



# Personnel Board of Jefferson County

The Foundation of Your Merit System Career

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## **BOARD MEETING AGENDA**

April 12, 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 March 8, 2022.
- b) Recommendation that the Board authorizes for the Personnel Board to enter into a three (3) year contract with LinkedIn, who will provide three (3) LinkedIn Corporate Recruiter Accounts (\$77,500.80) and five (5) job slot package (\$22,425.00). Total amount of contract is not to exceed \$99,925.80 (\$33,308.60 to be billed annually) which is a reduction of \$1,147.05 from the previous three-year contract. The services will be provided effective May 28, 2022 through May 27, 2025.
- c) New Job: City Attorney's Investigator Grade: 24

Recommendation that the Board approves the City of Birmingham request for a new position responsible for conducting a wide variety of pre-trial investigations for the Office of the City Attorney related to lawsuits in which the City is a party, or in the prosecution of civil, criminal, or administrative cases. Market data suggests a salary range of \$49,220 - \$82,339, which aligns with a Grade 24. Therefore, approval is recommended to create a new position, City Attorney's Investigator (#06476), with a pay grade of 24 and a salary range of \$47,798 - \$74,152, for the City of Birmingham.

- d) Recommendation that the Board approve the City of Birmingham request for a new recruitment and retention program for Firefighters, Firefighter Paramedics, Fire Apparatus Operators and Fire Lieutenants. The plan pays either a \$10,000 or \$5,000 sign on bonus to eligible individuals and a \$5,000 retention bonus to existing eligible employees. The plan parameters are included in the Board Item.
- e) Recommendation that the Board approves the Director's reinstatement decisions pursuant to Rule 10.3 of the Rules and Regulations. (Support document pending)

### **III. JURISDICTION CONTRACTS**

- a) Recommendation that the Board approve an amendment to a contract between

Jefferson County - Roads and Transportation Department and Collier Engineering, who will continue inventorying and assessing the condition of the County's guardrails, culverts, and signs. During the course of completing the original contract, Collier Engineering determined that 17,724 culverts, 12,353 signs, and 1,267 guardrails needed to be added to the scope. Based on the fact that the temporary and specialized services are being continued, and the fact that this type of work is generally contracted, this contract amendment is recommended for approval. No work has been done since the original contract was completed, and no monies have been paid to Collier Engineering since May 2021. The amended contract will recommence upon approval, and its new completion date is June 6, 2023; the contract's overall amount will increase from \$1,096,800 to \$1,756,925.

- b) Recommendation that the Board approve a new contract between the Jefferson County - Office of the Tax Assessor and E-Ring, Inc. Contractor will configure, install, and provide training and implementation support for a software module designed to allow taxpayers and attorneys to file homestead requests via the Internet. This is a one (1) year contract that includes \$125,000 for implementation, \$300,000 for software license fees, and \$50,000 for product support. The Board has approved similar software purchase and implementation contracts in the past. Based on the fact that the work is temporary in nature, requires specialized expertise not possessed by Merit System positions and is generally contracted, this contract is recommended for approval.
- c) Recommendation that the Board approve a new contract between Jefferson County - General Services Department and VSC Fire & Security, Inc., who will provide inspection, testing, maintenance, and repair of the County's fire equipment and systems in 14 locations throughout Jefferson County. This is a three (3) year contract effective May 23, 2022 – May 22, 2025, with no extension option and at an estimated cost of \$56,118 (\$18,706 per year). Based on the fact that these services must be performed by certified technicians using special equipment, are sporadic in nature, and are generally contracted, this contract is recommended for approval. The Board has approved contracts in the past for similar services, most recently with Global Fire Sprinklers.
- d) Recommendation that the Board approve a new contract between Jefferson County - General Services Department and Poole and Company Architects, who will provide floor plans and assessments of commercial real estate property to describe and benchmark the current condition of each system and component, estimate the remaining useful life, identify observed deficiencies, make recommendations regarding repairs, replacement and further investigation, and include a preliminary cost estimate to implement the recommended repairs and replacements. This is a three (3) year contract, effective upon Commission approval, with no extension option, and at an estimated cost of \$788,000. Based on the fact that some of the services are

construction related, the services are being performed temporarily, the County does not possess the equipment (software), and the fact that the services are generally contracted, this contract is recommended for approval.

- e) Recommendation that the Board approve a new contract between Jefferson County Department of Health - General Services Department and VSC Fire & Security, Inc., who will provide inspection, testing, and maintenance of the Health Department's Fire equipment and systems located in the Guy M Tate Building, General Services Annex, and the Eastern and Western Health Centers. This is a three (3) year contract effective April 27, 2022 – April 27, 2025, with no extension option and at an estimated cost not to exceed \$45,000 (fee based; \$14,550 estimated annual price). Based on the fact that these services must be performed by certified technicians using special equipment, are sporadic in nature, and are generally contracted, this contract is recommended for approval. The Board has approved contracts in the past for similar services, most recently with Global Fire Sprinklers
  
- f) Recommendation that the Board approve a new contract between the Jefferson County Department of Health - Administration and Anita Smith and Company, Inc. Contractor will provide professional writing services to the Health Department Board, as well as periodic updates that will include project progress, written drafts, transcripts and other pertinent information. This is a three (3) year contract in the amount of \$111,667. Based on the fact that the work is temporary and sporadic in nature, requires specialized expertise not possessed by any Merit System position and is generally contracted, this contract is recommended for approval.
  
- g) Recommendation that the Board approve a new contract between the Jefferson County Department of Health - Administration and Meredith Clement. Contractor will provide professional transcription services in conjunction with Anita Smith's production of a book on the history of the Jefferson County Department of Health. This is a three (3) year contract in the amount of \$13,459. Based on the fact that the work is temporary and sporadic in nature, this contract is recommended for approval.

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

- a) Jack Self – Jefferson County Sheriff (30-Day Extension of Leave)

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

- a) Sidney S. Skanes vs. City of Birmingham (Capital Projects) Case No. DA-2021-2371-BH (Termination) - Hearing Officer's Report & Recommendation
  
- b) Quincy Coleman vs. City of Birmingham (Human Resources Department)

Case No. DA-2018-2135-BH (Termination) - Hearing Officer's Report & Recommendation

**VI. APPEAL OF DIRECTOR'S DETERMINATION - None**

**VII. INFORMATION AND DISCUSSION ITEMS**

- a) Recommendation that the Board acknowledges the list of Advanced Steps.
- b) Recommendation that the Board acknowledges Resolution # 532-22 from the City of Birmingham granting a five percent (5%) Cost of Living Adjustments, effective April 16, 2022, for its eligible employees. Based on the fact that this request is not within the twelve (12) months of an applicable election, approval of the Board is not required. Thus, this information is provided for acknowledgement.
- c) Recommendation that the Board acknowledges Ordinance # 3638 from the City of Bessemer granting Cost of Living Adjustments, effective March 1, 2022. Based on the fact that this request is not within the twelve (12) months of an applicable election, approval of the Board is not required. Thus, this information is provided for acknowledgement.
- d) Recommendation that the Board acknowledges the following Expenditure Report(s):
  - 1. February 19, 2022 – March 4, 2022
  - 2. March 5, 2022 – March 18, 2022

**VIII. EXECUTIVE SESSION**