



Personnel Board of Jefferson County

The Foundation of Your Merit System Career

BOARD MEETING AGENDA - REVISED

February 8, 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 January 11, 2022.

b) New Job: Director of Parks and Leisure Services – Vestavia Hills Grade 34

Recommendation that the Board approves a request from Vestavia Hills for a new position responsible for overseeing multiple events and venues within the City that will generate revenue through site rentals. Market data suggests a salary range of \$81,363 - \$124,699. Recommends approval to create a new position, Director of Parks and Leisure Services-Vestavia Hills (#04198), with a pay grade of 34 and a salary range of \$90,522 - \$140,442, for Vestavia Hills.

c) New Job: Emergency Communications Trainer Grade 24

Recommendation that the Board approves a request from the City of Birmingham for a new position responsible for overseeing the training of new call center staff, including Communication Operators I & II, Public Safety Dispatchers, and Public Safety Telecommunicators, and will act as these employees' direct supervisor throughout the 16-week training program. Market data suggests a salary range of \$46,893 - \$72,259. Recommends approval to create a new position, Emergency Communications Trainer (#00660), with a pay grade of 24 and a salary range of \$47,798 - \$74,152, for Birmingham.

d) New Job: Information Security Analyst Grade 30

Recommendation that the Board approves a request from Jefferson County for a new position responsible for network security. Security responsibilities will consist of vulnerability/penetration testing, security audits and risk assessments, firewalls, computer networking and routing, cloud security, network protocols and packet analysis, responding to incidents, anti-virus and anti-malware, and access controls. Market data suggests a salary range of \$65,048 - \$101,048. Recommends approval to create a new position, Information Security Analyst (#02526), with a pay grade of 30 and a salary range of \$65,998 - \$102,440, available for use to all jurisdictions.

- e) Recommendation that the Board approves the Director's reinstatement decisions pursuant to Rule 10.3 of the Rules and Regulations. (Support Document Pending)
- f) Recommendation that the Board approves a revised PBJC Student Internship policy (internal to the PBJC only).

III. JURISDICTION CONTRACTS

- a) Recommendation that the Board approves a new contract between Jefferson County Department of Health – General Services and Bagby Elevator, who will provide elevator preventative maintenance servicing for eight (8) elevators at four (4) Jefferson County Department of Health facilities. This is a three (3) year contract effective March 11, 2022 – March 11, 2025, with no extension option and at a rate of \$64,548 (first year: \$21,024; second year: \$21,480; and third year: \$22,044). Based on the fact that the services provided are sporadic and generally contracted, this contract is recommended for approval.
- b) Recommendation that the Board approves a new contract between Jefferson County Department of Health – General Services and Comfort Systems, who will provide quarterly, semi-annual, and annual heating and air systems maintenance at four (4) Jefferson County Department of Health facilities. This is a three (3) year contract effective March 11, 2022 – March 11, 2025, with no extension option and at a rate of \$96,886 (first year: \$30,730; second year: \$32,270; third year: \$33,886). Based on the fact that it is more cost effective to the agency to contract these services, this contract is recommended for approval.
- c) Recommendation that the Board approves a one (1) year contract between Jefferson County - Finance and UAB Board of Trustees TASC to provide mental health and substance abuse services for Jefferson County residents involved in the criminal justice system within the following programs: (1) Mental Health Court in the Birmingham and Bessemer divisions; (2) Drug Court in the Birmingham and Bessemer divisions; and (3) on-site drug testing collection and analysis in the Birmingham and Bessemer divisions. The Board has approved similar contracts for many years, the most recent of which was approved on April 13, 2021 (see attached). The current contract was signed by UAB on January 6, 2022, and was submitted to the Board on January 19, 2022. This one (1) year contract effective October 1, 2021 – September 30, 2022, has not yet been executed by the County and the rate is not to exceed \$1,246,270. Based on the fact that UAB has the infrastructure in place to offer the services and is the designated Community Corrections Program for Jefferson County, the contract is recommended for approval.
- d) Recommendation that the Board approves a new contract between the Jefferson County Department of Health and B Grace Media, who will provide media campaign services related to COVID-19 to amplify the safety and effectiveness of the COVID-19 vaccine. Services will include media buys, marketing, production, community outreach to the LEP (Limited English Proficiency) community as well as strategy and tactical communications around the need for boosters and the availability of the JCDH as a resource for questions and answers. This is a three (3) month contract effective February 1, 2022 – April 8, 2022, with no extension option and at a rate of \$204,000. The B Grace Contract has been fully executed by the JCDH, minus payment, which typically happens after the work is performed. The JCDH engaged in the contract prior to Board approval due to the services

being time sensitive because of the current COVID-19 pandemic. The Board approved a similar contract on November 9, 2021 (see attached). Based on the fact that services are temporary and generally contracted, this contract is recommended for approval.

- e) Recommendation that the Board approves a one-year contract between Jefferson County Department of Health and AMT Staffing to provide temporary staffing, on a limited basis as needed, to assist the Jefferson County Department of Health during public health emergencies. The contractor will screen visitors and assist with COVID vaccination and testing clinics. The contract is effective March 3, 2022 - March 3, 2023, with no extension option and at cost not to exceed \$100,000. Based on the continuing public health emergency and the temporary and sporadic nature of the 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) Mantia Owens vs. City of Birmingham (Department of Public Works) - Case No. DA-2021-2355-BH (Suspension- 5 Days & 2 Days) - Hearing Officer's Report & Recommendation
- b) Michael Stinson vs. City of Birmingham (Police Department) - Case No. DA-2020-2301-BH (Termination) - Joint Motion to Dismiss Appeal & Settlement Agreement
- c) Erwin Jones vs. City of Leeds (Police Department) - Case No. DA-2022-2373-LD (Termination) - Motion to Stay Proceedings

VI. APPEAL OF DIRECTOR'S DETERMINATION

- a) Joseph A. Sanford – Appeal of Director's Determination (Rehire Disqualification from Recruitment and/or Examination)
- b) Darius G. Harville – Appeal of Director's Determination (Rehire Disqualification for Recruitment and/or Examination)
- c) Cedrick Thomas – Appeal of Director's Determination (Rehire Disqualification for Recruitment and/or Examination)
- d) Michael Campbell, City of Trussville - Appeal of Director's Grievance Determination

VII. INFORMATION AND DISCUSSION ITEMS

- a) Recommendation that the Board acknowledges the list of Advanced Steps.
- b) Recommendation that the Board acknowledges the following Expenditure Report(s):
 1. December 11, 2021 – December 31, 2021
 2. January 1, 2022 – January 14, 2022

VIII. EXECUTIVE SESSION