

18-20TH Meeting of the Board
Regular Meeting and Public Hearing
8:30 a.m., Tuesday, October 2, 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 the Mobile County Health Department:
 - (A) Re-establishment of the attached specification for the classification of Communicable Disease Specialist I,
 - (B) Adoption of Salary Grade 15, \$3,134.34 - \$5,010.72, for the classification of Communicable Disease Specialist I,
 - (C) Re-establishment of the attached specification for the classification of Communicable Disease Specialist II,
 - (D) Adoption of Salary Grade 16, \$3,293.02 - \$5,264.38, for the classification of Communicable Disease Specialist II,
 - (E) Re-establishment of the attached specification for the classification of Communicable Disease Specialist III,
 - (F) Adoption of Salary Grade 17, \$3,459.73 - \$5,530.89, for the classification of Communicable Disease Specialist III,
 - (G) Re-establishment of the attached specification for the classification of Communicable Disease Specialist Supervisor,
 - (H) Adoption of Salary Grade 18, \$3,634.88 - \$5,810.89, for the classification of Communicable Disease Specialist Supervisor.
2. If Item One is approved, the Mobile County Health Department requests approval for the creation of the following positions:
 - (A) Creation of five (5) positions of Communicable Disease Specialist I,
 - (B) Creation of one (1) position of Communicable Disease Specialist II,
 - (C) Creation of one (1) position of Communicable Disease Specialist III,
 - (D) Creation of one (1) position of Communicable Disease Specialist Supervisor.
3. In view of the regular board meeting in January falling on New Year's Day, Tuesday, January 1, 2019, the Director recommends that it be rescheduled for 8:30 a.m., Thursday, January 3, 2019.
4. Mobile County Commission requests approval of a 2.5% cost-of-living increase for all County employees, effective at the beginning of the next pay period, October 6, 2018, for bi-weekly employees, and effective November 1, 2018, for monthly employees.

5. The City of Mobile requests approval for the abolishment of the following classifications and positions:
 - (A) Database Analyst I,
 - (B) Database Analyst II,
 - (C) Database Analyst III.

6. The Town of Mount Vernon requests approval for the creation of one (1) position of Police Chief.

7. The Director is in receipt of a request from Captain Jonathan Lee, Police Captain with the City of Mobile Police Department, to address the Personnel Board regarding Educational Incentive Pay. This item was tabled from the 18-19TH Meeting held September 18, 2018.

8. The Director is in receipt of a request from the City of Mobile to address the Personnel Board regarding approval for special merit increases for seven (7) employees of the Mobile Fire Rescue Department. These employees have already been granted a merit and special merit increase within the last year in compliance with Rule, 5.4, Individual Merit Increases.

9. The Director reports approval of the following jurisdictional special merit increases:
 - (A) 2.5% special merit increases to 35 sworn firefighter personnel of the City of Mobile Fire Rescue Department, as specified on the submitted list, based upon quality and quantity of work, service ratings, and other measurements of performance as indicated by the department.

 - (B) 15% special merit increase for Charles Hunter, Police Officer with the City of Mobile Police Department, based upon the quality and quantity of work as indicated by service ratings and other measurements of performance determined by the department.

 - (C) 7.5% special merit increase for Monica Hester, Secretary III for the Mobile County Sheriff's Office. Over her entire employment history with the jurisdiction, Mrs. Hester has assumed a myriad of tasks not included in her required duties which necessitated successful interaction with detectives, analysts, and members of numerous other law enforcement agencies. Her wide array of skills and broad knowledge base are indispensable to the efficient and effective operation for the Sheriff's Office and the local law enforcement community.

 - (D) 7.5% special merit increase for Susan Smith, Secretary II with the Mobile County Sheriff's Office. Ms. Smith is responsible for scheduling, processing, and maintaining various stages involving candidates, interviews, and employee files for the human resources/payroll departments. In addition to her regular daily management office operations, she exemplifies a positive attitude and willingness to go beyond her job specification duties. She provides an exceptional work ethic and willingness to go beyond what is required.

 - (E) 7.5% special merit increase for Lori Williams, Tennis Center Assistant Manager for the City of Mobile Tennis Center. Ms. Williams has excelled in her supervisory skills, organization, hospitality/customer service, and she creates a positive team attitude. She has excelled in her supervisory role and demonstrates exceptional organizational skills. She exhibits great hospitality/customer service skills by improving key goals

of the Tennis Center in these areas along with mentoring other staff in these qualities. With 30+ tournaments ran by the department each year, Ms. Williams is a positive team player and has exercised flexibility in her schedule to accommodate the demanding and fluid hours to make adjustments because of possible rain delays and long matches.

- (F) 10% special merit increase for Lona Whitlock, Accountant II for the City of Mobile Accounting Department. Since the implementation of the MUNIS and Cashiering modules, Ms. Whitlock has gone over and beyond expectations in her accounting and technical support of these software systems. She is the Accountant II in charge of the MUNIS Cashiering module and is very involved with cash receipting regarding implementation, troubleshooting, and support throughout the Revenue, Animal Shelter, Police Records, Public Works, Trash, Court Referral, Municipal Court, and Permitting Departments. Ms. Whitlock is commended for all her efforts in the excellent work she performs for the City of Mobile.

10. In compliance with Mobile County Personnel Department Policy 156.1:

- (A) The Director reports receipt of a letter from the Mobile County Commission that consideration of a one-time non-recurring benefit or incentive will be made sometime after the beginning of the 2018-2019 Fiscal Year.
- (B) The Director reports receipt of a letter from the Utilities Board of the City of Bayou La Batre advising consideration of a possible bonus for employees will be made sometime after September 30TH, and they will notify the Personnel Board when a decision has been made for fiscal year 2018-2019.
- (C) The Director of the Mobile County Personnel Board is notifying the Board that consideration of any possible bonus for employees will be made sometime after the beginning of the 2018-2019 Fiscal Year.

11. The Director reports receipt of the following jurisdictional holiday schedules:

- (A) 2018 – 2019 Fiscal Year Holiday Schedule for the City of Saraland,
- (B) 2018 – 2019 Fiscal Year Holiday Schedule for the Mobile County Emergency Management Agency.

12. Have the Board set a date for a public hearing concerning the appeal from dismissal filed by Stephanie Warne, former Public Safety Dispatcher I with the City of Mobile Police Department.

13. Approval of the following meeting and hearing minutes of the Board:

- (A) 18-19TH meeting held September 18, 2018,
- (B) 18-21ST hearing held September 18, 2018,
- (C) 18-22ND hearing held September 20, 2018,
- (D) 18-23RD hearing held September 25, 2018.

14. Comments from the Director.

15. Business items from Board Members.