



Personnel Board of Jefferson County

The Foundation of Your Merit System Career

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

January 11, 2022

The Personnel Board of Jefferson County met on Tuesday, January 11, 2022. Present at the meeting were: L. Kenneth Moore, Chair; Jacqueline Smoke, Associate Member; and Guin Robinson, Associate Member. Present from the Personnel Board were: Jeff Crenshaw, Acting Director; and Leslie Coyne, Legal Counsel for the Personnel Board. Attending virtually were Cynthia Holiness, Business Office; Kim Kinder, Employee Services; Brian Bellenger, Testing; Guy Dewees, Applicant Services; Robert Groce, IT; and other Personnel Board staff.

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

Chair Moore called the meeting to order at 1:30 p.m. Chair Moore welcomed everyone to the meeting. He then proceeded to the Action Items.

II. ACTION ITEMS

- a) The Board approved the Board Minutes for the meeting held on December 14, 2021. (Motion made by J. Smoke; Seconded by G. Robinson)
- b) The Board approved a contract renewal for Public Officials and Employee Liability Insurance. Through Jefferson County's Purchasing Department and the County's Broker (i.e., USI), the Personnel Board has been able to obtain similar coverage as last year with an increase of \$2,671 due to changes in the market. In addition, the County's brokerage firm does not charge a commission. The Three-Member Board approved the renewal of the Public Officials and Employment Practices Liability Insurance Policy between the Personnel Board of Jefferson County and Chubb (Ace American Insurance Company) in the amount of \$20,314. The policy coverage period is January 31, 2022 through January 31, 2023. (Motion made by J. Smoke; Seconded by G. Robinson)
- c) The Board acknowledged the second Jefferson County Commission's Resolution extending the benefits for the Jefferson County Coronavirus Response Leave Program (JCCRLP); and approved for Board staff to participate and follow said Resolution extended

to January 14, 2022 through July 1, 2022. The first extension will end on January 13, 2022. This Resolution allows employees to have paid sick leave for specified COVID-19 illnesses without impacting the employees' personal leave (sick and floating holidays). (Motion made by J. Smoke; Seconded by G. Robinson)

- d) The Board approved the Director's reinstatement decisions pursuant to Rule 10.3 of the Rules and Regulations. Dr. Crenshaw explained that employees who separate from the system, may request to have their names reinstated on hiring lists for positions once they have completed the one (1) year probationary period. There were two (2) requests received; one (1) was approved and one (1) was denied. Chair Moore asked if this was something new to the agenda. Dr. Crenshaw explained that several months ago staff reviewed the Enabling Act and realized that reinstatement requests needed Board approval. Therefore, these reinstatement requests will be brought before the Board each month for approval. (Motion made by J. Smoke; Seconded by G. Robinson)
- e) New Job: Operations Center Manager Grade 33
The Board approved a Jefferson County request for a new position responsible for managing multiple divisions within the Operations Center, including Bulk Stores, Craft Positions and Skilled Maintenance workers, and will be focused on dispatching workers throughout the County to complete large-scale projects and managing a fleet of vehicles and small and heavy equipment. Market data suggests a salary range of \$76,114 - \$134,083. The recommendation to create a new position, Operations Center Manager (#08695), with a pay grade of 33 and a salary range of \$81,598 - \$126,568 for the County, was approved. (Motion made by J. Smoke; Seconded by G. Robinson)
- f) The Board approved the PBJC recommendation for two (2) new premiums for employees in the Building Inspections job family who possess a combination inspector certification. Eligible employees may receive premium pay for only one of the combination certifications:
- Residential Combination Inspector, Commercial Combination Inspector, or Combination Plans Examiner Certification (Premium Code #35 – two steps)
 - Combination Inspector Certification (Premium Code #37 – three steps)
- (Motion made by J. Smoke; Seconded by G. Robinson)

III. JURISDICTION CONTRACTS

In one (1) vote, the Board approved Jurisdiction Contracts A, B, C and D. (Motion made by J. Smoke; Seconded by G. Robinson)

- a) The Board approved a new contract between Jefferson County Department of Health – General Services and Servco, who will provide quarterly services for fourteen (14) Vaccine Coolers and twelve (12) Freezers at four (4) locations. This is a one (1) year contract effective February 11, 2022 – February 11, 2023, with no extension option and at a rate not to exceed \$5,000. Service estimate, without repairs, is \$3,940. Based on the sporadic nature of the services provided under this contract, this contract was approved.
- b) The Board approved a new contract between Jefferson County – Finance and IBML, who will provide document imaging services for Jefferson County that will generate retrievable images being placed onto a CD/DVD or other media platform. The Board approved a similar contract for these services on September 11, 2018. This is a three (3) year contract to be executed upon approval, with no extension option and at a rate of \$3,000 (not to exceed \$1,000 per year). Based on the fact that the work is sporadic and the significant cost savings to the County, this contract was approved.
- c) The Board approved a new contract between Jefferson County – Roads and Transportation and Woolpert, Inc., who will provide on-call technical support services related to the County's Cityworks asset management and permitting systems. This is a three (3) year contract to be executed upon approval, with no extension option, and at a rate of \$75,000 (\$25,000 per year). Based on the fact that services are of a specialized nature, generally contracted, and will be performed sporadically, this contract was approved.
- d) The Board approved a contract amendment between Jefferson County – Youth Detention Administration and UAB Health Services Foundation, P.C., who will provide part-time medical services (physicians and nurses) to Jefferson County's Family Court Youth Detention Center residents. The Board has approved similar contracts since 2012, and last approved a similar contract August 14, 2018. This is an amendment to a contract that was executed by the County in 2019. Previous contracts for these services had been provided to the Board; however, the current 2019 contract was inadvertently omitted from submission. The omission was realized when this current amendment was received. The current contract term was October 1, 2019 – September 30, 2022 (based on the amendment). This is amendment extends the contract for nine (9) month with no

extension option and adds \$34,000 to the previous contract amount of \$135,000, for a total not to exceed \$169,000. This amendment adds: (1) an RN to provide COVID-19 screening and medical management of COVID positive patients, vaccinations, and related and (2) a physician to provide brief individual Cognitive Behavior Therapy sessions for up to ten residents, as needed. Based on the limited nature of the services and the interdependency of the physician-nurse services, this contract was approved.

IV. ADMINISTRATIVE LEAVE WITH PAY – None Submitted

V. CONTESTED ITEMS - Appeal of Disciplinary Actions (Suspension, Demotion, Termination)

- a) Reva Palmer vs. City of Birmingham (Police Department) - Case No. DA-2021-2361-BH (Suspension – 10 Days) - Hearing Officer's Report & Recommendation – Appearing before the Board was Attorney Nannie Reed, Legal Counsel for the City of Birmingham; appearing virtually was Attorney Elizabeth Young, Legal Counsel for Reva Palmer. Upon review, the Board finds that a five (5) working day suspension is appropriate. Accordingly, Palmer shall be suspended for five (5) working days and receive backpay and all benefits to which she would have been entitled if not suspended for the remaining five (5) days. (Motion made by J. Smoke; Seconded by G. Robinson)

- b) Walter Wilson vs. City of Birmingham (Department of Public Works) - Case No. DA-2021-2356-BH (Suspension- 10 Days, 2 Days & 5 Days) - Joint Motion to Dismiss Appeal & Settlement Agreement – Upon review, the Board finds the terms of the Settlement Agreement consistent with the Rules and Regulations of the Personnel Board of Jefferson County. This appeal is hereby DISMISSED. (Motion made by J. Smoke; Seconded by G. Robinson)

VI. APPEAL OF DIRECTOR'S DETERMINATION – None Submitted

VII. INFORMATION AND DISCUSSION ITEMS

- a) The Board acknowledged the City of Pleasant Grove Resolution #2021-51, to create a ten percent (10%) cost of living increase (COLA), effective December 18, 2021, for all classified employees, to include those in the Police and Fire Departments.


- b) The Board acknowledged the list of Advanced Steps.

- c) The Board acknowledged the following Expenditure Report(s):
 - 1. November 13, 2021 – December 10, 2021


V. EXECUTIVE SESSION

Leslie Coyne, Legal Counsel for the PBJC called for an Executive Session. This session convened at 2:05 p.m. and concluded at 2:11 p.m.


There being no further business, the meeting adjourned at 2:12 p.m.



L. Kenneth Moore, Chairman
Personnel Board of Jefferson County



Jacqueline Smoke, Associate Member
Personnel Board of Jefferson County



Guin Robinson, Associate Member
Personnel Board of Jefferson County

Attested By:



Jeff Crenshaw, Acting Director
Personnel Board of Jefferson County