FINAL AGENDA

1. Public hearing for consideration of comments and suggestions concerning the following requests from Mobile County:

   (A) Amendment of the attached specification of Public Relations Officer,

   (B) Adoption of Salary Grade 18, $3,379.36 – $5,402.42, for the classification of Public Relations Officer.

2. If Item One is approved, Mobile County requests approval for the creation of one (1) position of Public Relations Officer for the County Commission Miscellaneous #2 Department.

3. Public hearing for consideration of comments and suggestions concerning the request from the City of Prichard for the adoption of Salary Range 36, $1,655.00 – $2,567.00, for the classification of Court Clerk I.

4. If Item Three is approved, the City of Prichard requests approval for the creation of two (2) positions of Court Clerk I for the City Clerk’s Office.

5. Have the Board set a date for a public hearing for consideration of comments and suggestions concerning the following requests from the City of Mobile:

   (A) Amendment of the salary grade for the Director of Human Resources from Salary Grade 24, $5,537.48 – $8,852.49, to Salary Grade 25, $6,112.34 – $9,771.49,

   (B) Amendment of the salary grade for Payroll Manager from Salary Grade 19, $3,550.44 – $5,675.92, to Salary Grade 21, $4,117.43 – $6,582.32,

   (C) Amendment of the salary grade for Assistant Traffic Engineering Director from Salary Grade 23, $5,016.68 – $8,019.92, to Salary Grade 26, $6,746.88 – $10,785.90,

   (D) Amendment of the salary grade for Traffic Engineering Director from Salary Grade 25, $6,112.34 – $9,771.49, to Salary Grade 27, $7,447.29 – $11,905.62.

6. Mobile County requests approval for an extension of the Injured with Pay for Steven Moulton, Public Service Worker I with the Public Works Construction Department, for the period of October 24, 2016 through November 16, 2016. Mr. Moulton has been on injured with pay from October 29, 2015 through October 21, 2016.

7. The Director reports receipt of a letter from the Mobile County Commission of its adopted Resolution regarding Appointing Authority matters in respects to the County Engineering and Public Works Departments.
8. The Director reports approval of the following special merit increases from the City of Mobile:

(A) Approval of a 10% special merit increase for Rebecca Barfield, Paralegal I for the City Legal Department. Ms. Barfield’s work is outstanding, and she consistently handles a heavy workload effectively and efficiently. She has frequently been asked to single-handedly perform all of the civil work for the office and adjusts her schedule to ensure all work is completed in a timely manner. Ms. Barfield serves as a great asset to the Legal Department.

(B) Approval of a 10% special merit increase for Debbie Matthews, Paralegal I for the City Legal Department. Ms. Matthews is highly motivated and effective employee who was initially trained to work on criminal matters and sought out additional training on title work and other civil matters. She handles all tasks swiftly and skillfully. Ms. Matthews serves as a valuable addition to the Legal Department.

(C) Approval of 5% special merit increases for Laurel Boothe and Paula Hillery, Municipal Enforcement Officers I with the City Municipal Enforcement Department. Both Ms. Boothe and Ms. Hillery have successfully received International Code Council, 2012 Property Maintenance and Housing Inspector certification.

(D) Approval of a 10% special merit increase for Gwendolyn Hall, Revenue Director for the City Revenue Department. With the implementation of the Tyler computer system, Ms. Hall has assumed additional responsibilities in City tax reporting management developments. She has also worked diligently streamlining internal work processes and reducing personnel costs, which generated cost savings to the City. Ms. Hall is commended for her strong leadership abilities, diligence, management skills, and increased responsibilities.

(E) Approval of a 10% special merit increase for Marilyn McMillan, Fiscal Officer II for the City Finance Department. Ms. McMillan has the responsibility for the creation and maintenance of all contracts related to the new funds of the City Capital Improvement Budget, which have caused a significant increase in contracts. She has also successfully assisted in the implementation of the new Tyler Software System while maintaining her daily job duties of requisition and reconciliation approvals. Ms. McMillan is a valued employee, and her work is to be commended.

(F) Approval of a 10% special merit increase for Relya Mallory, Capital Projects Administrator for the City Finance Department. Ms. Mallory has the responsibility for managing the additional income of the City Capital Improvement Budget without hiring any additional employees, which has saved the City personnel income. She has also successfully implemented the new Tyler Software System’s Project Ledger Module,
works closely with Tyler on monitoring issues, and conducts extensive external audits and reviews. Ms. Mallory is appreciated for her hardworking service and management skills.

9. The Director reports receipt of a letter from the City of Chickasaw requesting approval of the adoption of a College Educational Incentive Pay Policy for the City of Chickasaw to include any academic degrees that can be substantiated through certified official transcripts from a recognized college or university with an accredited program in academic degrees for all employees.

10. The Director reports approval of a 10% special merit increase for Dennis Sullivan, Public Service Supervisor II for the City of Chickasaw. Mr. Sullivan has been employed with the City of Chickasaw for 24 years and provides excellent service in his job duties and exceeds expectations. Mr. Sullivan has taken on multiple City Beautification projects as well as overseeing multiple major construction projects. He is passionate about his role and displays excellent leadership. The enthusiasm Mr. Sullivan exhibits has boosted morale in his department and goes above and beyond in his leadership functions. Mr. Sullivan is appreciated and deserves to be awarded for his efforts.

11. The Director reports approval of a 5% special merit increase for Jana Dukes, Police Captain for the City of Satsuma. Captain Dukes continues to go above and beyond her duties since promoted to the rank of Captain. She continues to bring new ideas to make the Police Department operations more efficient. Captain Dukes is viewed as an asset to the City of Satsuma.

12. The Director recommends that the following Order of the Board concerning Bernard Hollins be spread fully upon the minutes.

13. Approval of the minutes of the 16-20th hearing of the Board held August 4, 2016. This item was accidently left off of the 16-21st Meeting of the Board held August 15, 2016.

14. Comments from the Director.

15. Business items from Board Members.