

Board Packet - 09/29/2022 Agenda

I. Opening Remarks

II. Action Items

- A. Recommendation that the Board approves the Board Minutes for the meeting held on August 25, 2022.
- B. Recommendation that the Board approves the 2022-2023 Salary Administration Guide and Pay Plan.
- C. Recommendation that the Board approves a sixty-day contract extension between ConvergeOne and the Personnel Board of Jefferson County. The extension would allow the transfer of services between ConvergeOne and AT&T. AT&T was awarded RFP # 37-22 "Hosted VOIP solution for the Personnel Board". The contract extension would allow AT&T time to implement and install necessary equipment as well as transfer the Personnel Board telephone numbers from one provider to another. The contracted extension will be for a monthly fee of \$2,315.00.
- D. Recommendation that the Board approves the new job of Enterprise Resource Planning Division Manager, Grade 35, for the City of Birmingham. This position will be responsible for implementing and overseeing the administration of the City's Enterprise Resource Planning (ERP) software system owned by the Finance Department. This role will serve as the Finance Department's liaison to various city departments, vendor resources, etc. that utilize financial systems
- E. Recommendedation that the Board approves this one-time lump sum longevity payment for full-time classified Jefferson County Health Department employees.
- F. Recommendation that the Board approves City of Trussville resolution #2022-45 establishing a new salary schedule for public safety job classes and resolution #2022-47 applying a 5.0% cost of living adjustment to its base

salary schedule and a 7.5% adjustment to its newly created public safety schedule effective October 8, 2022.

- G. Recommendation that the Board approves the City of Vestavia Hills resolution #5405 applying a 5.0% COLA to its base schedule, creating a new salary schedule for public safety job classes and applying an additional 2.5% increase over the base schedule, and creating a new executive salary schedule and applying a 5.0% increase over the base schedule, effective October 1, 2022.
- H. Recommendation that the Board approves Jefferson County Commission resolution #9439 providing a 5% increase in the Jefferson County base schedule.
- I. Recommendation that the Board re-appoint Robert Webb to Pension Board Member Number One – Firefighters' and Police Officers' Supplemental Pension Board, City of Birmingham to serve a four (4) year term from November 12, 2022 through November 11, 2026.
- J. Recommendation that the Board approves the Director's reinstatement decisions pursuant to Rule 10.3 of the Rules and Regulations.

III. Jurisdiction Contracts

- A. Recommendation that the Board approves a new contract between the Jefferson County Information Technology Department and CDW-G, LLC. The contractor will provide one each internal and external penetration test for Jefferson County to determine where any network weaknesses exist and expose security flaws that vulnerability assessments do not usually detect. As a security best practice, and part of the County's annual attestations to their cyber-liability insurance companies, the County must pay a third party to test the security of its network, applications, and services remotely and on the network, both of which require special tools, skills, and regular practice to perform. The cost for these tests is \$25,000 (\$12,500 per test) and was included in a price list the County has had in place with CDW-G since 12/10/2021. Because of the nature of the services, and the fact that they are

required to be performed by a third party, this contract is recommended for approval.

- B. Recommendation that the Board approves a new contract between the Jefferson County Information Technology Department and CDW-G, LLC. Through this contract, Jefferson County is securing CDW-G with a retainer fee to formalize a relationship, cost, and response structure (directly and through the County's cyber liability insurance provider) to help, if they become victims of a security breach. The cost is \$22,225 and was included in a price list the County has had in place with CDW-G since 12/10/2021. Because services of this nature are generally contracted and are performed only sporadically, this contract is recommended for approval.
- C. Recommendation that the Board approves a contract between the Jefferson County Environmental Services Department and the U.S. Dept. of the Interior Geological Survey (USGS), who will continue to operate thirteen (13) continuous-record streamflow gaging stations with data collection platforms in Jefferson County and includes the water quality monitoring of temperatures, specific-conductance, and dissolved oxygen at seven of those stations. This is a one (1) year contract, effective October 1, 2022 – September 30, 2023. The Board has approved similar contracts with the USGS for many years. Based on the fact that the County does not possess the equipment to perform the services, and the fact that these services are traditionally contracted due to the specialized knowledge and experience required, the contract is recommended for approval.
- D. Recommendation that the Board approves a new contract between the Jefferson County Environmental Services Department and Switch. The contractor will acquire and install an audio/visual system for the Shades Valley Complex Training Room, including projector, sound system, video conference and automation equipment. This is a 1-year contract, at a cost of \$53,645.63, of which \$28,850.63 is for the equipment, and \$24,795.00 is for installation. Switch will provide a 1-year full-service warranty. The contract allows, at the County's option, for two (2) additional 1-year periods, not to exceed three (3) full years, for support, maintenance and repair as needed at

a rate of \$145 per hour. Because these services are generally contracted and sporadic in nature, this contract is recommended for approval.

- E. Recommendation that the Board approves a new contract between the Jefferson County Roads and Transportation Department and Central Alabama Asphalt & Construction Company. The contractor will provide standard paving services for existing roads on an as-needed basis, and includes approximately 3,500 tons of asphalt and 10 miles of roadway paving on an annual basis (approximately 8% of the road paving that needs to be completed annually); areas of paving services can consist of multiple streets within a two-mile radius. This contract is being established to supplement the paving work performed by County employees. The estimated cost of the contract is \$350,000, and the contract allows for two 1-year renewals. The contract is recommended for approval because the work will be performed on an as-needed and sporadic basis. The Board has approved similar road work contracts in the past.
- F. Recommendation that the Board approves a new contract between the Jefferson County Department of Health and The Bloom Group, to continue to 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 1-year contract costing \$36,000 (plus a maximum of \$5,000 for expenses). Based on the fact that the services are temporary and sporadic in nature, this contract is recommended for approval.
- G. Recommendation that the Board approves a new contract between the Jefferson County Department of Health (JCDH) and The Force Law Enforcement and Security Company who will provide security services at the Jefferson County Department of Health (JCDH) on a part-time and as-needed basis. Unarmed guard services under this contract will be used primarily to provide coverage on weekends at the Guy M. Tate Building at \$18 per hour

(\$44,928); additional coverage to be provided during holidays, special events, and when JCDH Classified Guards are absent due to illness or vacation (no more than \$5,072). Law enforcement services under this contract will be located at Central, Eastern, and Western clinics Monday – Friday between the hours of 7:30a.m. and 4:30 p.m. at \$40 per hour (\$395,200); additional coverage to be provided during special events (no more than \$4,800). These are one (1) year contracts, effective October 1, 2022 – September 30, 2023, with no extension option. Based on the sporadic nature of the guard services, and the fact that the JCDH has no authority to directly hire law enforcement officers, these contracts are recommended for approval.

H. The City of Leeds has submitted Resolution #2022-09-06 authorizing a \$50,000 appropriation of funds (in five separate \$10,000 appropriations over the course of one year) to the Main Street Alabama program subject to determination of the Personnel Board that the appropriation is not in violation of the Enabling Act or the Personnel Board of Jefferson County Rules & Regulations. Leeds Main Street will partner with Main Street Alabama to implement their four-step approach of Organization, Promotion, Design and Economic Vitality to revitalize Leeds' main street by focusing on the redevelopment of the downtown district. Approval of the resolution is recommended based on representations by Leeds Main Street that the appropriations will not be used for staffing. Under the resolution Leeds Main Street is to provide the regular submission of quarterly written reports to the City Finance Committee providing detailed explanations of exactly how the appropriated public funds have been utilized to date during the prior quarterly period.

IV. Administrative Leave with Pay

- A. Brian Stokes, City of Birmingham (Extension of Leave) - The City of Birmingham requested to place Mr. Stokes in the status of administrative leave with pay for a total of eighteen (18) days. The first (15) days have been authorized by the Appointing Authority and the Director, the remaining three (3) days are presented for approval by the Board.

V. Contested Items

- A. Angela Cook vs. City of Birmingham (Communications) - Case Nos. DA-2021-2372-BH & DA-2022-2389-BH (Suspension - 8 Days/Demotion) - Hearing Officer's Report & Recommendation
- B. George Cowgill vs. City of Birmingham (Fire & Rescue Service)- Case No. DA-2022-2396-BH (Demotion) - Respondent's Motion to Stay
- C. Jaymz Bagby vs. Jefferson County Sheriff's Office - Case No. DA-2022-2393-JC (Suspension - 15 days) - Hearing Officer's Report & Recommendation

VI. Appeal of Director's Determination

- A. City of Tarrant Appeal of Director's Decision Regarding Request to Disqualify Ms. Melanie Jennings from Certification List.
- B. Telia Hooks - Appeal of Director's decision to disqualify Ms. Hooks' application due to her past Merit System employment record.
- C. Alfonzo Taylor - Appeal of Director's decision to disqualify Mr Taylor's application due to his past Merit System employment record.

VII. Information and Discussion Items

- A. Recommendation that the Board acknowledges the list of Advanced Steps.
- B. Correction to the ThinkGard contract amount for the Personnel Board's Disaster Recovery Services.
- C. Recommendation that the Board acknowledge the resolution # 2022-10 adopted by the City of Fairfield providing a 15% cost of living increase for its base salary schedule.
- D. Recommendation that the Board acknowledge the resolution adopted by the Jefferson County Emergency Management Agency providing a 2% cost of living increase for its salary schedule.
- E. Recommendation that the Board acknowledge Resolution # 2243 adopted by the City of Fultondale providing a 5% cost of living increase.
- F. Recommendation that the Board approves the City of Mountain Brook's resolution #2021-142 applying a 4.5% COLA to its salary schedule effective October 11, 2022.
- G. Recommendation that the Board acknowledge a Resolution adopted by the City of Homewood providing a 5% cost of living increase.
- H. Recommendation that the Board acknowledge the resolution # 6339 adopted by the City of Hueytown providing a 1.25% cost of living increase for its eligible employees.
- I. Bi-monthly expenditure reports:
 - August 13, 2022 through September 2, 2022
 - September 3, 2022 through September 23, 2022

VIII. Executive Session