

Board Packet - 06/14/2022 Agenda

I. Opening Remarks

II. Action Items

- A. Recommendation that the Board approves the Board Minutes for the meeting held on May 10, 2022.
- B. Recommendation that the Board approves the proposed 2022-2023 budget of \$10,569,672 which is an increase of \$293,765 from the 2021-2022 budget.
- C. Recommendation that the Board approves the renewal of the Personnel Board's contract with AdTrav to provide travel services for ongoing business operations of the organization. The contract is for the period of October 1, 2022 through September 30, 2023 and the amount of the contract will not exceed \$56,640. This is the final renewal of this contract.
- D. Recommendation that the Board approves an engagement letter with each of the following firms to provide legal services to the Personnel Board for October 1, 2022 - September 30, 2023:
 - 1. Coyne Counsel & Consulting, LLC.
 - 2. Bainbridge, Mims, Rogers and Smith, LLP.
- E. Recommendation that the Board authorizes the Personnel Board to enter into a one (1) year contract with eSkills, who will provide access to on-line, skill based tests for use by the Board in screening job candidates. The contract amount will not exceed \$10,000 and will be for the period of October 1, 2022 through September 30, 2023.
- F. Recommendation that the Board approves a renewal of an insurance policy for the Board's Cyber Protection Insurance. The current policy will expire on June 13, 2022. Beazley Insurance (current vendor) proposes a premium of \$9,571.80 compared to last year's premium of \$8,880. This is an increase of \$691.80 due to the increase in cyber premiums industrywide, especially in healthcare and governmental sectors, due to high incidents of claims. This policy is effective June 13, 2022 - June 13, 2023.
- G. Recommendation that the Board approves the FY 2022-2023 Holiday Schedule.

- H. Recommendation that the Board approves a contract renewal between the PBJC and IBM SPSS maintenance agreement for the amount of \$12,113.70 for the period of August 1, 2022 through July 31, 2023. SPSS is a statistical software package that is used frequently by the Performance Measurement Division to conduct various statistical analyses. These analyses include test score calculations, questionnaire/survey analyses, adverse impact calculations, significance testing of group differences, item analyses, reliability, interrater agreement analyses, and analyses to support test development (e.g., factor analysis). Without this software, the PBJC would be unable to create tests according to accepted professional and legal standards. The existing technical support will expire July 31, 2022.
- I. Recommendation that the Board adopt the reclassification of its Human Resources Technician position located within Employee Relations to Human Resources Analyst effective October 1, 2022 based on the results of the 2021-22 Annual Classification Survey.
- J. 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.) PENDING
- K. Recommendation that the Board approves City of Tarrant Resolution #8915 applying a cost of living adjustment to its salary schedule and creating a separate public safety salary schedule for identified job classes.

III. Jurisdiction Contracts

- A. Recommend that the Board approve an amendment to a contract originally approved on January 14, 2020 between the Jefferson County Information Services Department and Gartner, Inc. The original contract amount was \$266,675; Amendment 1 added \$147,056, bringing the total to \$413,731, and extended the completion date to March 31, 2022; Amendment 2 adds \$49,390, bringing the total to \$463,121, and pushes the end date 60 days beyond Commission approval, which is expected to be June 21, 2022. Services outlined in this amendment have not begun. Based on the fact that the services are temporary, and the fact that these types of services are typically contracted, this contract amendment is recommended for approval.

- B. Recommend that the Board approve a new contract between the Jefferson County Human Resources and Perceptyx. The contractor will conduct three annual surveys of County employees to assess engagement, commitment, job satisfaction, and obtain feedback from employees. Survey results will be used to formulate action plans to improve employee morale and retention, with results being tracked and measured against Perceptyx's benchmark data of other clients to assess effectiveness of the action plans. This is a three (3) year contract, at a cost of \$53,000 per year, excluding reasonable travel and associated out-of-pocket expenses. Based on the fact that the work is sporadic, generally contracted, and the County does not have access to needed data for benchmarking, this contract is recommended for approval.
- C. Recommend that the Board approve an amendment to an existing contract (approved by the Board on July 13, 2021) between Jefferson County and Premier Boiler and Combustion, LLC to add additional boilers at additional locations within Jefferson County. The contract will be amended to provide quarterly maintenance, and annual inspection and tuning, on three boilers at the Bessemer Annex, and two electric back-up boilers, one at the Family Court complex, and the other at the Birmingham Courthouse. The original contract amount was \$74,070. This amendment adds \$12,075, bringing the total contract amount to \$86,145. Based on the fact that these services are generally contracted, the fact that the services performed are of a sporadic nature, and the fact that County does not possess the equipment or supplies to perform the services, this contract amendment is recommended for approval.
- D. Recommend that the Board conditionally approve the County to engage in a contract with a vendor to be determined to manage the County's FMLA and ADA processes by providing a 24/7 online platform to automate claims and submission of documentation, and provide insurance benefit products and services, such as, Life Insurance, Short-and Long-Term Disability insurance, etc. The result of bundling these services is a projected savings of \$190,000 over the three-year agreement. Both leave-management administration services and insurance benefits products are currently performed under approved contracts, this current approval is to allow for bundling of these services into a single provider in order to experience the outlined cost savings. Conditional approval to engage in the contract is recommended, conditioned on the County submitting the final contract to the Board for its records and that contract not deviating in any substantial manner from the representations made in this submission.

IV. Administrative Leave with Pay

- A. Richard Lovelady, Jefferson County Sheriff's Office (30-Day Extension of Leave)
- B. Cordell Foster, Jefferson County Sheriff's Office (30-Day Extension of Leave)
- C. Terrence Smith, Jefferson County Sheriff's Office (30-Day Extension of Leave)
- D. David Jelks, Jefferson County Sheriff's Office (30-Day Extension of Leave)
- E. Kenneth Holmes, Jefferson County Sheriff's Office (30-Day Extension of Leave)

V. Contested Items

- A. Michael Israel vs. City of Birmingham (Fire & Rescue Service) Case No. DA-2022-2379-BH (Suspension – 30 Days) - Hearing Officer's Report & Recommendation
- B. Ralph Howze vs. Jefferson County Sheriff's Office - Case No. DA-2022-2377-JC (Suspension -21 Days) - Hearing Officer's Report & Recommendation

VI. Appeal of Director's Determination

- A. Recommend the Board uphold the Director's determination to disqualify Ms. Sander's application based on the rehire eligibility determination and the past employment record on file with the Personnel Board.
- B. Recommend the Board uphold the Director's determination that the matter is not grievable under Rule 15 of the Personnel Board Rules and Regulations.

VII. Information and Discussion Items

A. **Recommendation that the Board acknowledges the list of Advanced Steps.**

B. THIS CONTRACT WAS ADMINISTRATIVELY APPROVED JUNE 6, 2022.

Recommend that the Board acknowledge an amendment to a previously approved contract between the Jefferson Information Technology Department and Astadia, Inc. The contractor continues to provide maintenance support for the County's migrated Mainframe applications as the County implements its Cogsdale Sewer Utility Billing project for the Environmental Services Department. The contract was most recently approved by the Board on on November 9, 2021. This current amendment was administratively approved, as it only served to extend the end date of the contract at no additional cost (contract amount remains \$84,840) and the basis for the original approval remained unchanged.

C. Recommendation that the Board acknowledges the following expenditure reports:

May 1, 2022 - May 13, 2022

May 14, 2022 - May 27, 2022

VIII. Executive Session