

Board Packet - 10/03/2023 Agenda

I. Opening Remarks

II. Action Items

- A. Recommendation that the Board approves the Board Minutes for the meeting held on August 24, 2023.
- B. Recommendation that the Board approves the Resolution for Board staff to receive a five percent cost of living adjustment effective October 7, 2023.
- C. Recommendation that the Board approves the renewal of a Personnel Board contract with eSkills to provide computer-based skills testing to job candidates for October 1, 2023 through September 3, 2024. The contract is based on an estimate of 2,000 on-line tests administered with no additional costs should the number of tests exceed this number. The contract amount will not exceed \$10,000 (same cost as last year).
- D. Recommendation that the Board approves the renewal of a contract with One Diversified, LLC. to provide routine maintenance and support for the 2nd Floor Testing Facility for October 1, 2023 through September 30, 2024. The contract amount is \$21,387.
- E. Recommendation that the Board approves a contractual agreement between the Personnel Board and Ms. Concetta Lewis (Vice President of Talent at Daxko) to serve as a guest speaker and facilitator during the Personnel Board's In-Service Day. The contract amount is \$500.
- F. Recommendation that the Board approves a contract between the Personnel Board and ACT WorkKeys. The contract will allow the Personnel Board to become an authorized administrator of the ACT WorkKeys BAT test, a test required by the State for some Police Officer applicants to be eligible to attend the Police Academy. Engaging in this contract will allow the Personnel Board to administer the test at no cost to the candidate (i.e., the Personnel Board will cover the cost) in an effort to help remove a significant obstacle to applicants desiring to be considered for the position of Police Officer or Deputy Sheriff. The contract covers the term of November 1, 2023 and September 30, 2024 at a cost of \$40.50 per test (total cost for three individual components at \$13.50 per test).

- G. Recommendation that the Board approves the City of Birmingham's request to appoint the position of Capital Projects Director for the Capital Projects Department to the Exempt Executive Service.
- H. Recommendation that the Board approves the new job class of Chief District Attorney's Investigator (#06477), with a pay grade of 28, and a salary range of \$67,142 to \$104,166 for Jefferson County. This position will be used by the Jefferson County District Attorney's Office and will oversee and lead investigative operations within the District Attorney's Office.
- I. Recommendation that the Board approves the new job class of Park Ranger (#06550), with a pay grade of 18, and a salary range of \$39,312 - \$61,006 for the City of Birmingham. This position will be used by the Birmingham Police Department and will be responsible for patrolling assigned parks on foot or by vehicle to guard against vandalism, fire, theft, unlawful entry and other pertinent dangers to the park and park visitors.
- J. Recommendation that the Board approves a new job class of Social Media Specialist (#02520) at a pay grade of 22. This position will be used by the Personnel Board of Jefferson County and will be available to any Merit System agency that needs a social media position. The job is intended to enhance an Agency's online presence, engage with its target audience, and drive awareness of Agency activities and career and employment opportunities through various social media platforms. The job will also design, plan, and execute all social media and digital marketing content including websites, system graphics, social media, and electronic marketing materials, as well as occasional printed marketing materials.
- K. Recommendation that the Board approves the new job class of Marketing and Branding Coordinator (#02094), with a pay grade of 19, and a salary range of \$41,288 - \$64,043 for the City of Birmingham. This position will be used by the Birmingham Human Resources Department and will be responsible for creating and posting flyers, developing and refining messaging in accordance with internal brand, managing social media accounts, coordinating swag orders and maintaining swag inventory logs.
- L. Recommendation that the Board approves the Director's reinstatement decisions pursuant to Rule 10.3 of the Rules and Regulations.

M. Recommendation that the Board approves the City of Mountain Brook's Resolution 2023-147, which grants an across-the-board 3% Cost of Living Adjustment to Classified Employees, effective October 10, 2023.

III. Jurisdiction Contracts

- A. Recommendation that the Board approves an amendment to a contract between the Jefferson County Roads and Transportation Department and Central Alabama Asphalt & Construction Company. The original contract was approved Board approved in September, 2022 and executed by the Jefferson County Commission on October 20, 2022. This amendment is put forth to accommodate an increase in paving to 6,173 tons resulting from the request of a City for additional paving. The County is staffed and scoped to hit internal targets, and this contract amendment allows flexibility and capacity to meet the needs and requests of other municipalities. The estimated cost of the contract now shall not exceed \$740,760.00 on an annual basis. All remaining elements of the contract remain unchanged.
- B. Recommendation that the Board approves a new contract between the Jefferson County Department of Health and The Bloom Group 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. The Bloom Group will also provide written monthly updates and, when requested, present in-person or virtual updates to the Board, the County Health Officer, or his designee(s). This is a 1-year contract costing \$42,000 (plus a maximum of \$5,000 for expenses). The Board has approved contracts for these services since March 8, 2022. Based on the fact that the services are temporary and sporadic in nature, this contract is recommended for approval.
- C. Recommendation that the Board approves two new contracts between the Jefferson County Department of Health and The Force Law Enforcement and Security Company who will continue to provide security services on a part-time, 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 Classified Guards are absent due to illness or vacation at a rate of \$22.50 per hour. The services provided under the contract for unarmed guards are not exceed \$50,000. Law enforcement services under

this contract will be located at Central, Eastern, and Western clinics Monday – Friday between the hours of 7:30 a.m. and 4:30 p.m. at \$40 per hour (\$395,200); additional coverage to be provided during special events at a rate of \$50 per hour. The services provided under the contract for armed guards (APOST certified police officers) are not exceed \$400,000. These are one (1) year contracts, effective October 1, 2023 – September 30, 2024, 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.

IV. Administrative Leave with Pay

- A. Trevor Coar, Jefferson County Sheriff's Office - Request for 30-Day Extension of Administrative Leave with Pay

V. Contested Items

- A. Tiffany Reed vs. City of Birmingham (Department of Public Works)- Case No. DA-2023-2436-BH (Termination)- Hearing Officer's Report & Recommendation
- B. Verlisa J. Coachman vs. City of Birmingham (Community Development)- Case No. DA-2023-2434-BH (Termination)- Hearing Officer's Report & Recommendation
- C. Jimmy Brown vs. City of Birmingham (Police Department)- Case No. DA-2022-2421-BH (Termination)- Hearing Officer's Report & Recommendation
- D. Stephon Green vs. City of Birmingham (Police Department)-Case No. DA-2019-2254-BH (Termination)- Hearing Officer's Report & Recommendation
- E. Chandra Brown vs. Jefferson County Department of Health - Case No. DA-2023-2443-JC (Termination)- Hearing Officer's Report & Recommendation
- F. Carletra Jackson vs. Jefferson County Sheriff's Office - Case No. DA-2023-2443-JC (Termination)- Hearing Officer's Report & Recommendation
- G. Wayne Curry vs. City of Tarrant (Police Department)- Case No. DA-2023-2448-TC (Termination)- Hearing Officer's Report & Recommendation

VI. Appeal of Director's Determination

- A. Derrick Williamson, Jr. vs. City of Tarrant (Police Department) - Grievance No. GR-2023-TC-06-0459 - Appeal of Director's determination that the grievance is ineligible for adjustment under Rule 15 (Grievances)

VII. Information and Discussion Items

- A. Recommendation that the Board acknowledges the City of Homewood's Resolution 23-121, which grants an across-the-board 4% Cost of Living Adjustment to Classified Employees, effective October 1, 2023.
- B. Recommendation that the Board acknowledges the Jefferson County Commission Resolution, which grants an across-the-board 3.5% Cost of Living Adjustment to Classified Employees, effective October 7, 2023.
- C. Recommendation that the Board acknowledges this one-time lump-sum longevity payment for full-time classified Jefferson County Health Department employees.
- D. Recommendation that the Board acknowledges the City of Irondale's Resolutions Number 2023-R-92 and 2023-R-119, which grant a 7.5 % Cost of Living Adjustment for regular Classified Employees (non-Public Safety) and a 5% Cost of Living Adjustment for employees paid under the Public Safety salary schedule, effective October 4, 2023.
- E. Recommendation that the Board acknowledges the City of Trussville's Resolution 2023-61, which grants an across-the-board 3% Cost of Living Adjustment to Classified Employees (non-Public Safety), effective October 7, 2023.
- F. Recommendation that the Board acknowledges the City of Vestavia Hills' Resolution 5473, which grants an across-the-board 4% Cost of Living Adjustment to Classified Employees (non-Public Safety), and a 9% Cost of Living Adjustment to its Executives, effective October 1, 2023.
- G. Recommendation that the Board acknowledges the City of Fultondale's Resolution 2308, which grants an across-the-board 3% Cost of Living Adjustment to Classified Employees, effective October 1, 2023.
- H. Recommendation that the Board acknowledges the City of Gardendale's Resolution, which grants an across-the-board 3% Cost of Living Adjustment to Classified Employees, effective October 15, 2023.
- I. Recommendation that the Board acknowledges the City of Leeds Resolution 2023-09-10, which grants an across-the-board 10% Cost of Living Adjustment to Classified Employees, effective the next available pay period in October, 2023.
- J. Recommendation that the Board acknowledges the list of Advanced Steps.
- K. Recommendation that the Board acknowledges the following expenditure reports:

August 12, 2023 - August 25, 2023

August 26, 2023 - September 8, 2023

VIII. Executive Session