

**PROPOSED MEETING AGENDA**  
**PERSONNEL BOARD OF JEFFERSON COUNTY**  
**April 12, 2016**

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

II. OPERATIONAL UPDATES

Personnel Director's comments – Lorren Oliver  
Deputy Director's comments – Jeff Crenshaw  
Employment Testing – Brian Bellenger  
Applicant Services – Guy Dewees  
Employee Services – Kim Kinder  
Business Office – Cynthia Holiness

III. ACTION ITEMS

- a) Board minutes for the meeting held on March 8, 2016.
- b) Recommendation that the Board authorize a contract between the Personnel Board of Jefferson County and LinkedIn. LinkedIn is currently our best sourcing tool to find individuals for difficult to fill professional-level openings such as Application Developer, Training Advisor, and Public Relations Manager. It is the largest professional networking site in the world with 122 million registered accounts in the United States and growing at an annual rate of 14% (2 new profiles are created every minute). Registered users are mostly professionals with a college degree or higher and their demographics are fairly evenly distributed amongst gender and race. LinkedIn will provide three (3) Corporate Recruiter Accounts and Three (3) job slot packages. A job slot posting package will give us the ability to post up to three jobs at all times for 12 months. Jobs posted to job slots not only show in job seekers search results, but also within the profiles of individuals who might fit the qualifications for the job who may not necessarily be looking for a job. LinkedIn Corporate Recruiter accounts allow for the ability to see full profiles with unlimited search of the entire LinkedIn profile population. Corporate Recruiter is also fully collaborative allowing for the recruiting activity and projects of each team member to be shared and viewed by all team members. Additionally all accounts are dynamic which allows for the accounts to be moved from one individual to another should the need arise. It is recommended that the Board approve the contract with LinkedIn Inc. to provide the aforementioned services from May 28, 2016 through May 27, 2017. Total cost of these services is not to exceed \$29,130.
- c) Recommendation that the Board approve a contract with PeopleAdmin. The Personnel Board of Jefferson County utilizes a hosted Applicant Management System to provide its online application, position requisition, and position description functionality. These services have been provided by PeopleAdmin since 2004. These services have been provided by PeopleAdmin since 2004. The services were re-bid in 2007, 2010, and 2013, and again put out for bid by the Jefferson County Department of Purchasing in 2016. This contract results from request for proposal

#31-16 "Online Application and Software Hosting" which closed in March, 2016.

After reviewing the responses to the Request for Proposal (RFP), PeopleAdmin was the more cost effective vendor, in that they submitted a cost proposal that is 38% less than their previous bid and they have agreed to meet all the service levels and conditions specified in the RFP. PeopleAdmin is a key component of the integrated systems that comprise the Board's HRIMS. PeopleAdmin serves as the Board's online applicant management system and is web accessible to both applicants and jurisdictions. The system provides the capability for applicants to create online applications and to apply to open jobs. PeopleAdmin also provides the capability for jurisdictions to submit requests for and receive certification lists electronically. This contract results from request for proposal #31-16 "Online Application and Software Hosting" which closed in March, 2016. It is recommended that the Three-Member Board approve the contract between PeopleAdmin and the Personnel Board of Jefferson County for the hosting of the Board's online applicant management system for the term of one year covering April 1, 2016 to March 31, 2017 in the amount of \$37,485.00.

- d) Recommendation that the Board approve a contract between Jefferson County (Environmental Services) and B. H. Craig Construction. B. H. Craig Construction will provide specialized construction services for the Environmental Services Department of Jefferson County. These services include construction and rehabilitation on the barscreens, clarifiers and gas spheres at the Valley Creek Waste Water Treatment Plant including repairing collector arms, clarifier grout repair/replacement, and lead based paint abatement and repainting of the ferrous metal surfaces of the clarifiers and digester gas storage spheres. the services provided are not services that could be performed by Merit System employees due to the particular skills and knowledge required to perform the work including required painting certifications and special abatement procedures for lead coating. The contract term is one year, and the cost is \$2,898,600.00. Based on the specialized knowledge and skills required to perform the services as well as the sporadic nature of the work, the contract is recommended for approval.
- e) Recommendation that the Board approve a contract between Jefferson County Sheriff's Office and Advance Correctional Health, Inc. (ACH). ACH will provide medical care and services to inmates at the Jefferson County Jails in Birmingham and Bessemer. ACH provides emergency and non-emergency medical services including mental health services, dental services and lab services. ACH will also provide disposable medical, dental and office supplies and keep medical records on each inmate that receives healthcare. ACH provides medical services 24 hours/day and 7 days/week. Contract is three (3) years, from 3/1/2016 to 2/28/2019, at a cost of \$2,998,888.09 per year. Based on the fact that the services are generally contracted, the potential cost savings associated with contracting the work and the

fact that the services are provided 24 hours/day and 7 days/week, the contract is recommended for approval.

- f) Recommendation that the Board approve a contract between Jefferson County Sheriff's Office and UAB Board of Trustees. UAB TASC is the designated Community Corrections Program for Jefferson County, by a Resolution adopted by the Jefferson County Commission September 6, 1994. TASC provides community-based alternatives to offenders who would otherwise be incarcerated. UAB, through the TASC program, will provide the Sheriff's department with electronic monitoring services for offenders placed on house arrest. Contractor services will include 24/7 electronic monitoring, installation and removal of monitoring equipment, enrolling offenders, tracking and interpreting signals; logging and recording reports of offenders' daily movement. The services will be performed sporadically, on an as-needed basis, whenever offenders are sentenced to house arrest. The contract term is 10/1/2015 to 9/30/2016 and the cost is \$160,000. Based on the fact that that the Jefferson County Sheriff's Office does not have the equipment to perform the work, the work is customarily performed by independent contractors, and the estimated cost effectiveness of contracting the services, the contract is recommended for approval.
  
- g) Recommendation that the Board approve a contract between the City of Birmingham and the University of Alabama at Birmingham (UAB). UAB's Graduate School of Engineering will partner with the City of Birmingham in a pilot project to research, design, manufacture, install and test new storm drain inlet covers. UAB will be responsible for research and development and the City will be responsible to provide access to facilities, locations for testing and existing covers. At the end of the agreement, the City shall have ownership of all equipment and monitoring devices. The contract term is three (3) years at a total cost of \$600,000. Based on the fact that research and development is not Merit System work, the temporary nature of the services, and the potential costs to perform the work in-house, the contract is recommended for approval.
  
- h) Recommendation that the Board approve a proposed contract between the City of Birmingham and Arcadis, U. S., Inc. Arcadis will provide non-regulatory storm water services involving the development of a flood plain and watershed model for Valley Creek. The services will include project management, data collection, processing, analysis, surveying, hydrology, hydraulic and future conditions modeling, mapping and reporting. The Board last approved a contract between the City of Birmingham and Arcadis on September 9, 2014 to develop a watershed model for Village Creek. The contract expired December 31, 2015 and the total cost for the Village Creek model was \$596,012, which is comparable to the Valley Creek contract previously reviewed and approved by the Board. The Contract Approval Form indicated that a model for Valley Creek and Five Mile Creek would also be completed (see attached). The contract term is for two (2) years, from May 1, 2016 to May 1, 2018. The contract cost is \$607,551. Based on the non-regulatory services customarily

being performed by independent contractors, the fact that Merit System employees are performing the routine regulatory work and the fact that the services will be completed within 2 years, the agreement is recommended for approval conditioned on submission of the resulting contract for Personnel Board records.

- i) Recommendation that the Board approve a proposed contract between the City of Birmingham and AMEC Foster Wheeler (F/W). Amec Foster Wheeler (Amec F/W) is to provide professional consulting services. Amec F/W will serve as consultant to fully develop a post-construction stormwater ordinance and related policies, processes and procedures that integrate watershed master plans with green infrastructure (GI) and low impact development (LID) strategies and meet new requirements for post-construction development best management practices being required of all local governments statewide. The proposed start date for Phase 1 is upon execution, and estimated to be completed in three (3) months. The proposed cost is \$48,600. Based on the expert professional experience necessary to navigate the stakeholder as well as regulatory aspects of the development of this program, the sporadic nature of the work, and the fact that the services are generally contracted, the proposed contract is recommended for approval *conditioned* on submission of the resulting contract for Personnel Board records.
- j) Recommendation that the Board approve a proposed contract between the City of Birmingham and Village Creek Society. Village Creek Society (VCS) will provide public outreach for the Village Creek Greenway Program, a program that improves water quality through greenways, parks and trails. VCS will host events including community clean ups, storm water management training for Birmingham Schools and communities and workshops on how to improve and use Village Creek as a City asset. The services are performed sporadically. VCS will host 2 community clean-up events/year and 1 project/year at a cost of \$10,000. Based on the temporary and sporadic nature of the work, the proposal for services is recommended for approval conditioned on submission of the resulting contract for Personnel Board records.
- k) Recommendation that the Board approve a proposed contract between the City of Birmingham and Walter Schoel Engineering Co., Inc. Schoel will provide hydrologic consulting services for the Valley Creek Watershed that includes development of a flood warning system and is in partnership with the US Army Corps of Engineers, USGS, NWS and the Alabama Office of Water Resources. They will provide technical review and revision of the previously developed hydrology models, documentation and supporting data. The work requires specialized knowledge and skills to perform. This type of work would typically be performed by hydrologic engineers and hydraulic engineers. The term is one year, and the cost is \$20,000. Based on the fact that the work is temporary and sporadic, the proposal for services is recommended for approval conditioned on the submission of the resulting contract for Personnel Board records.

- l) Appeal of Personnel Director’s Determination – Vincent Green (Police Officer/Deputy Sheriff)
- m) Appeal of Personnel Director’s Determination – Carl Harris II (Firefighter)

IV. CONTESTED ITEMS

- a) Joyce Lanier vs. City of Birmingham (Public Works) (DA-2015-2050-BH) – H. O. Report and Recommendation
- b) Claymon S. White vs. City of Bessemer (Public Improvement) – H. O. Report and Recommendation
- c) Michael Phillips vs. City of Birmingham (Police) – H. O. Report and Recommendation
- d) Charles Kidd vs. City of Birmingham (Public Works) – DA-2015-2036-BH) – Show Cause Order
- e) Bryan R. Harrell vs. City of Birmingham (Fire and Rescue Svc) – (DA-2016-2058-BH) – Joint Motion to Dismiss & Settlement Agreement

V. INFORMATION AND DISCUSSION ITEMS

- a) Agreement between Jeff Co and the City of Kimberly to provide road maintenance
- b) Provisional Appointments
 

1. Bryan Person	City of Bessemer	Parks Maint Supt	Approved
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- c) Advance Steps
 

1. Horton, Patrick	Electrician	Birmingham	Approved
2. Angelo, Matthew	Deputy Sheriff	Sheriff’s Office	Denied
3. Brown, Enoch	Clinical Nursing Dir	Jefferson County	Approved
4. Bui, Tiffany	Court Clerk	Jefferson County	Approved
5. Ellison, Carrie	Admin Clerk	Jefferson County	Approved
6. Reese, Nadine	Clinical Pharmacist	Jefferson County	Approved
7. Walton, Joshua	Lifeguard	Fairfield	Approved
- d) February/March Board Bi-monthly Expenditure Reports

VI. EXECUTIVE SESSION