

17-19TH Meeting of the Board
Regular Meeting
8:30 a.m., Tuesday, October 3, 2017

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

FINAL AGENDA

1. Have the Board set a date for a public hearing for consideration of comments and suggestions concerning the request from the Mobile County Revenue Commission for the following actions:
 - (A) Amendment of the attached specification for the classification of Property Appraiser I,
 - (B) Amendment of the attached specification for the classification of Property Appraiser II.
2. Have the Board set a date for a public hearing for consideration of comments and suggestions concerning the request from the City of Saraland for the adoption of Salary Grade 17, \$3,459.73 - \$5,530.89, for the classification of Vehicular/Equipment Mechanic Supervisor.
3. The Director reports the following requests from the Mobile County Commission:
 - (A) Receipt of a letter from the Mobile County Commission requesting approval for the amendment of the Subsistence Allowance Pay, to become effective at the beginning of the next pay period, October 7, 2017,
 - (B) Receipt of a letter from the Mobile County Commission requesting approval for the amendment of the Annual Longevity Pay Benefit, to become effective the first pay period ending in November 2017,
 - (C) Approval of a one-time \$500 non-recurring benefit for all full-time County employees on payroll as of November 17, 2017, to become effective November 22, 2017, with the exception of all new hires currently in their working test periods. The new hires will receive the non-recurring benefit after the completion of the working test period,
 - (D) Approval of a 2.5% cost-of-living increase for employees in the following classifications, effective at the beginning of the next pay period, October 7, 2017:
 - (1) Sheriff's Deputy,
 - (2) Sheriff's Corporal,
 - (3) Sheriff's Sergeant,
 - (4) Sheriff's Lieutenant,
 - (5) Sheriff's Captain,
 - (6) Corrections Officer,
 - (7) Corrections Corporal,
 - (8) Corrections Sergeant,
 - (9) Corrections Lieutenant,
 - (10) Corrections Captain,
 - (11) Inmate Work Supervisor I,
 - (12) Inmate Work Supervisor II.

4. The City of Mobile requests approval for overtime pay for the following employees for the period of September 19, 2017 through September 30, 2018, for the transactional audit of the newly implemented revenue software module that will require resolution of system setup, conversion, and transaction errors for the Accounting Department:
 - (A) Rebecca Christian, Deputy Comptroller,
 - (B) Lona Whitlock, Accountant II,
 - (C) Cynthia Towner, Accountant II,
 - (D) Randy Threadgill, Accountant I,
 - (E) Tiffany Hollins, Accountant I,
 - (F) Velisa Gilchrist, Accountant I.

5. The City of Mobile requests approval for an extension of the Injured with Pay for Gaston Vilaseca, Police Officer with the Mobile Police Department, for the period of April 28, 2017, through May 10, 2017. Mr. Vilaseca exhausted his 1,040 hours on July 27, 2017.

6. On September 19, 2017, the Board approved the request from the City of Saraland to grant a one-time bonus of \$500 to full-time employees that are employed on September 30, 2017, to become effective at the beginning of the pay period for November 3, 2017. In addition, the City of Saraland requests approval to grant a one-time bonus of \$250 to laborers and part-time employees that are employed on September 30, 2017, also to become effective at the beginning of the pay period for November 3, 2017.

7. The Director reports approval of 5% special merit increases for the following City of Mobile employees who have been a valuable part of the Payroll team during the implementation process and Go-Live period in the MUNIS Online System:
 - (A) Sheryl Gillespie, Office Assistant III with the Payroll Department, has helped develop the Payroll Training Manuals for all payroll clerks, helped in all payroll training sessions for MUNIS, manages the involuntary deductions, and has helped streamline involuntary deduction processes. Ms. Gillespie exhibits professionalism in the handling of employee issues.

 - (B) Maria Mason, Fiscal Officer I with the Payroll Department, has helped develop the Payroll Training Manuals for all payroll clerks and supervised all of the payroll training sessions for MUNIS. Ms. Mason operates in a professional manner in the care of issues with employees and the Mobile County Personnel Board. She assists in the process of bi-weekly payroll and is the main contact person with the Mobile County Personnel Board for the City of Mobile.

 - (C) Lashawne Robinson, Office Assistant II with the Payroll Department, assisted with the auditing and verification of payroll records prior to the MUNIS implementation, aided in the training of all payroll clerks to the new system procedures, verifies all voluntary deductions, and processes instructors' payrolls in MUNIS. Ms. Robinson displays professional effectiveness in dealing with employee issues and problems.

 - (D) Tanisha Pettway, Office Assistant II with the Payroll Department, assisted with the auditing and verification of payroll records prior to the MUNIS implementation, aided in the training of all payroll clerks to the new system

procedures, and processes employee verification letters. Ms. Pettway conducts employee matters with professional efficiency.

8. The Director reports approval of 5% special merit increases for the following Mobile County Health Department employees who have been a valuable part of positive departmental implementations and changes in the continued success of jurisdictional strategic planning initiatives:
 - (A) Raymond Johnson, Network Coordinator,
 - (B) Ruth Guess, Secretary III,
 - (C) Cynthia Turner, Human Resources Coordinator,
 - (D) Daniel Stombaugh, Inventory Specialist,
 - (E) Sherry McCrory, Secretary III,
 - (F) Kelly Warren, Public Health Director.
9. The Director reports a request from Kimberly Davis for a supplemental written examination for Public Safety Dispatcher I. Ms. Davis was absent for the examination on September 25, 2017, due to being scheduled to be out of town with her current job on the date for the examination.
10. Mr. Phillip Davis, Sr., Water Treatment Plant Operator I with the Mobile Area Water and Sewer System, requests to address the Personnel Board concerning excess annual leave.
11. The Director reports receipt of the following jurisdictional holiday schedules:
 - (A) 2017-2018 Fiscal Year Holiday Schedule for the Mobile County Commission,
 - (B) 2017-2018 Fiscal Year Holiday Schedule for the City of Citronelle.
12. Have the Board set a date for a hearing concerning the following appeals:
 - (A) Appeal from suspension filed by Britannia Rogers, Public Service Worker I with the City of Prichard,
 - (B) Appeal from dismissal filed by Joseph McKnight, former Firefighter with the City of Mobile Fire Rescue Department.
13. The Director recommends that the Order of the Board concerning Wanda Wright be spread fully upon the minutes.
14. Approval of the following meeting and hearing minutes of the Board:
 - (A) 17-17TH meeting held September 5, 2017,
 - (B) 17-18TH meeting held September 19, 2017,
 - (C) 17-20TH hearing held September 5, 2017,
 - (D) 17-21ST hearing held September 19, 2017,
 - (E) 17-22ND hearing held September 21, 2017.
15. Comments from the Director.
16. Business items from Board Members.