



# Personnel Board of Jefferson County

The Foundation of Your Merit System Career

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## **REVISED - BOARD MEETING AGENDA**

March 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 February 8, 2022.
- b) Recommendation that the Board approves the Director's reinstatement decisions pursuant to Rule 10.3 of the Rules and Regulations.
- c) Recommendation that the Board approves a new contract between the PBJC and Birmingham Barons, LLC. For several years, the Board has engaged in a corporate sponsorship with the Birmingham Barons to promote careers within the Merit System. The contract includes: One (1) 11' x 15' outfield fence sign; and sponsoring Emergency Responders Night. Given the lack of predictability of attendance due to the pandemic, this contract cost is \$17,500, which is at a substantial reduction in cost compared to the previous 2019 contract (\$27,000). The contract will be effective March 9, 2022 – March 8, 2023. Approval is recommended for this contract.
- d) New Job: Regional Grant Administrator & Program Manger                      Grade: 32

Recommendation that the Board approves the Jefferson County request for a new position responsible for overseeing the programs initiated through the federal Workforce Innovation and Opportunity Act grant. This position will manage the grant for a six-region area, including Jefferson County Merit System staff and others outside of the Merit System. Market data suggests a salary range of \$74,158 - \$123,665. Therefore, approval is recommended to create a new position, Regional Grant Administrator & Program Manager (#02999), with a pay grade of 32 and a salary range of \$77,709 - \$120,557, for Jefferson County.

### **III. JURISDICTION CONTRACTS**

- a) Recommendation that the Board approves a new contract between Jefferson

County – Environmental Services and ADCO Companies, who will provide annual inspection and maintenance for four (4) Cleaver-Brooks boilers. The Board has approved similar contracts with McCain Engineering and ADCO Companies. This is a three (3) year contract to be executed upon approval with no extension option and at a cost of \$153,439. Based on the fact that these services are generally contracted, the services performed are of a sporadic nature, and the County does not possess the equipment or supplies to perform the services, the contract is recommended for approval.

- b) Recommendation that the Board approves a new contract between the Jefferson County – Environmental Services and i3-Imagesoft. The County is purchasing the Hyland On-Base Document Management Software (DMS) system, and using i3-Imagesoft, LLC to develop and deploy a customized solution that enhances service request, work order, and inspection functionality for the County's Water Reclamation Facilities which includes nine (9) Water Reclamation Facilities and one-hundred seventy-six (176) pump stations. The Board approved contracts for similar services with Collier Engineering, Astadia, Inc., NextGen Healthcare, Inc., and most recently, Cogsdale, Inc. This is a three (3) year contract to be executed upon approval with no extension option and at a cost of \$642,923. Based on the fact that the services are generally contracted and specialized in nature, this contract is recommended for approval.
- c) Recommendation that the Board approves a new contract between Jefferson County – Information Technology and Ahead, Inc., who will assist Jefferson County in relocating its data center from the courthouse building into a Tier III Data Center (24/7 climate controlled, 99.99% service level agreement, hosted by DC Blox). Ahead will build and assemble the hardware, configure the hardware and software, and migrate the data. This is a six (6) month contract to be executed upon approval with no extension option and at a cost of \$54,000. Based on the fact the work to be performed is a one-time service, specialized in nature, and generally contracted, this contract is recommended for approval.
- d) Recommendation that the Board approves a new contract between the Jefferson County – Information Technology and Thompson Tractor, who will provide manufacturer-certified technicians to conduct monthly, quarterly, and annual maintenance and repair on thirty (30) radio tower generators located throughout Jefferson County. This is a three (3) year contract to be executed upon approval with no extension option and at a cost of \$163,500 (\$34,450 per year for scheduled maintenance; and \$20,050 allowance per year for unscheduled maintenance/repair). Based on the fact that services being

conducted are on a sporadic basis by certified technicians with specialized equipment, this contract is recommended for approval.

- e) Recommendation that the Board approves a new contract between Jefferson County – Roads and Transportation and Arcadis, US Inc., who will provide all professional engineering and technical services necessary for the County to implement an Intelligent Transportation System, establish updated traffic operation plans, and train Roads and Trans staff in ongoing maintenance and operation of the system. The Board has approved similar contracts for professional services, most recently with E-Ring and Catapult Systems. This is a one (1) year contract to be executed upon approval with no extension option and at a cost of \$1,651,000. Based on the fact that the services are specialized and typically contracted, this contract is recommended for approval.
- f) Recommendation that the Board approves a new contract between the Jefferson County Department of Health and The Bloom Group, who will provide consulting and government relations services to the Board of Health by monitoring legislative and regulatory activities related to the Board of Health, or having a potential to impact the Board of Health's mission or interest, by using its extensive network of contacts and access to engage and educate key decision makers regarding the Board of Health's mission and its interests, with the goal of protecting and furthering the same. This is a ten (10) month contract and at a rate of \$36,000 (not to exceed \$3,600 per month). Based on the fact that the services are temporary and sporadic in nature, this contract is recommended for approval.

#### **IV. ADMINISTRATIVE LEAVE WITH PAY**

- a) Jaymz Bagby, Jefferson County Sheriff's Office (30-Day Extension of Leave)
- b) Quin'Darus Reeves, Jefferson County Sheriff's Office (30-Day Extension of Leave)

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

- a) Steven Maddox vs. City of Birmingham (Fire & Rescue Service) Case No. DA-2021-2369-BH (Termination) - Hearing Officer's Report & Recommendation

- b) TyKeshia L. Hudson vs. Jefferson County (Bessemer Tax Assessor) Case No. DA-2021-2370-JC (Termination) - Joint Motion to Dismiss Appeal & Settlement Agreement

## **VI. APPEAL OF DIRECTOR'S DETERMINATION**

- a) Dezmond Clopton – Rehire Appeal
- b) Michael Morris – Rehire Appeal

## **VII. INFORMATION AND DISCUSSION ITEMS**

- a) Recommendation that the Board acknowledges the City of Fairfield Resolution #2022-03, granting a fifteen percent (15%) Cost of Living Adjustment for Fire and Police personnel, effective March 11, 2022. Based on the fact that this request is not within twelve (12) months of an applicable election, approval of the Board is not required. Thus, this information is provided for acknowledgement only.
- b) Recommendation that the Board acknowledges the list of Advanced Steps.
- c) Recommendation that the Board acknowledges the following Expenditure Report(s):
  - 1. January 15, 2022 – January 28, 2022
  - 2. January 29, 2022 – February 18, 2022
- d) Recommendation that the Board acknowledges the Personnel Board Director process.

## **VIII. EXECUTIVE SESSION**