

Board Packet - 10/26/2023 Agenda

I. Opening Remarks

II. Action Items

A. Recommendation that the Board approves the Board Minutes for the meeting held on October 3, 2023.

B. Recommendation that the Board approves one new internal Personnel Board policy and one revised Personnel Board policy for adoption effective October 26, 2023:

1) Break Time for Nursing Mothers Law, and amended to include Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act - new

2) Workplace Accommodation - revised

C. Recommendation that the Board approves a new job class of Workday Systems Specialist (#02524). This position will be used by the Personnel Board of Jefferson County and be responsible for performing critical quality control reviews to ensure appropriate and accurate processing of Merit System records within Workday, calculating and maintaining Merit System agencies' salary schedules, reviewing jurisdictions' payroll records for certification purposes, ensuring records are consistent with the Rules and Regulations, educating and training agency end users on Workday processes, and troubleshooting and ensuring resolution of any system or business processing errors. Based on available market and internal comparison data, this job is set at a grade 25 (salary range of \$56,069 - \$85,078).

III. Jurisdiction Contracts

A. Recommendation that the Board approves a new contract between the Jefferson County Information Services Department and WGI Geospatial for aerial photography services to produce new scale mapping and imagery for 1,124 square miles of Jefferson County. This information will be used by various Jefferson County departments and partners. This is a three (3) year contract with no extension option, at a cost of \$1,292,559.53. The Board previously approved a similar contract in 2019 for these services. Based on the fact that these services are specialized in nature, and are normally contracted, this contract is recommended for approval.

- B. Recommendation that the Board approves a new contract between the Jefferson Environmental Services Department and Building and Earth Sciences, Inc. The contractor will provide geotechnical, material testing and special inspection services to be utilized for various sewer line, pump station, and water reclamation facility projects and will vary according to each project's needs. These services may be required during design and/or construction and include both field and laboratory services. This is a three-year contract, with a cost not to exceed \$300,000, and services will be performed on an as-needed basis and linked to public works construction projects. Given that the services provided are sporadic in nature, and not Merit System work, this contract is recommended for approval.
- C. Recommendation that the Board approves a new contract between the Jefferson County Roads and Transportation Department and LaBella Associates. LaBella will develop Shannon Landfill cap repair construction drawings, a Project Manual for the bidding and construction of cap repairs at the landfill, conduct the pre-bid conference to provide clarity to bidders regarding the technical specifications and drawings, and correspond and meet with the County, the Alabama Department of Environmental Management (ADEM) and the US Fish and Wildlife Service as needed. This contract will not exceed \$55,000, and services are expected to be completed within six months. Based on the temporary and sporadic nature of this contract, it is recommended for approval.

IV. Administrative Leave with Pay

No items in this section

V. Contested Items

- A. Michael Williams vs. Jefferson County (Roads & Transportation)- Case No. DA-2023-2440-JC (Termination) - Hearing Officer's Report & Recommendation
- B. Gabriel Richard vs. City of Birmingham (Fire & Rescue Service) - Case No. DA-2023-2451-BH (Termination)- Hearing Officer's Report & Recommendation
- C. Marcus Matthews-Levins vs. City of Birmingham (Police Department)- Case No. DA-2023-2454-BH (Termination)- Joint Motion to Dismiss Appeal & Settlement Agreement

VI. Appeal of Director's Determination

- A. Lisa Potts - Appeal of Director's disqualification of application based on past Merit System employment record.

- B. Neicko White - Appeal of Director's disqualification of application based on past Merit System employment record. (Secondary Employment)
- C. Tiffany Peterson - Appeal of Director's disqualification of application based on past Merit System employment record.
- D. Quincy Coleman - Appeal of Director's disqualification of application based on past Merit System employment record.
- E. Kevin Stanley - Appeal of Director's determination regarding submitted grievance

VII. Information and Discussion Items

- A. Recommendation that the Board acknowledges the City of Bessemer's Ordinance #3666 , which grants an across-the-board 2% Cost of Living Adjustment to Classified Employees, effective October 17, 2023.
- B. Recommendation that the Board acknowledges City of Bessemer Resolution #839-23 authorizing one-time bonus payments (equivalent to 10% of salary) effective November 10, 2023 for two positions with the City (Finance Director and Community Development Director) as a result of assignment of additional duties and responsibilities stemming from the American Rescue Plan Act.
- C. Recommendation that the Board acknowledges the list of Advanced Steps.
- D. Recommendation that the Board acknowledges the following expenditure reports:

September 9, 2023 - September 22, 2023

September 23, 2023 - October 13, 2023

VIII. Executive Session