

Board Packet - 02/01/2024 (re-scheduled from 01/25/2024) Agenda

I. Opening Remarks

II. Action Items

- A. Recommendation that the Board approves the Board Minutes for the meeting held on December 5, 2023.
- B. Recommendation that the Board approves the updated 2024 Salary Administration Guide and Pay Plan. The Salary Administration Guide and Pay Plan is approved at least annually and periodically updated as needed. Only two changes have been made to the plan: Modifying the one-step premium for *English & Spanish Proficiency* (Premium #62) to be available for use in all job classes (it was formerly only allowable for Public Safety jobs) and adding School Resource Officer to *Tactical and Specialty Assignment* (Premium #8). Upon approval of the Pay Plan, these premiums would be available for use at the discretion of the Appointing Authority with approval of the Personnel Board.
- C. Recommendation that the Board approves the renewal of the Public Officials and Employment Practices Liability Insurance Policy between the Personnel Board of Jefferson County and Chubb (Ace American Insurance Company). The annual premium is \$22,998 (\$233 higher than last year's premium). The presented policy is for sixteen months (resulting in a total premium of \$30,664) in order to place the policy on the same renewal cycle as our business liability and cyber protection insurance policy renewals. The policy coverage period is January 31, 2024 through May 31, 2025.
- D. Recommendation that the Board approves the Personnel Board's expenditures for fiscal year 2023 in the amount of \$9,202,565.29.
- E. Recommendation that the Board approves a new Personnel Board Workplace Investigations Policy. This policy is an organizational policy applicable only

to the Personnel Board and its employees (i.e., not the Merit System as a whole).

- F. Recommendation that the Board approves the Director's reinstatement decisions pursuant to Rule 10.3 of the Rules and Regulations
- G. Recommendation that the Three-Member Board approve the roster of qualified individuals to serve as Hearing Officers for public hearings of disciplinary appeals in 2024. Pursuant to Section 22 of the Enabling Act and Rule 12 of the Rules and Regulations, the Personnel Board may appoint a Hearing Officer to conduct a public hearing for disciplinary appeals.

III. Jurisdiction Contracts

- A. Recommendation that the Board approves a new contract between the Jefferson County General Services Department and Johnson Controls. Johnson Controls will continue to provide 24/7 monitoring, and maintenance services for a wide range of equipment and systems located in Jefferson County facilities. These services cover METASYS™ controls, YORK™ chillers, CCure™ / P2000™ card access, ABB variable frequency drives, and cooling tower cleaning and sanitation. Maintenance and service on these systems requires specialized knowledge, training, and manufacturer-specific certifications, as well as proprietary software. Johnson Controls has been providing these services to Jefferson County for many years, and the Board has approved similar contracts in the past. This is a one (1) year contract, effective April 1, 2024 – March 31, 2025, with no extension option, at a cost of \$1,208,565. Based on the specialized nature of the services to be performed, including remote monitoring and parts, and the sporadic and limited nature of the services, this contract is recommended for approval.
- B. Recommendation that the Board approves an amendment to an existing contract (approved by the Board on July 13, 2021) that modifies the existing contract between Jefferson County and Premier Boiler and Combustion, LLC to add monthly maintenance for 25 additional boilers at 8 locations within Jefferson County. This amendment adds \$28,000 to the total contract amount, which is now \$114,145. Based on the fact that these services are generally contracted, the fact that the services performed are of a sporadic

nature, and the fact that County does not possess the equipment or supplies to perform the services, this contract amendment is recommended for approval.

C. Recommendation that the Board approves two new contracts between Jefferson County and Mauldin & Jenkins.

Contract 1: As consultants, Mauldin & Jenkins will provide assessments of departmental functions, workflow/business processes, and milestones to help the Board of Equalization optimize operations and ensure alignment of internal and external service delivery to the mission of the JeffCo Way. The scope of work will include reviewing the Department of Equalization's current taxonomy and core functions, service delivery models by core function, key processes, workflows, inputs/outputs, controls, use of technology, timeliness, levels of review, and governing requirements. Additionally, Mauldin & Jenkins will review organizational structure, customer service and process consistency at various customer serving locations, and develop meaningful recommendations to improve/enhance Finance and Revenue operations. This is a one (1) year contract that will not exceed \$49,360, with an estimated resource requirement of between 200 - 250 hours, and will be effective following approval by the Board and County Commission. The Board previously approved a similar contract for the Revenue and Finance departments. Based on the limited (temporary) and sporadic nature of these services, this contract is recommended for approval.

Contract 2: As consultants, Mauldin & Jenkins will provide ad hoc tasks related to various audits aimed at helping the County's Compliance Department ensure compliance through well-established standards, procedures, policies, internal controls, and training. Mauldin will assist the Compliance Department in developing a solid audit process, including, for example, development of scope, approach, workplan, resource requirements, interview request lists, meeting-specific interview questions, reviewing documentation, data analysis, and conducting anonymous electronic surveys and assessing the results. This is a two (2) year contract that will not exceed \$60,000 (\$30,000 per year). Per the hourly rates shown in the contract, it is estimated that 103 – 181 hours will be required per year for these services.

The contract will be effective following approval by the Board and County Commission. The Board previously approved a similar contract for the Revenue and Finance departments. Based on the temporary and sporadic nature of these services, this contract is recommended for approval.

IV. Administrative Leave with Pay

- A. Lynn Cooper, Jefferson County Sheriff's Office - Request for 30-Day Extension of Administrative Leave with Pay
- B. Erwin M. Sanchez, Jefferson County Sheriff's Office - Request for 30-Day Extension of Administrative Leave with Pay
- C. Cerell Cole, Jefferson County Sheriff's Office - Request for 30-Day Extension of Administrative Leave with Pay

V. Contested Items

- A. Ernie Watson vs. Jefferson County (Environmental Services)- Case No. DA-2023-2455-JC (Termination)- Joint Motion to Dismiss Appeal & Settlement Agreement
- B. Julian Anderson vs. Jefferson County (Youth Detention Center)- Case No. DA-2023-2458-JC (Termination)- Joint Motion to Dismiss Appeal & Settlement Agreement
- C. Natalyn Tucker vs. Jefferson County Department of Health- Case No. GR-2023-HD-08-0462 (Grievance)- Hearing Officer's Report & Recommendation
- D. Michelle Tate vs. City of Birmingham (Communications Department)- Case No. DA-2023-2463 (Termination)- Joint Motion to Dismiss Appeal & Settlement Agreement
- E. Keniquia Rutledge vs. City of Birmingham (Communications Department)- Case No. DA-2023-2456-BH - Hearing Officer's Report & Recommendation

VI. Appeal of Director's Determination

- A. Kelvin King - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record
- B. Daryl Brown, Jr. - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record
- C. Imani Dumas - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record
- D. Taurus Pyles - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record
- E. Domonique Mann - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record
- F. Tequisha Witherspoon - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record

VII. Information and Discussion Items

- A. Recommendation that the Board acknowledge the list of Advanced Steps for November and December 2023.
- B. Recommendation that the Board acknowledges the following expenditure reports:
 - November 11, 2023 through December 1, 2023
 - December 2, 2023 through December 15, 2023
 - December 16, 2023 through December 29, 2023
 - December 30, 2023 through January 12, 2024
- C. Recommendation that the Board acknowledges the contract amendment between the Personnel Board and Shree Shiva Hospitality, LLC. (DBA Hampton Inn & Suites Birmingham Downtown Tutwiler). The new company purchased the Tutwiler effective November 2023.

VIII. Executive Session