

18-17TH Meeting of the Board
Special Meeting and Public Hearing
8:30 a.m., Tuesday, August 21, 2018

(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 Mobile County:
 - (A) Adoption of Salary Grade 16, \$3,061.54 - \$4,894.32, for the classification of Electrician II,
 - (B) Adoption of Salary Grade 14, \$2,773.60 - \$4,432.02, for the classification of Maintenance Mechanic II.
2. If Item One is approved, Mobile County requests approval for the creation of the following positions:
 - (A) Creation of two (2) positions of Electrician II for the Building Maintenance Department,
 - (B) Creation of 10 positions of Maintenance Mechanic II for the Building Maintenance Department.
3. Public hearing concerning the request from the City of Mobile to amend RULE 9.3, PROMOTION LIST, currently reading as follows:

PROMOTION LIST. 9.3 The names of the applicants successfully passing the test shall be entered on a promotion list in order of rank according to their final earned average. The term of a promotion list shall normally be fixed at one year from the date of establishment provided, however, that the term of any promotion list may be extended or terminated at any time, or any promotion list may be revived if, in the judgment of the Board, the interests of the public service would be best served by such action.

The amended Rule 9.3 would read as follows:

PROMOTION LIST. 9.3 The names of the applicants successfully passing the test shall be entered on a promotion list in order of rank according to their final earned average. The term of a promotion list shall normally be fixed at one year from the date of establishment provided, however, that the term of any promotion list may be extended or terminated at any time, or any promotion list may be revived if, in the judgment of the Board, the interests of the public service would be best served by such action. *The term of a promotion list for sworn positions within the City of Mobile Police and Fire Departments shall be fixed at two (2) years from the date of establishment.*

4. Public hearing for consideration of comments and suggestions concerning the request from the City of Mobile for reclassification under Rule 10.18 of Brittany Parker, Community Resources Officer, part-time to permanent full-time.

5. Public hearing for consideration of comments and suggestions concerning the following request of the Mobile County Health Department for reclassification under Rule 10.18 of the following employees:
 - (A) Frank Foley, Public Service Worker I, seasonal part-time to permanent part-time,
 - (B) Julian Trenier, Public Service Worker I, seasonal part-time to permanent part-time.
6. Public hearing for consideration of comments and suggestions concerning the following request from the Mobile Public Library for reclassification under Rule 10.18 of the following employees:
 - (A) Jasmine Benjamin, Office Assistant I, part-time in Division 226, to permanent full-time in Division 233,
 - (B) Adrienne Williamson, Office Assistant I, part-time in Division 226 to permanent full-time in Division 233.
7. Have the Board set a date for a public hearing for consideration of comments and suggestions concerning the following requests from the City of Prichard:
 - (A) Amendment of Salary Range 33, \$1,429.00 - \$2,218.00, to Salary Range 35, \$1,576.00 - \$2,445.00, for the classification of Equipment Operator Trainee,
 - (B) Amendment of Salary Range 34, \$1,501.00 - \$2,328.00, to Salary Range 36, \$1,655.00 - \$2,567.00, for the classification of Equipment Operator I,
 - (C) Amendment of Salary Range 36, \$1,655.00 - \$2,567.00, to Salary Range 38, \$1,824.00 - \$2,830.00, for the classification of Equipment Operator II.
8. Have the Board set a date for a public hearing for consideration of comments and suggestions concerning the request from the City of Chickasaw for the amendment of the attached specification for the classification of Public Safety Officer.
9. Have the Board set a date for a public hearing for consideration of comments and suggestions concerning the following requests from the Mobile Area Water and Sewer System:
 - (A) Adoption of the attached specification for the classification of Asset Management Systems Manager,
 - (B) Adoption of Salary Grade 20, \$4,318.18 - \$6,903.25, for the classification of Asset Management Systems Manager,
 - (C) Adoption of the attached specification for the classification of Raw Water Technician,
 - (D) Adoption of Salary Grade 14, \$3,210.80 - \$5,132.95, for the classification of Raw Water Technician,
 - (E) Adoption of the attached specification for the classification of Raw Water Technician Supervisor,

- (F) Adoption of Salary Grade 18, \$3,912.05 - \$6,254.01, for the classification of Raw Water Technician Supervisor.
10. Have the Board set a date for a public hearing for consideration of comments and suggestions concerning the request from City of Creola for the adoption of Salary Grade 12, \$2,083.74 - \$3,331.17, for the classification of Assistant City Clerk.
 11. The Mobile Area Water and Sewer System requests approval for an extension of the Injured with Pay for Charles Benning, Jr., Crew Chief, for the period of August 13, 2018 through September 10, 2018. Mr. Benning exhausted his 1,040 hours on December 23, 2016.
 12. The Mobile Area Water and Sewer System requests approval to give each employee a \$40 grocery gift certificate for Christmas.
 13. The Director reports receipt of a request from Xatavier Miller for a supplemental written examination for Corrections Officer. Mr. Miller states he was absent for the examination on Monday, August 6, 2018, because his car stopped working while driving on the interstate to testing on the date of the examination.
 14. The Director reports approval of the following jurisdictional special merit increases:
 - (A) 7.5% special merit increase for Anna Blackmon, Fiscal Services Manager with the Mobile County Sheriff's Office. Ms. Blackmon always goes above and beyond in any duty she has been asked to perform. She always meets required deadlines and is very knowledgeable of her job duties in relation to banking, auditing, and daily tasks regarding jurisdictional accounts. She is always eager to assist and push through any obstacle she faces in Finance to ensure timeliness and accuracy of reporting and analysis of both internal and budget activities, including ensuring law enforcement initiative funds. The standards set for herself are displayed in her work and dedication, and she is a valuable asset at the Mobile County Sheriff's Office.
 - (B) 7.5% special merit increase for Roderick Bonner, Sheriff's Lieutenant with the Mobile County Sheriff's Office. Lieutenant Bonner excels in each of his daily tasks and in every aspect of his job duties. He possesses an excellent work ethic and analytical skills necessary with problem-solving matters. He performs tasks associated with all elections conducted by the Mobile County Probate Court. The coordination of those efforts is time-consuming and well-coordinated by Lieutenant Bonner, and he is always available when called upon, whether on or off-duty. He also oversees several areas of the department that are very public and time-sensitive. Lieutenant Bonner's character is above reproach. He is unfailing in his devotion to duty and dependability even in the most difficult of circumstances.
 - (C) 7.5% special merit increase for Mary Seaman, Office Assistant III with the Mobile County Sheriff's Office. Ms. Seaman serves as the supervisor for the Payroll Unit. In that capacity, she facilitates the daily operations of the office, including preparation of payroll for submission to Mobile County, oversees jurisdictional FMLA and Worker's Compensation requests, calculates and reconciles overtime, payroll, and wages of all employees. Ms. Seaman and her staff process payroll for 500 employees, which involves relational contact with the Mobile County Payroll Department, Mobile

County Human Resources Department, and the Mobile County Personnel Board. Her performance record substantiates her dedication to the Mobile County Sheriff's Office.

- (D) 7.5% special merit increase for Pamela Wilson, Office Assistant II with the Mobile County Sheriff's Office. Ms. Wilson serves as a clerk for the Payroll Unit. In that capacity, she works with supervision to facilitate the daily operations of the office, including preparation of payroll for submission to Mobile County, oversees jurisdictional FMLA and Worker's Compensation requests, calculates and reconciles overtime, payroll, and wages of all employees. Ms. Wilson assists with the processing of payroll for 500 employees, which involves relational contact with the Mobile County Payroll Department, Mobile County Human Resources Department, and the Mobile County Personnel Board. Her performance record substantiates her dedication to the Mobile County Sheriff's Office.
- (E) 5% special merit increase for Twanna Diamond-Gibbs, Office Manager with the Mobile County License Commission. Ms. Gibbs currently serves as the Office Manager for the License Commission at the Eight Mile location. She goes above and beyond to ensure the office runs smoothly. In addition to many changes consistently taking place, she ensures her staff is aware of necessary changes, and assists in the comprehension and implementation of proper jurisdictional revisions.
- (F) 5% special merit increase for Lisa McClure, Office Manager with the Mobile County License Commission. Ms. McClure currently serves as the Office Manager for the License Commission at the Michael Square location. She goes above and beyond to ensure the office runs effectively and efficiently. She has evolved into a very strong manager and multi-tasker, and her organizational skills are her best asset. Ms. McClure continues to learn and grow with taking advantage of courses to help excel her at her position.
- (G) 5% special merit increase for Felicia Thomas, Supplier Diversity Program Manager with the Mobile Area Water and Sewer System. Over the past year, the MAWSS Supplier Diversity Program has increased both in number of certified vendors and in percent utilization across the company. This increase is a direct result of her time and dedication to the program. Mrs. Thomas has helped MAWSS grow the program through two Mentor Protégé programs, multiple workshops, and partnerships created through contacts in Mobile County. The program is now recognized on the national level as identified in the recent issue of Diversity Magazine.
- (H) 5% special merit increase for Fatima Washington, Assistant Human Resources Officer with the Mobile Area Water and Sewer System. Over the past year, Ms. Washington worked to obtain her SHRM certification, a nationally recognized human resources certification she completed during non-working hours while maintaining a high quality job performance. Along with the certification, Ms. Washington self-taught and processed the ACA 1095 forms and data upload to the IRS. By performing this process in-house over a three-year period, Ms. Washington saved the jurisdiction approximately \$205,000.

15. The Director reports approval of the creation of one (1) additional position of Crew Chief for the City of Satsuma.

16. The Director presents the following jurisdictional holiday schedules:
 - (A) 2018 – 2019 Calendar Year Holiday Schedule for the Mobile Area Water and Sewer System,
 - (B) 2018 – 2019 Fiscal Year Holiday Schedule for the City of Creola,
 - (C) 2018 – 2019 Fiscal Year Holiday Schedule for the Water Works and Sewer Board of the City of Prichard.
17. Have the Board set a date for a public hearing concerning the appeal from dismissal filed by Kenneth McMillian, former Equipment Operator II with the City of Mobile Public Works Trash Department.
18. The Director recommends that the Order of the Board regarding Roy Solomon be spread fully upon the minutes.
19. Approval of the following meeting and hearing minutes of the Board:
 - (A) 18-16TH meeting held August 7, 2018,
 - (B) 18-13TH hearing held July 19, 2018,
 - (C) 18-17TH hearing held August 7, 2018,
 - (D) 18-18TH hearing held August 7, 2018,
 - (E) 18-19TH hearing held August 9, 2018.
20. Comments from the Director.
21. Business items from Board Members.