

17-13TH Meeting of the Board
Regular Meeting and Public Hearing
8:30 a.m., Thursday, July 6, 2017

(NOTE: PLEASE TURN OFF OR MUTE ALL ELECTRONIC DEVICES)

FINAL AGENDA

1. Public hearing for consideration of comments and suggestions concerning the following requests from the Mobile County Sheriff's Office:
 - (A) Adoption of the attached specification for the classification of Civil Division Director,
 - (B) Adoption of Salary Grade 23, \$5,016.68 - \$8,019.92, for the classification of Civil Division Director.
2. If Item One is approved, the Mobile County Sheriff's Office requests the creation of one (1) position of Civil Division Director.
3. Have the Board set a date for a public hearing for consideration of comments and suggestions concerning the following requests from the Board of Water and Sewer Commissioner of the City of Saraland:
 - (A) Adoption of Salary Grade 11, \$2,391.67 - \$3,823.44, for the classification of Lift Station Mechanic Assistant,
 - (B) Amendment of Salary Grade 12, \$2,512.75 - \$4,017.00, to Salary Grade 14, \$2,773.60 - \$4,434.02, for the classification of Lift Station Mechanic.
4. Have the Board set a date for a public hearing for consideration of comments and suggestions concerning the request from the City of Creola regarding the removal of the Subsistence Allowance Policy approved by the Mobile County Personnel Board on October 21, 2008.
5. The Mobile County License Commission requests approval for overtime pay for Katie Williamson, Chief Clerk – License Commission, for the period of May 1, 2017 through September 1, 2017. Ms. Williamson is currently handling the duties of Human Resources Coordinator, in addition to her regular duties, while the jurisdiction is seeking to fill the vacancy.
6. The Director reports receipt of a letter from the City of Chickasaw advising consideration of giving a safety bonus to all employees around the Thanksgiving/Christmas holiday(s) and will notify the Personnel Board when a final decision has been given.
7. The Director reports a request from Tashaon Pettway for a promotional supplemental written examination for Police Sergeant. Mr. Pettway was absent for the examination on June 19, 2017, due to having to be called out to work a homicide case as a Police Corporal at the time of the examination.
8. The Director reports a request from William Tomberlin, Jr., for a promotional supplemental written examination for Sheriff's Corporal. Mr. Tomberlin will be absent

for the examination on July 13, 2017, due to pre-planned family travel plans at the time of the examination.

9. The Director reports approval of special merit increases for the following Mobile County Sheriff's Office employees:
 - (A) 7.5% special merit increase for Chandra Ledoux, Office Assistant I with the Metro Jail Department. Ms. Ledoux serves as the receptionist in the Metro Jail Administration and handles the front desk operations including greeting visitors, scheduling visits, and answering telephone calls from family members, attorneys, bonding agents, pastors, and the general public. With 15 years of service, Ms. Ledoux goes above and beyond in all her duties and was named the Most Outstanding Employee of the Year. She epitomizes the highest level of quality customer service, which the Sheriff hopes to firmly establish throughout the Sheriff's Office and especially at the Metro Jail Department.
 - (B) 5% special merit increase for Robert (Sam) Houston, Deputy Warden with the Metro Jail Department. Deputy Warden Houston continues to excel in his duties at Metro Jail. In the past couple of years, he has been able to review and revise the policies of the Metro Jail and has been the point of contact with the Legal Department for the defense of numerous lawsuits. As a result of his unselfish efforts, the Mobile County Sheriff's Office is in the final negotiations to end an ongoing investigation without any losses or agreement(s) to any wrongdoing, which has been an ongoing dispute for over a decade. Deputy Warden Houston's 5-year tenure has proven most successful in creating solutions to many legal concerns. Because of his effectiveness, he now handles all the disciplinary actions of Metro Jail employees.
 - (C) 5% special merit increase for Paul Burch, Sheriff's Captain with the Mobile County Sheriff's Office. Captain Burch oversees the Criminal Investigation Division, which includes the Major Crimes Unit of the Sheriff's Office. To eliminate significant turnovers with detective deputies, Captain Burch is able to train and oversee new detectives who serve in the most important unit of the criminal investigation. His leadership and commitment to his duties has led to the success of others in a young but talented Major Crimes Unit.
10. The Director reports approval of a 12.5% special merit increase for Ronald Davis, Geographic Information System (GIS) Manager with the Mobile County Revenue Commission. Mr. Davis performs critical management and strategic functions in his management responsibilities at the Revenue Commission. In addition, Mr. Davis will acquire more supervisory tasks in the upcoming months along with overseeing the Mapping Department.
11. The Director reports receipt of the 2017 – 2018 Fiscal Year Holiday Schedule for the Mobile Public Library.

12. The Director reports approval of the creation of the following jurisdictional positions:
 - (A) Creation of one (1) additional position of Court Clerk I for the City of Prichard,
 - (B) Creation of two (2) positions of Jailer/Dispatcher I, part-time, for the City of Satsuma,
 - (C) Creation of one (1) additional position of Personnel Classification and Assessment Analyst I for the Mobile County Personnel Department,
 - (D) Creation of one (1) position of Programmer Analyst II, part-time, for the Mobile County Personnel Department.
13. Have the Board set a date for hearings concerning the following appeals:
 - (A) Appeal from suspension filed by Dannie Roberts, Equipment Operator III with the Mobile County Public Works Equipment Department,
 - (B) Appeal from dismissal filed by Douglas Conner, Equipment Operator I with the Mobile County Public Works Road & Bridge Camp II Department.
14. Comments from the Director.
15. Business items from Board Members.