

Board Packet - 06/05/2023 Agenda

I. Opening Remarks

II. Action Items

- A. Recommendation that the Board approves the Board Minutes for the meeting held on April 27, 2023.
- B. It is recommended that the Board approves the 2022-2023 Classification Survey Recommendations as reflected in the attached "2022-2023 Board Survey Report."
- C. Recommendation that the Board approves the Cyber Protection Insurance renewal policy between the Personnel Board and Beazley in the amount of \$9,080 for June 13, 2023 through June 13, 2024.
- D. Recommendation that the Board approves four new internal Board policies for adoption effective June 5, 2023:
 - 1) Credit Card Policy
 - 2) Telecommuting Policy
 - 3) Respectful Behavior and Conduct in the Workplace Policy
 - 4) Employee Fraternalization Policy
- E. Recommendation that the Board approves a new job, City Engineer - Birmingham. Based on gathered market data, the job is established with a pay grade of 36 and a salary range of \$94,619 - \$148,507 for the City of Birmingham.
- F. Recommendation that the Board approves the Jefferson County Department of Health resolution authorizing a one-time sign-on bonus in the amount of \$500, for persons hired as full-time dental assistants as an incentive to attract essential public health workers in accordance

with Section VIII (Pay Enhancements/Pay Incentives) of the Personnel Board 2022-2023 Salary Administration Guide & Pay Plan.

III. Jurisdiction Contracts

- A. Recommendation that the Board approves a new contract between the Jefferson County Department of Health and Carr, Riggs, & Ingram, LLC, who will develop an onboarding and training program for its clinical staff, to include the use of Dentrax and Athena (clinic software packages). Vendor will also identify key clinical performance indicators and process improvements designed to produce clinical efficiencies. This is a contract that is not to exceed one year and not to exceed \$30,000. Based on the fact that the contract is being used to address a specific business need, and will be temporary and sporadic in nature, this contract is recommended for approval.
- B. Recommendation that the Board approves a new contract between the City of Birmingham and Nolan Security. The contractor will provide armed security officers at various City events on an as-needed and temporary basis. This is a one-year contract with an estimated cost of \$17,000. The City anticipates that these services will comprise about nine (9) weeks of work. Based on the fact that the contract is being used on an as-needed basis, and will be temporary in nature, this contract is recommended for approval.
- C. Recommendation that the Board approves a new contract between the Jefferson County Information Technology Services department and Dell Technologies, who will relocate Jefferson County's VX Rail and related equipment from its current location in Birmingham, to Huntsville, AL, and will certify that equipment is installed and operating properly in the County's disaster recovery site. All equipment will continue to receive maintenance and support via Dell Technologies without having to go through a recertification process. This is a less than 1-year contract that will begin upon approval of the Commission and end on the date that Dell Technologies completes the provision of Services. Cost is set at \$51,255 for the relocation and reinstallation. Based on the fact that the contract is being used to

address a specific business need, and will be temporary in nature, this contract is recommended for approval.

- D. Recommendation that the Board approves a new contract between the Jefferson County Roads and Transportation Department and Contract Land Staff, LLC. to provide all professional services necessary for the right-of-way acquisition, including appraisal, appraisal review, acquisition, and relocation, for the Carson Road Improvements project in Jefferson County (Project Number JCP 37-18-429). Roads & Transportation is experiencing an atypical spike in workload due to Alabama Infrastructure Bank-funded projects. These projects include funding-related deadlines that necessitate the procurement of these right-of-way acquisition and survey services from an independent contractor to meet these deadlines. This is a 1-year contract with no extension options, and the cost is not to exceed \$400,000. Based on the fact that the contract is being used to offset a spike in the volume of work, and will be temporary in nature, this contract is recommended for approval.
- E. Recommendation that the Board approves a new contract between the Jefferson County Roads and Transportation Department and the following five contractors: Barge Design Solutions, Engineering Design Technology (EDT), Gonzalez-Strength & Associates, Sain & Associates, Thompson Engineering. Roads & Transportation is experiencing an atypical spike in workload due to Alabama Infrastructure Bank-funded projects. These projects include funding-related deadlines that necessitate the procurement of these right-of-way acquisition and survey services from an independent contractor to meet these deadlines. Each contractor will provide surveying services on an as needed basis, as required by the County Engineer, including location, construction and rights-of-way surveys. Each contract is a 1-year contract with no extension options. The estimated cost is not to exceed \$100,000, per contractor, (total cost \$500,000) for the term of the contract(s). The price per survey will be based on a fee sheet. Based on the fact that the contracts are being used to offset a spike in the volume of work, and will be temporary in nature, these contracts are recommended for approval.
- F. Recommendation that the Board approves a new contract between the Jefferson County General Services Department and South-East Switchgear to

conduct electrical equipment testing and inspection services annually to ensure that all electrical equipment is operational and within industry and manufacturer's tolerance and is installed in accordance with design specifications. Testing ensures that there are no "hot spots" in the electrical grid inside a building that could lead to fire, and includes high potential testing on cables, relay-testing calibration, insulation power factor testing, control wire function checkout, transformer saturation and polarity testing, as well as testing and inspection of cabling that connects the switchgear to other electrical circuits. These services must be performed by certified technicians in accordance with the National Electrical Code, National Electrical Manufacturer's Association Code, International Electrical Testing Association, and the American National Standards Institute. This is a 3-year contract in the amount of \$256,875, and includes cleaning, inspecting, testing, and preventive maintenance on 188 items in 13 locations throughout the County. Because these services will be conducted on a sporadic basis and must be performed by certified technicians, this contract is recommended for approval.

G. Recommendation that the Board approves a new contract between the Jefferson County Finance Department and Public Resources Advisory Group (PRAG). The contractor will provide financial advisement services in the matters relating to debt, credit trends, debt structuring and cash flow modeling, bond financing management, and financial advisory services related to the ratings for the County's General Obligation Warrant, Sewer Revenue System Warrant and School Warrant (Sales Tax) credits. The Board has previously approved a contract with PRAG for these services. This is a 3-year contract in the amount of approximately \$40,000 per year. Based on the fact that the work is performed sporadically and is generally contracted, this contract is recommended for approval.

H. Recommendation that the Board approves a new contract between the Jefferson County Board of Equalization and Graybar. The contractor will provide floor scanning, core drilling, and relocation and installation of electrical floor boxes in office space with cubicles. The work will be completed after regular business hours to minimize impact on department operations. The contractor will consult with Jefferson County IT and General

Services Departments during the floor scanning to ensure no damage to utility, data, or any building infrastructure. This is a 1-year contract in the amount of \$18,356.25. Based temporary nature of the services this contract is recommended for approval.

- I. Recommendation that the Board approves a new contract between the Jefferson County General Services Department and Rapiscan Systems, Inc., which will provide inspection, service, and certification of eleven Rapiscan x-ray machines. In order to maintain certification, these machines must be inspected annually and serviced by Rapiscan-certified technicians. This is a 1-year contract in the amount of \$59,974.97, and includes an option to renew the contract for two additional one-year terms for \$61,774.13 and \$63,627.20, respectively. The Board has previously approved a contract with this vendor for similar services. Based on the sporadic nature of the services, the work being generally contracted, and the lack of necessary tools and equipment to perform these services, this contract is recommended for approval.

IV. Administrative Leave with Pay

- A. Thomas Cleveland, Jefferson County Sheriff's Office - Request for 30-Day Extension of Administrative Leave with Pay

V. Contested Items

- A. David Jelks vs. Jefferson County Sheriff's Office - Case No. DA-2023-2429-JC (Suspension (25 days) & Termination) - Hearing Officer's Report & Recommendation
- B. Leslie Carlisle vs. City of Birmingham (Equipment Management) - Case No. DA-2022-2422-BH (Termination) - Hearing Officer's Report & Recommendation
- C. Derryo Fowler vs. City of Birmingham (Fire & Rescue Service) - Case Nos. DA-2022-2390-BH & DA-2022-2391-BH (Demotion/Suspension (60 days) & Termination)- Hearing Officer's Report & Recommendation

VI. Appeal of Director's Determination

A. Dock Scott - Appeal of Disqualification of Applications Based on Past Merit System Employment Record

Dock Scott was initially presented in the April 27th, 2023, board meeting. During the meeting, Mr. Scott stated he would like his attorney to be present and requested to reschedule his case at the next board meeting.

B. Michael Morris - Appeal of Disqualification of Applications Based on Past Merit System Employment Record

C. Dezmond Clopton - Appeal of Disqualification of Applications Based on Past Merit System Employment Record

D. Telia Hooks - Appeal of Disqualification of Applications Based on Past Merit System Employment Record

E. Anthony Fields - Appeal of Disqualification of Applications Based on Past Merit System Employment Record

VII. Information and Discussion Items

A. Recommendation that the Board acknowledges the Personnel Board's 2022 Annual Report which was distributed to the Citizens Supervisory Commission at its semi-annual meeting held on May 16, 2023.

B. Due to the date change of the May board meeting, the Director renewed the Board's business liability insurance policy between the Personnel Board and AmGuard in the amount of \$12,760 for June 1, 2023 through June 1, 2024. This year's premium is \$2,875 higher than last year's premium due to a rate increase imposed by the carrier, and the adjustment of the Board's computer equipment limit from \$750,000 to \$825,000 due to inflation.

C. Recommendation that the Board acknowledges the Director's administrative approval of a new contract between the Jefferson County Human Resources Department and Human Resource Management, Inc. (HRM) to review and update the County's Employee Handbook and Human Resources Manual (e.g., policies and procedures) and conduct a comprehensive Human Resources audit that will provide the County information that can be used to develop

short-term and long-range organizational goals related to managing human resources. HRM anticipates that primary tasks and project deliverables can be accomplished within twelve (12) months; the cost for services will be \$150 per hour, and the total cost is estimated to be \$150,000. Based on the fact that the contract is being used to address a critical business need, and will be temporary in nature, this contract is recommended for approval. This contract was administratively approved by the Director on May 23, 2023, due to the May Board meeting being moved to a date after the start of the submitted contract.

D. Recommendation that the Board acknowledges the list of Advanced Steps.

E. Recommendation that the Board acknowledges the following expenditure reports:

April 8, 2023 - April 22, 2023

April 23, 2023 - May 5, 2023

May 6, 2023 - May 19, 2023

VIII. Executive Session