



Personnel Board of Jefferson County

The Foundation of Your Merit System Career

REVISED BOARD MEETING AGENDA

May 10, 2022

PUBLIC HEARING – 2021 ANNUAL SURVEY

I. OPENING REMARKS - L. Kenneth Moore, Chair

II. ACTION ITEMS

- a) Recommendation that the Board approves the Board Minutes for the meeting held on April 12, 2022.
- b) Recommendation that the Board approves the 2021 Annual Survey Results.
- c) Recommendation that the Board approves the business liability insurance renewal policy between the Personnel Board and AmGuard in the amount of \$9,885 for June 1, 2022 to June 1, 2023.

- d) New Job: Pediatrician Grade: 41

Recommendation that the Board approves to create a new position, Pediatrician (#07688), with a pay grade of 41 and a salary range of \$127,233 - \$197,392, for the Jefferson County Department of Health.

- e) Recommendation that the Board approves the revised PBJC Employee Handbook.
- f) Recommendation that the Board approves the Director's reinstatement decisions pursuant to Rule 10.3 of the Rules and Regulations. (Support document to be presented at the meeting.)

III. JURISDICTION CONTRACTS

- a) Recommendation that the Board approves a contract between the UAB Treatment Alternatives for Safer Communities (TASC) and the Jefferson County Community Development Department. UAB will provide ten (10) hours of physician time per week to conduct mental health assessments for defendants referred to the Jefferson County Adult Drug Court treatment program without an existing diagnosis, and provide one (1) full-time peer recovery specialist to provide recovery support. Funding is provided via DOJ

- Grant 15PBJA-21-GG-04127-DGCT. The Jefferson County Commission approved the Grant Agreement to accept the grant funds on January 20, 2022. However, the DOJ provided more funds than were requested and required Jefferson County to submit a Grant Award Modification to provide for the budgeting of the additional funds. The Grant Award Modification was not approved by the Department of Justice until March 23, 2022. Jefferson County received the executed contract back from UAB and submitted in MinuteTraq on March 23, 2022. Based on the fact that UAB has the infrastructure in place to offer these services and the contract is the means for UAB to obtain the grant funding, this contract is recommended for approval.
- b) Recommendation that the Board approves a new contract between the Jefferson County Community and Economic Development Department and ESD Truck Driving School, who will provide to Jefferson County (the administrator for the Central Alabama Partnership for Training and Employment (CAPTE) a Class A CDL Truck Driving Training Program via two contracts: one (1) for adults and one (1) for dislocated workers who have been unemployed as a result of layoffs. This is a one (1) year contract with an extension option of two (2) additional one (1) year terms, to be executed upon approval. Available amount under the grants is \$2,558,317. The Board has approved multiple contracts of this type in the past. Based on the fact that this work is not allowed to be performed by the County, serving as the Work Development Board, this contract is recommended for approval.
- c) Recommendation that the Board approves Amendment Three (3) to a previously approved contract with Cogsdale, Inc. The Board approved a five (5) year contract with Cogsdale on September 8, 2020, to oversee and implement data conversion and migration from the current sewer utility billing mainframe system to Cogsdale's software. Amendment Three (3) provides additional Project Management, Functional Consulting and Database Engineering services, as well as the development of a secure, modern and hosted Citizen Application for printing payoff letters. This application will replace the legacy portal (Citizen Payoff App). Amendment Three (3) extends the contract to August 2022, and adds an additional ten percent (10%) to the current total contract amount. The Board approved contracts for similar software conversion services with Collier Engineering, Astadia, Inc., and NextGen Healthcare, Inc. Based on the fact that the services are generally contracted and specialized in nature, the contract amendment is recommended for approval.
- d) Recommendation that the Board approves a new contract between the Jefferson County General Services Department and AC & DC Power Technologies. The contractor will develop, establish, and implement a routine preventive maintenance program for Jefferson County's seven (7) Uninterruptable Power Supply (UPS) systems, located at various County Facilities. This will include annual inspections, testing and repairs as needed. This is a three (3) year contract with no extension option, effective June 9, 2022 to June 08, 2025, at a cost of \$25,308 (cost stipulation of \$8,436 per

- year). Based on the fact that services must be performed by factory certified technicians, are conducted sporadically, are generally contracted and the fact that the County does not possess the equipment to perform the work, approval is recommended. The Board previously approved a similar contract with EOLA Power, which expires June 8, 2022.
- e) Recommendation that the Board approves a new contract between the Jefferson County General Services Department and Thompson Power Systems. Contractor will provide manufacturer-certified technicians to conduct monthly, quarterly, and annual maintenance and repair on twelve (12) County-owned generators in multiple locations throughout Jefferson County. This is a three (3) year contract at a cost of \$181,288.50 (\$60,429.50 per year + allowance for unscheduled maintenance/repair). Based on the fact that the work to be performed will be conducted on a sporadic basis and must be performed by certified technicians with specialized equipment, the contract is recommended for approval.
 - f) Recommendation that the Board approves a new contract between the Jefferson County Roads and Transportation Department and Nuisance Wildlife Control. The contractor will perform beaver management services at twenty-eight (28) locations by trapping and removing nuisance beavers who build dams that create hazards and force water to overflow into areas and roadways that are then damaged. This is a one (1) year contract with an extension option of two (2) years, at a cost not to exceed \$60,000 per year. Based on the fact that these services are generally contracted and will be performed sporadically, this contract is recommended for approval.
 - g) Recommendation that the Board approves a new contract between the Jefferson County Roads and Transportation Department and Gonzalez Strength and Associates who will provide light detection and ranging services on an on-call basis to determine acceptable clearances between pavement and bridges in high traffic areas where it is unsafe to use traditional surveying. Contractor will mobilize to bridge sites across Jefferson County, Alabama, as directed. This is a one (1) year contract with no options to extend, at a cost not to exceed \$50,000. Based on the fact that these services are generally contracted, require specialized skills and equipment not possessed by the County, and will be performed sporadically, this contract is recommended for approval.
 - h) Recommendation that the Board approves a new contract between the Jefferson County Human Resources Department and MetLife, who will manage the County's American's with Disabilities process and provide a 24/7 online platform to automate ADA claims and documentation. This is a 30-month contract, effective June 1, 2022, with an estimated cost of \$38,580 (well below the cost of conducting these services in-house), and will remove the County from direct involvement in claim adjudication, thus allowing ADA evaluations to be conducted and managed by objective, independent ADA professionals who can provide these services in a manner that is consistent

with regulatory requirements. Based on the fact that the County does not possess a platform/system to manage the ADA process in the manner of the contract, and the fact that it is more cost effective to contract the services rather than perform the services in-house, this contract is recommended for approval.

- i) Recommend that the Board approve a new contract between the Jefferson County Office of the Tax Assessor and E-Ring, Inc. Contractor will configure, install (integrate), and provide training and implementation support for its Capture ESRI add-in module to allow Jefferson County to seamlessly access Capture for the purpose of mapping and deed processing from within ESRI Arc Desktop product. Additionally, E-Ring will provide module training to County employees, and maintenance and support services, annually. This is a one (1) year contract with an option to renew maintenance and support annually, and at a cost of \$410,000 (\$300,000 for the license fee, \$50,000 for implementation, and \$60,000 for maintenance and 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.

IV. ADMINISTRATIVE LEAVE WITH PAY – None Submitted

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

- a) Antwan Duncan vs. City of Birmingham (Police Department) Case No. DA-2022-2375-BH (Termination) - Motion to Stay Proceedings
- b) Bobbie Loggins vs. City of Center Point (Public Works Department) Case No. DA-2021-2368-CP (Suspension -14 Days)- Hearing Officer's Report & Recommendation
- c) Jason Rickels vs. City of Tarrant (Fire Department) Case No. DA-2021-2336-TC (Termination) -Motion to Reinstate Case
- d) Angela Cook vs. City of Birmingham (Communications Department) Case No. DA-2022-2389-BH (Demotion)- Motion to Stay Demotion

VI. APPEAL OF DIRECTOR'S DETERMINATION – None Submitted

VII. INFORMATION AND DISCUSSION ITEMS

- a) Recommendation that the Board acknowledges the pending approval from the Citizens' Supervisory Committee Meeting. (Support document pending)
- b) Recommendation that the Board acknowledges the list of Advanced Steps.

- c) Recommendation that the Board acknowledges Ordinance #3645 from the City of Bessemer granting Cost of Living Adjustments, effective March, 1, 2022. This resolution amends Resolution #3638, acknowledged by the Personnel Board on April 12, 2022, to include public safety dispatchers and corrections officers.

- d) Recommendation that the Board acknowledges the following Expenditure Report(s):
 - 1. March 19, 2022 – April 1, 2022
 - 2. April 2, 2022 – April 15, 2022
 - 3. April 16, 2022 – April 30, 2022

VIII. EXECUTIVE SESSION