



Personnel Board of Jefferson County

The Foundation of Your Merit System Career

BOARD MEETING AGENDA - REVISED

January 11, 2022

I. **OPENING REMARKS** - L. Kenneth Moore, Chair

II. **ACTION ITEMS**

- a) Recommendation that the Board approves the Board Minutes for the meeting held on December 14, 2021.
- b) Recommendation that the Board approves a contract renewal for Public Officials and Employee Liability Insurance.
- c) Recommendation that the Board acknowledges the second Jefferson County Commission's Resolution extending the benefits for the Jefferson County Coronavirus Response Leave Program (JCCRLP); and approves for Board staff to participate and follow said Resolution extended to January 14, 2022 through July 1, 2022. The first extension will end on January 13, 2022. This Resolution allows employees to have paid sick leave for specified COVID-19 illnesses without impacting the employees' personal leave (sick and floating holidays).
- d) Recommendation that the Board approves the Director's reinstatement decisions pursuant to Rule 10.3 of the Rules and Regulations.
- e) New Job: Operations Center Manager Grade 33
Recommendation that the Board approves a Jefferson County request for a new position responsible for managing multiple divisions within the Operations Center, including Bulk Stores, Craft Positions and Skilled Maintenance workers, and will be focused on dispatching workers throughout to complete large-scale projects and managing a fleet of vehicles and small and heavy equipment. Market data suggests a salary range of \$76,114 - \$134,083. It is recommended to create a new position, Operations Center Manager (#08695), with a pay grade of 33 and a salary range of \$81,598 - \$126,568 for the County.
- f) Recommendation that the Board approves the PBJC recommendation for two (2) new premiums to use for employees in the Building Inspections job family who possess a combination inspector certification. If approved, eligible employees may receive premium pay for only one of the combination certifications:
 - Residential Combination Inspector, Commercial Combination Inspector, or Combination Plans Examiner Certification (Premium Code #35 – two steps)
 - Combination Inspector Certification (Premium Code #37 – three steps)

III. JURISDICTION CONTRACTS

- a) Recommendation that the Board approves a new contract between Jefferson County Department of Health – General Services and Servco, who will provide quarterly services for fourteen (14) Vaccine Coolers and twelve (12) Freezers at four (4) locations, which will include checking electrical connections and voltage supply; cleaning the condenser coils; checking the defrost timers and thermostat settings; and door gaskets. Technicians will ensure proper refrigerant levels, check all sight glasses and pressures, and will check the levels of Propylene Glycol in the vaccine coolers and freezers to ensure the mixtures are correct. This is a one (1) year contract effective February 11, 2022 – February 11, 2023, with no extension option and at a rate not to exceed \$5,000. Service estimate, without repairs, is \$3,940. Based on the sporadic nature of the services provided under this contract, this contract is recommended for approval.
- b) Recommendation that the Board approves a new contract between Jefferson County – Finance and IBML, who will provide document imaging services for Jefferson County that will generate retrievable images being placed onto a CD/DVD or other media platform. The Board approved a similar contract for these services on September 11, 2018. This is a three (3) year contract to be executed upon approval, with no extension option and at a rate of \$3,000,000 (not to exceed \$1,000,000 per year). Based on the fact that the work is sporadic and the significant cost savings to the County, this contract is recommended for approval.
- c) Recommendation that the Board approves a new contract between Jefferson County – Roads and Transportation and Woolpert, Inc., who will provide on-call technical support services related to the County's Cityworks asset management and permitting systems. This is a three (3) year contract to be executed upon approval, with no extension option, and at a rate of \$75,000 (\$25,000 per year). Based on the fact that services are of a specialized nature, generally contracted, and will be performed sporadically, this contract is recommended for approval.
- d) Recommendation that the Board approves a contract amendment between Jefferson County – Youth Detention Administration and UAB Health Services Foundation, P.C., who will provide part-time medical services (physicians and nurses) to Jefferson County's Family Court Youth Detention Center residents. The Board has approved similar contracts since 2012, and last approved a similar contract August 14, 2018. This is an amendment to a contract that was executed by the County in 2019. Previous contracts for these services had been provided to the Board; however, the current 2019 contract was inadvertently omitted from submission. The omission was realized when this current amendment was received. The current contract term was October 1, 2019 – September 30, 2022 (based on the amendment). This is amendment extends the contract for nine (9) month with no extension option and adds \$34,000 to the previous contract amount of \$135,000, for a total not to exceed \$169,000. This amendment adds: (1) an RN to provide COVID-19 screening and medical management of COVID positive patients, vaccinations, and related and (2) a physician to provide brief individual Cognitive Behavior Therapy sessions for up to ten residents, as needed. Based on the limited nature of the services

and the interdependency of the physician-nurse services, this contract is recommended for approval.

IV. **ADMINISTRATIVE LEAVE WITH PAY – None Submitted**

V. **CONTESTED ITEMS - Appeal of Disciplinary Actions (Suspension, Demotion, Termination)**

- a) Reva Palmer vs. City of Birmingham (Police Department) - Case No. DA-2021-2361-BH (Suspension – 10 Days) - Hearing Officer's Report & Recommendation
- b) Walter Wilson vs. City of Birmingham (Department of Public Works) - Case No. DA-2021-2356-BH (Suspension- 10 Days, 2 Days & 5 Days) - Joint Motion to Dismiss Appeal & Settlement Agreement

VI. **APPEAL OF DIRECTOR'S DETERMINATION – None Submitted**

VII. **INFORMATION AND DISCUSSION ITEMS**

- a) Recommendation that the Board acknowledges the City of Pleasant Grove Resolution #2021-51, to create a ten percent (10%) cost of living increase (COLA), effective December 18, 2021, for all classified employees, to include those in the Police and Fire Departments.
- b) Recommendation that the Board acknowledges the list of Advanced Steps.
- c) Recommendation that the Board acknowledges the following Expenditure Report(s):
 - 1. November 13, 2021 – December 10, 2021

VIII. **EXECUTIVE SESSION**