

# Board Packet - 12/03/2024 Agenda

## I. Opening Remarks

## II. Operational Updates

## III. Action Items

- A. Public comments to proposed changes to the Personnel Board Rules & Regulations and Board vote for adoption.
- B. Recommendation that the Board approves the Board Minutes for the meeting held on September 26, 2024.
- C. Recommendation that the Board approves the Board Minutes for the meeting held on November 7, 2024.
- D. Recommendation that the Board approves the Personnel Board's expenditures for fiscal year 2024 in the amount of \$9,914,649.01.
- E. Recommendation that the Board approves the City of Pleasant Grove's Resolution 2024-61, which grants an across-the-board 3% Cost of Living Adjustment to Classified Employees, effective November 30, 2024.
- F. Recommendation that the Board approves the new jobs of Finance Director I (Grade 31), Finance Director II (Grade 33), and Parks and Recreation Director II (Grade 29) to be used by multiple Merit System agencies.
- G. Recommendation that the Board approves a contract between the Personnel Board and Alta Language Services for language proficiency assessments. Contract is for one-year contract, effective January 1, 2025 , at a cost of \$69.00 per assessment (estimated fewer than 100 assessment during the contract period).
- H. Recommendation that the Board approves a contract renewal between the Personnel Board and Ministry Brands formerly High Ground Solutions. Ministry Brands provides an advanced communication tool for maintaining contact with

targeted groups through large-scale emails and alerts. The contract is for one year from December 1, 2024, through November 30, 2025, costing \$3,588.00.

- I. Recommendation that the Board approves the revisions to the Personnel Board's Public Records Request Policy.
- J. Recommendation that the Board approves the Director's reinstatement decisions pursuant to Rule 10.3 of the Rules and Regulations

## **IV. Jurisdiction Contracts**

- A. Recommendation that the Board approves the contract between the City of Homewood and the Shelby County Emergency Management Communications District. The Shelby County Emergency Management Coordinator District will provide public safety dispatch services, to include both staffing and equipment, for police and fire department emergency calls. The decision to pursue a contract was reached after Homewood conducted an extensive review and evaluation of their public safety dispatch operations, and associated costs. The work to be provided under this contract is continuous in nature and has traditionally been handled by Merit System employees; however, based on representations by the City of Homewood, and the supporting analysis and documentation, the work can be performed more economically at a comparable service level through this contract. The City of Homewood estimates it will save 67% by contracting the City's 911 function. Based on the financial savings associated with contracting these services, the contract is recommended for approval.

## **V. Administrative Leave with Pay**

No items in this section

## **VI. Contested Items**

- A. Columbus Sanders vs. Jefferson County (Development Services)- Case No. DA-2023-2466-JC (Termination)- Joint Motion to Dismiss Appeal & Settlement Agreement

- B. Terry Guinn vs. Jefferson County Sheriff's Office- Case No. DA-2024-2478-JC (Demotion)- Hearing Officer's Report & Recommendation
- C. Patricia Bunt vs. Jefferson County Sheriff's Office - Case No. DA-2492-JC (Termination)- Hearing Officer's Report & Recommendation
- D. Cameron Jones vs. City of Birmingham (Police Department)- Case No. DA-2024-2511-BH (Suspension - 9 Days)- Hearing Officer's Report & Recommendation
- E. Cameron Connell vs. City of Irondale (Fire Department)- Case No. DA-2024-2507-ID (Termination)- Hearing Officer's Report & Recommendation
- F. Otis Bragg vs. City of Homewood (Police Department)- Case No. DA-2024-2512-HW (Termination)- Hearing Officer's Report & Recommendation

## **VII. Appeal of Director's Determination**

- A. James Trimble - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record
- B. Yolanda Howard - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record. Recommendation to hold determination until resolution of disciplinary appeal.
- C. Tshombe Allen - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record
- D. Jisele McCain - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record
- E. Ernie Watson - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record
- F. Desmond Clopton - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record

## **VIII. Information and Discussion Items**

- A. Recommendation that the Board acknowledges Jefferson County Sheriff's Office Request for a 30-Day Extension of Administrative Leave with Pay for Brandon Jones. This request was administratively approved by the Director on November 4, 2024.
- B. Recommendation that the Board acknowledges the City of Birmingham Request for a 30-Day Extension of Administrative Leave with Pay for Carmen Jones. This request was administratively approved by the Director on November 14, 2024.
- C. Recommendation that the Board acknowledges the City of Vestavia Hills request for a 30-Day Extension of Administrative Leave with Pay for Aaron Harris. The request was administratively approved by the Director on October 16, 2024.
- D. Recommendation that the Board acknowledges the City of Vestavia Hills request for a 30-Day Extension of Administrative Leave with Pay for Michael Patton. This request was administratively approved by the Director on October 10, 2024.
- E. Recommendation that the Board acknowledges a new contract between the Jefferson County Coroner/Medical Examiner's Office and Laboratory Corporation of America for histology testing. Services will include pick up, laboratory processing and testing, and return of tissue samples. This will be a fee-based, three (3) year contract, at an estimated cost of \$225,000 (\$75,000 per year). The Board has approved similar contracts in the past. This item was administratively approved by the Director on November 4, 2024 based on the fact that the services are generally contracted and indicated cost savings.
- F. Recommendation that the Board acknowledges the new job of Police Trainee for the City of Birmingham. This item was administratively approved by the Director on October 18, 2024.
- G. Recommendation that the Board acknowledges a new contract between the Jefferson County Coroner/Medical Examiner's Office and Steele City Mortuary Transport, Inc., who will continue providing 24/7/365 services for the retrieval and transport of human remains from death scenes to the

Jefferson County Coroner/Medical Examiner Office. This is a three (3) year contract (November 18, 2024 – November 17, 2027), with an estimated cost of \$630,000 (\$210,000 per year). The County has contracted these services with Steele City Mortuary Transport, Inc. since 2018. **This item was administratively approved by the Director on October 16, 2024** based on the fact that the services are performed sporadically, that the services are generally contracted and the fact that the County does not possess the equipment, supplies or staff to perform the services.

- H. Recommendation that the Board acknowledges a new contract between the Jefferson County General Services department and Cline Tours, Inc. who will continue to provide shuttle service for Jefferson County employees between the Jefferson County courthouse and the parking deck on the corner of 22nd Street and 4th Avenue North. Service will be provided Monday – Friday (except on Jefferson County-observed holidays) 6:30 AM to 9:00 AM and 4:00 PM to 6:30 PM, with extended evening hours (until 7:30 PM) on the first and last two business days of the month. This is a three (3) year contract, at a cost of \$459,468. The County has contracted these services with Cline Tours since 2018. This item was administratively approved by the Director on October 16, 2024 based on the fact that these types of services are generally contracted, the fact that the County does not possess the personnel or equipment to perform the services, and the estimated savings achieved through contracting the services, this contract is recommended for approval.
- I. Recommendation that the Board acknowledges a new contract between the Jefferson County General Services Department and Electrical Systems Specialists. The contractor will provide specialized electrical engineers to conduct an ARC Flash risk assessment to identify potential electrical hazards and determine the necessary precautions to mitigate them in 14 Jefferson County buildings. Services include on-site data collection, power system modeling and systems analysis, short circuit calculations, incident energy calculations, ARC Flash boundary determinations, ARC Flash Hazard labels, and comprehensive reporting including findings and recommendations. Jefferson County indicated that an ARC Flash Study is required at an interval not to exceed 5 years, or when there is a significant change in the electrical system, and it must be conducted by an engineer with thorough knowledge

of power system engineering, IEEE 1584, NFPA 70E, short circuit, device coordination, and ARC Flash Studies. This is a three (3) year contract at a cost of \$177,000, plus additional hourly fees for repair services. This item was administratively approved by the Director on October 16, 202 based on the fact that these services are generally contracted, sporadic in nature, and require specialized electrical engineering skills, this contract is recommended for approval.

J. Recommendation that the Board acknowledges a contract between the Jefferson County Community and Economic Development department and ClassTran, who will continue providing transportation services to and from senior centers to adult day care facilities, dialysis centers, medical and dental appointments, shopping trips, workshops, and up to fifty group field trips per year. The Board has approved contracts with ClassTran for similar services since 2015. This is a one (1) year contract, at a cost of \$401,000 (this cost has remained the same since 2019), effective upon Commission Approval and ending September 30, 2025, and includes an option to renew for 2 additional 1-year terms. This contract was administratively approved by the Director on October 16, 2024 based on the fact that the County does not possess the personnel or equipment to perform these services, and the represented savings achieved through contracting the services, this contract is recommended for approval.

K. Recommendation that the Board acknowledges a new contract between the Jefferson County Department of Health and The Bloom Group, who will continue providing consulting and governmental 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 one (1) year contract, effective December 1, 2024 – November 30, 2025, at a cost of \$42,000 (plus a maximum of \$5,000 for expenses). The Board has approved similar contracts for these

services since March 8, 2022. This item was administratively approved by the Director on October 16, 2024 based on the fact that the services are temporary and sporadic in nature, this contract is recommended for approval.

L. Recommendation that the Board acknowledges the City of Leeds's Resolution 2025-10-03, which grants an across-the-board 5% Cost of Living Adjustment to Classified Employees, effective October 1, 2024. This COLA was administratively approved by the Director on October 14, 2024.

M. Recommendation that the Board acknowledges the list of September and October 2024 Advanced Steps.

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

September 1, 2024 through September 20, 2024

September 21, 2024 through October 11, 2024

October 12, 2024 through October 25, 2024

October 26, 2024 through November 8, 2024

## **IX. Executive Session**