

# Board Packet - 01/25/2025 Agenda

## I. Opening Remarks

## II. Operational Updates

## III. Action Items

- A. Recommendation that the Board approve the minutes of the December 3, 2024 meeting of the Three-Member Board.
- B. Pursuant to Section 12 of the Enabling Act and in accordance with Rule 8 of the Rules and Regulations of the Personnel Board, recommendation that the Board adopt the 2025 Salary Administration Guide and Pay Plan to provide guidance on the application of general salary rules and processes. The Salary Administration Guide and Pay Plan is approved at least once annually and periodically updated as needed. The Salary Administration Guide and Pay Plan was last modified and adopted on February 1, 2024.
- C. Recommendation that the Board approves a one-year contract renewal between the Personnel Board and Falls Facility Services, Inc. for February 1, 2025 through January 31, 2026 in the amount of \$28,554.48. All other terms of the contract remain the same.
- D. Recommendation that the Board approves a renewal of an engagement agreement between Personnel Board of Jefferson County and Capitol Resources, LLC for the period to cover February 8, 2025 through February 7, 2026.
- E. Recommendation that the Board approves a contract amendment between the Personnel Board and VC3, Inc. (formerly ThinkGard) for Disaster Recovery Services for October 1, 2022 through September 30, 2027. The other terms of the contract remain the same.
- F. Recommendation that the Board approves a contract between the Personnel Board and Barber MotorSports to host a session of the Personnel Board's

executive leadership program (MPACT) at the Barber Vintage Motorsports Museum at a rate of \$500.

G. Recommendation that the Board approves the new job class of Human Resources Assistant Director - Recruitment & Selection to oversee the day-to-day operations of the Employee Selection and Talent Sourcing Divisions within the Jefferson County Human Resources Department. The position will manage a team of approximately 15 direct and indirect reports. This job class is designed to ensure the effective hiring of qualified candidates across all levels of County government through the development, implementation, and oversight of sound, legally compliant recruitment and selection processes.

H. 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 a new contract between the Jefferson County Environmental Services Division and a Contractor to be named. The contractor will clean 1,050,000 linear feet of 6- to 16-inch diameter sanitary sewers ranked as high priority for cleaning, and will augment County staff who perform these services, to help the County work to eliminate its backlog of sanitary sewer preventive maintenance work orders. The estimated cost of the contract is \$2,500,000. The Board previously approved a similar contract as part of the County's efforts to better manage the sanitary sewer cleaning program, and eliminate a backlog of work. The contract is part of the County's established plan to allow the work to be performed more expeditiously to help meet requirements of the Clean Water Act Consent Decree under which the County has been operating. For these reasons that contract is recommended for approval.

## V. Administrative Leave with Pay

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

## VI. Contested Items

- A. Raymond Kent vs. City of Birmingham (Police Department)- Case No. DA-2024-2501-BH (Termination)- Complainant's Motion to Lift Stay and Set Hearing
- B. Thomas Cleveland vs. City of Birmingham (Police Department)- Case No. DA-2024-2484-BH (Termination) -Joint Motion to Dismiss Appeal & Settlement
- C. Rickytha Davis vs. Jefferson County Sheriff's Office - Case No. DA-2024-2515-JC (Termination) - Hearing Officer's Report & Recommendation
- D. Nathan Mariano vs. City of Birmingham (Fire & Rescue Service)- Case No. DA-2024-2504-BH (Termination)- Hearing Officer's Report & Recommendation
- E. Gerald Johnson vs. City of Birmingham (Department of Public Works)- Case No. DA-2024-2498-BH (Termination) - Dismissal of Disciplinary Appeal
- F. Yolanda Howard vs. Jefferson County (Roads & Transportation)- Case No. DA02024-2516-JC (Termination)- Hearing Officer's Report & Recommendation
- G. Justin Bisharat vs. City of Birmingham (Police Department)- Case No. DA-2024-2523-BH (Termination)- Joint Motion Dismiss Appeal & Settlement Agreement
- H. Carmen Jones vs. City of Birmingham (Finance Department)- Case No. DA-2023-2469 (Suspension - 7 Days)- Hearing Officer's Report & Recommendation
- I. Cynthia Morro vs. City of Tarrant (Police Department)- Case No. DA-2024-2485-TC (Termination)- Joint Motion to Dismiss Appeal & Settlement Agreement

- J. Lashaundra Jackson vs. City of Tarrant (Police Department)- Case No. DA-2024-2495-TC (Termination)- Joint Motion to Dismiss Appeal & Settlement Agreement
- K. Jason Rickels vs. City of Tarrant (Fire Department)- Case No. DA-2021-2336.01-TC (Termination)- Complainant's Motion to Compel Compliance
- L. Terry Guinn vs. Jefferson County Sheriff's Office - Case No. DA-2024-2478-JC (Demotion)- Complainant's Motion for Clarification, or, in the Alternative, for an Order of Reinstatement Retroactive to Demotion Date

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

- A. Chudey Kennedy - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record
- B. Imani Dumas - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record
- C. Brandon Jenkins - 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 the November 2024 and December 2024 lists of Advanced Steps.
- B. Recommendation that the Board acknowledges two new contracts between the Jefferson County Department of Health and Sonoma Technology Institute.

Contract 1: Sonoma Technology Institute will conduct scientific analysis of the ozone and fine particulate matter for nine (9) single-day wildfires, one (1) twelve-day wildfire, and one (1) single-day Saharan dust event that occurred in the period 2021-2023. In 2024, the EPA strengthened the National Ambient Air Quality Standards (NAAQS) for particulate matter, requiring the Department of Health to show, through these exceptional event demonstrations, that its air quality program is compliant with NAAQS,

provided these events are excluded. The Department of Health's staff meteorologist will use the work product developed by Sonoma Technology Institute, with its software and atmospheric scientists, to complete the demonstration for submission to the Environmental Protection Agency (EPA). Work related to the included events must be completed by January 7, 2025, and submitted to the EPA in February 2025. This is a 1-year contract, at an estimated cost not to exceed \$645,457. *This contract was administratively approved by the Director on December 6, 2024.*

Contract 2: Sonoma Technology Institute will validate monthly PAMS data during the summer months, and provide a dataset that can be uploaded into the EPA's Air Quality System (AQS). This is a 3-year contract at a cost of \$159,000, and is fully-funded under the EPA's IRA Grant # 03D12224. Services for PAMS data validation will be performed each year, beginning late Spring, and will continue to roughly October. Because these services are sporadic in nature, require specialized skills not possessed by any job within the Merit System, and generally contracted, this contract is recommended for approval. *This contract was administratively approved by the Director on December 9, 2024.*

- C. Recommendation that the Board acknowledges the Director's administrative approval of the City of Birmingham's ordinance granting an across-the-board 3% Cost of Living Adjustment to Classified Employees, effective for the 2024-2025 fiscal year.
- D. Acknowledgement of City of Birmingham Ordinance 24-79 allocating funding and adoption of pay enhancements designed to support the recruiting and retention of certified police and corrections employees and Ordinance 24-126 establishing Mental Health Observance Leave (MHOL) for employees within certified police and corrections job classes.
- E. Recommendation that the Board acknowledges the funds received from the online auction for the disposal of inactive and inoperable Personnel Board equipment. All items were sold for \$200.00 less commission of \$14.00 for a total of \$186.00.

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

November 9, 2024 through November 22, 2024

November 23, 2024 through December 13, 2024

## **IX. Executive Session**