, reliability and interrater agreement analyses, and analyses to support test development (e.g., factor analysis). Without this software, the PBJC would be unable to evaluate tests in accordance with accepted professional and legal standards. The existing technical support will expire on July 31, 2019. It is recommended that the Board approve the SPSS maintenance agreement in the amount of $13,002.00 for the period August 1, 2019 - July 31, 2020.

j) Recommendation that the Board approve a contract renewal with Hyland LLC (formerly known as Lexmark Enterprise Software, Inc.) for maintenance and support of the Board’s document imaging and management software tool, ImageNow. ImageNow greatly reduces physical document storage requirements, enhances document security, is web accessible, and provides a much more efficient and organized process of document storage and retrieval. The maintenance and support contract is due to expire on September 30, 2019. The contract renewal cost is $19,549.99 for the period of October 1, 2019 - September 30, 2020. This represents an increase of $1,122.24 compared to 2019’s contract renewal.

k) Recommendation that the Board approve a contract renewal with Adtrav Travel Management to provide travel management services for fiscal year 2020. The current contract will end on September 30, 2019. The contract amendment will change the term date to October 1, 2019 - September 30, 2020.

l) Recommendation that the Board approve Contract Amendment No. 3 with Veritext Corporation (DBA Freedom Court Reporting) for transcription services for fiscal year 2020.
Veritext Corporation will be required to transcribe hearings and provide hard copies and media of transcriptions in an accurate and timely manner. The current contract with Veritext Corporation will end on September 30, 2019. The contract amendment will change the contract term date to October 1, 2019 - September 30, 2020. The original contract resulted from the Jefferson County’s Request for Proposal No. 78-17, dated March 23, 2017, as it relates to the Code of Alabama 1975 Article 2 – State Bid Law. The 2020 proposed budget for this service is $20,000.

m) Recommendation that the Board approve a contract renewal with Siena Consulting to provide valid written examinations for the job of Firefighter, to include scoring analyses for each administration of the written exam and individual test scores for each candidate at a rate of $14.25 per test for the second year (down from $15 per test for the initial contract year) and any litigation support in the defense of the written examinations used for entry-level Firefighter. The work will be performed from October 1, 2019 - September 30, 2020. The total cost of the contract will not exceed $15,000. This is the first year of two one-year options to renew the contract.

IV. JURISDICTION CONTRACTS

a) Recommendation that the Board conditionally approve a new contract between the Jefferson County Health Department and Lucille Robinson, who will temporarily provide information management services while a Health Information Management Supervisor is being hired. Services include receiving and processing requests for protected health information in accordance with applicable laws, regulations, policies and procedures under the direction of the Assistant Director of Health Information Services. The Health Department has submitted a certification request for a Health Information Management Supervisor and the Board is actively recruiting for the position. The cost is $30/hour not to exceed $2,500/month. The contract is recommended for approval conditioned on the contract ending no more than 60 days after a Health Information Management Supervisor has been hired. Based on the fact that this is a temporary contract in which services are to be provided sporadically while the Board recruits for the Merit System position, this contract is recommended for conditional approval.

b) Recommendation that the Board approve a new contract between the Jefferson County Health Department and Amber Branham, who will provide breastfeeding counseling services to patients of the WIC program. This is a one (1) year contract with no extension option at a cost of $11,000. Based on the fact that the work to be performed will be conducted on a sporadic basis and must be performed by women in the community, the contract is recommended for approval.

c) Recommendation that the Board approve a new contract between Jefferson County Finance and Pless Appraisal, who will perform an appraisal of eleven parcels within the JeffMet Industrial Park in McCalla and prepare written estimates of the market value of these properties at a cost of $11,500. Additional services may include court preparations, depositions, and court testimony. The land is used to secure Jefferson County debt and
must be appraised by an independent third party. Based on the temporary nature of the work and the fact that Jefferson County must retain an independent third party to fulfill this service, this contract is recommended for approval.

d) Recommendation that the Board approve a new contract between Jefferson County General Services and Power Secure. Power Secure will provide inspections, maintenance, and repair of County owned Generators across nine buildings. The services must be performed by manufacturer certified technicians. This is a three (3) year contract to be executed after approval with no extension option. The cost is $114,435 (with a cost stipulation of $38,145/year estimated cost). Based on the fact that the work to be performed will be conducted on a sporadic basis and must be performed by certified technicians with specialized equipment, the contract is recommended for approval.

e) Recommendation that the Board approve a new contract between Jefferson County Purchasing and TBD vendor to provide professional translation and interpretation services for County Department clients and/or personnel with limited English proficiency and/or hearing disabilities. Services may be provided on-site, telephonically, via web camera, or written (translations). All services must be available 24 hours a day, 7 days a week, and 365 days a year. This is a one (1) year contract to be executed upon approval with an extension option of two (2) years. The estimated cost of $15,000. Based on the sporadic nature of the services and that the need for access to such services is on an as needed basis 24 hours a day, 365 days a year, this contract is recommended for approval.

f) Recommendation that the Board approve a new contract between Jefferson County Cooper Green and American Healthcare Resources. Contractor will provide temporary staffing to relieve staffing shortages in its medical and supplemental areas as specified on Exhibit A. In addition to primary and urgent care, Cooper Green Mercy Health Services operates twenty-five (25) specialty clinics. This is a four (4) month contract with no extension options and is effective upon approval. The cost is based upon usage. (See Exhibit A Price Sheet) The County has passed a resolution to establish a University Health Authority and to migrate the classified work outside of the Merit System October 1, 2019. Due to the pending transition of the service of University Health Authority, the County has indicated that it has experienced significant challenges hiring into positions within Cooper Green and that the submitted contract will allow for appropriate level of service during this transition period. Although the contract does not met any of the traditional criteria for the recommendation of approval, the staff recommends approval of the contract, for a period not to exceed four (4) months after the date of the Jefferson County Commission approval, due to the unique circumstances and the challenges associated with hiring necessary staff to operate during a time when the County is establishing a University Health Authority and are transitioning the services out of the classified service (see Resolution attached). Personnel Board staff has had substantial communication with the County regarding the contract and its terms and believe that an approval of the contract that extends no more than thirty (30) days from the stated resolution date is appropriate. The County will submit monthly utilization reports to the Personnel Board.
V. ADMINISTRATIVE LEAVE WITH PAY

a) Jeremy Fields Jefferson County Sheriff’s Office 30 Days
b) Dakota Madison Jefferson County Sheriff’s Office 30 Days

VI. APPEAL OF DIRECTOR’S DETERMINATION

a) Erick Burpo – Appeal of his Merit System rehire eligibility status
b) Collice Howard – Appeal of his Merit System rehire eligibility status
c) Derrick Colley– Appeal of his Merit System rehire eligibility status
d) Ezekiel Nevitt – Appeal of Director’s grievance determination
e) Derek Creel – Appeal of Director’s grievance determination

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

a) Ashley Ricks v. City of Birmingham (Police Department) – Case #DA-2019-2226-BH - Complainant’s Motion to Stay
b) Justin E. Feggins v. City of Birmingham (Police Department) – Case #DA-2018-2172-BH - Hearing Officer’s Report & Recommendation
c) Raymond Kent v. City of Birmingham (Antebellum Home & Gardens) – Case #DA-2018-2194-BH - Hearing Officer’s Report & Recommendation

VIII. INFORMATION AND DISCUSSION ITEMS

a) During May 14, 2019’s board meeting, the Three-Member Board granted authorization for the Director to enter into a cyber protection insurance agreement prior to the expiration of the Board’s current cyber protection policy (expiration date is June 13, 2019, and the insurance company needed enough time to bind the coverage prior to the expiration date). Since March 2019, Board staff has worked through Jefferson County’s Insurance Broker (USI) to obtain quotes for cyber protection insurance. Based on the staff’s review of all the information, Beazley was determined to be the best fit for the Personnel Board. The Director entered into an agreement with Beazley’s for a $3 million cyber protection insurance policy (a one million dollar increase in coverage from the previous year) with a $10,000 retention amount (a decrease of $15,000 from the previous policy) at a premium of $6,752 annually (a reduction of $6,758 from 2018-2019’s policy). Beazley Insurance Company also offers their policy holders access to KnowBe4 (anti-phishing training tools) at a 25% discount, as well as access to Lodestone (a subsidiary created to provide affordable options in reviewing and recommending solutions for IT systems).
b) Recommendation that the Board acknowledges the following approved Advance Steps:

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1. April 20, 2019 – May 3, 2019
2. May 4, 2019 – May 17, 2019
3. May 18, 2019 – May 31, 2019

IX. EXECUTIVE SESSION