



Personnel Board of Jefferson County

The Foundation of Your Merit System Career

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

February 8, 2022

The Personnel Board of Jefferson County met on Tuesday, February 8, 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; Pete Blank, Training; and Leslie Coyne, Legal Counsel for the Personnel Board. Attending virtually were Cynthia Holiness, Business Office; Kim Kinder, Employee Services; 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 January 11, 2022. (Motion made by J. Smoke; Seconded by G. Robinson)

In one vote, the Board approved Action Items B, C and D. (Motion made by J. Smoke; Seconded by G. Robinson)

- b) New Job: Director of Parks and Leisure Services – Vestavia Hills Grade 34

The Board approved a request from Vestavia Hills for a new position responsible for overseeing multiple events and venues within the City that will generate revenue through site rentals. Market data suggests a salary range of \$81,363 - \$124,699. It was approved to create a new position, Director of Parks and Leisure Services-Vestavia Hills (#04198), with a pay grade of 34 and a salary range of \$90,522 - \$140,442, for Vestavia Hills.

- c) New Job: Emergency Communications Trainer Grade 24

The Board approved a request from the City of Birmingham for a new position responsible for overseeing the training of new call center staff, including Communication Operators I & II, Public Safety Dispatchers, and Public Safety Telecommunicators, and will act as these employees' direct supervisor throughout the 16-week training program. Market data suggests a salary range of \$46,893 - \$72,259. It was approved to create a new position, Emergency Communications Trainer (#00660), with a pay grade of 24 and a salary range of \$47,798 - \$74,152, for Birmingham.

- d) New Job: Information Security Analyst Grade 30

Recommendation that the Board approves a request from Jefferson County for a new position responsible for network security. Security responsibilities will consist of vulnerability/penetration testing, security audits and risk assessments, firewalls, computer networking and routing, cloud security, network protocols and packet analysis, responding to incidents, anti-virus and anti-malware, and access controls. Market data suggests a salary range of \$65,048 - \$101,048. Recommends approval to create a new position, Information Security Analyst (#02526), with a pay grade of 30 and a salary range of \$65,998 - \$102,440, available for use to all jurisdictions.

- e) The Board approved the Director's reinstatement decisions pursuant to Rule 10.3 of the Rules and Regulations. Dr. Crenshaw reported that there were three (3) individuals who applied for reinstatement and all were approved. (Motion made by J. Smoke; Seconded by G. Robinson)
- f) The Board approved a revised PBJC Student Internship policy (internal to the PBJC only), which has been slightly revised to establish for student internship opportunities within the Personnel Board. The change is to allow high school students participating in a school sanctioned work study program to serve in an intern capacity. The Board approved this policy change. (Motion made by J. Smoke; Seconded by G. Robinson)

III. JURISDICTION CONTRACTS

In one vote, Jurisdiction Contracts A and B were approved. (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 Bagby Elevator, who will provide elevator preventative

maintenance servicing for eight (8) elevators at four (4) Jefferson County Department of Health facilities. This is a three (3) year contract effective March 11, 2022 – March 11, 2025, with no extension option and at a rate of \$64,548 (first year: \$21,024; second year: \$21,480; and third year: \$22,044). Based on the fact that the services provided are sporadic and generally contracted, this contract was approved.

- b) The Board approved a new contract between Jefferson County Department of Health – General Services and Comfort Systems, who will provide quarterly, semi-annual, and annual heating and air systems maintenance at four (4) Jefferson County Department of Health facilities. This is a three (3) year contract effective March 11, 2022 – March 11, 2025, with no extension option and at a rate of \$96,886 (first year: \$30,730; second year: \$32,270; third year: \$33,886). Based on the fact that it is more cost effective to the agency to contract these services and the service is sporadic in nature, this contract was approved.
- c) The Board approved the one (1) year contract between Jefferson County - Finance and UAB Board of Trustees TASC to provide mental health and substance abuse services for Jefferson County residents involved in the criminal justice system within the following programs: (1) Mental Health Court in the Birmingham and Bessemer divisions; (2) Drug Court in the Birmingham and Bessemer divisions; and (3) on-site drug testing collection and analysis in the Birmingham and Bessemer divisions. The Board has approved similar contacts for many years, the most recent of which was approved on April 13, 2021 (see attached). The current contract was signed by UAB on January 6, 2022, and was submitted to the Board on January 19, 2022. This one (1) year contract effective October 1, 2021 – September 30, 2022, has not yet been executed by the County and the rate is not to exceed \$1,246,270. Member Robinson wanted to know what TASC means. Dr. Crenshaw explained that TASC stands for Treatment Alternative for Safer Communities. (Motion made by J. Smoke; Seconded by G. Robinson)
- d) The Board approved a new contract between the Jefferson County Department of Health (JCDH) and B Grace Media, who will provide media campaign services related to COVID-19 to amplify the safety and effectiveness of the COVID-19 vaccine. Services will include media buys, marketing, production, community outreach to the LEP (Limited English Proficiency) community as well as strategy and tactical communications around the need for boosters and the availability of the JCDH as a resource for questions and answers. This is a three (3) month contract effective February 1, 2022 – April 8, 2022, with no extension option and at a rate of \$204,000. The B Grace Contract has been fully

executed by the JCDH, minus payment, which typically happens after the work is performed. The JCDH engaged in the contract prior to Board approval due to the emergency nature based on the current rise in COVID-19 cases. Based on the fact that services are temporary and generally contracted, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by G. Robinson)

- e) The Board approved a one-year contract between Jefferson County Department of Health and AMT Staffing to provide temporary staffing, on a limited basis as needed, to assist the Jefferson County Department of Health during public health emergencies. The contractor will screen visitors and assist with COVID vaccination and testing clinics. The contract is effective March 3, 2022 - March 3, 2023, with no extension option and at cost not to exceed \$100,000. Based on the continuing public health emergency and the temporary and sporadic nature of the services, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by G. Robinson)

IV. ADMINISTRATIVE LEAVE WITH PAY – None Submitted

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

- a) Mantia Owens vs. City of Birmingham (Department of Public Works) - Case No. DA-2021-2355-BH (Suspension- 5 Days & 2 Days) - Hearing Officer's Report & Recommendation – Appearing virtually before the Board was Attorney Nannie Reed, Legal Counsel for the City of Birmingham. Based upon a review of the record, the Board finds the Hearing Officer's recommendation should be AFFIRMED. Accordingly, Mr. Owens shall be suspended for a total of seven (7) working days. (Motion made by J. Smoke; Seconded by G. Robinson)
- b) Michael Stinson vs. City of Birmingham (Police Department) - Case No. DA-2020-2301-BH (Termination) - 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)
- c) Erwin Jones vs. City of Leeds (Police Department) - Case No. DA-2022-2373-LD (Termination) - Motion to Stay Proceedings – This matter is before the Board on the Complainant's January 10, 2022, Motion to Stay. Complainant seeks to stay this matter pending resolution of criminal charges stemming from the same allegations as the administrative appeal before the Personnel Board. Upon review, the Board finds that the

Motion is due to be GRANTED. Complainant shall advise Employee Relations of the outcome of the bench trial. (Motion made by J. Smoke; Seconded by G. Robinson)

VI. APPEAL OF DIRECTOR'S DETERMINATION

- a) Joseph A. Sanford – Appeal of Director's Determination (Rehire Disqualification from Recruitment and/or Examination) - Upon review of the records, the Board UPHELD the Director's determination to disqualify Mr. Sanford's application based on the rehire eligibility determination and the past employment record on file with the Personnel Board. (Motion made by J. Smoke; Seconded by G. Robinson)
- b) Darius G. Harville – Appeal of Director's Determination (Rehire Disqualification for Recruitment and/or Examination) - Upon review of the records, the Board UPHELD the Director's determination to disqualify Mr. Harville's application based on the rehire eligibility determination and the past employment record on file with the Personnel Board. (Motion made by J. Smoke; Seconded by G. Robinson)
- c) Cedrick Thomas – Appeal of Director's Determination (Rehire Disqualification for Recruitment and/or Examination) – Appearing before the Board was Attorney Scott Morro, Legal Counsel for Mr. Thomas. Attorney Morro gave an overview of why Mr. Thomas submitted his appeal of the Director's Determination. Upon review of the records, the Board UPHELD the Director's determination to disqualify Mr. Thomas' application based on the rehire eligibility determination and the past employment record on file with the Personnel Board. (Motion made by J. Smoke; Seconded by G. Robinson)
- d) Michael Campbell, City of Trussville - Appeal of Director's Grievance Determination – Appearing before the Board was Attorney Scott Morro, Legal Counsel for Mr. Campbell. Dr. Crenshaw provided an overview of the request submitted by Mr. Campbell. There were three (3) grievances submitted. Dr. Crenshaw presented that pursuant to Rule 15, a substantial term or condition of employment must be adversely affected. He stated that Mr. Campbell failed to outline any substantial term or condition of employment that has been adversely affected within his current position of Police Officer. The rules also exclude from the grievance process "Matters addressed by, or discussed in, another Rule (i.e., classification, pay, reductions-in-force, efficiency ratings, etc.), regardless of whether the other Rule contains an appeal procedure. In addition, Dr. Crenshaw informed the Board members that an employee may not circumvent this exclusion by alleging that the Rule in question was applied in an illegal, retaliatory, disciplinary, or other unfair manner," to include Fitness for Duty Examinations and Reassignments. Upon review of the records,

the Board UPHELD the Director's determination to disqualify Mr. Thomas' application based on the matter is not grievable under Rule 15 of the Personnel Board Rules and Regulations. (Motion made by J. Smoke; Seconded by G. Robinson)

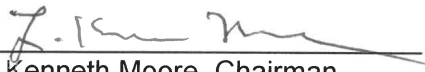
VII. INFORMATION AND DISCUSSION ITEMS

- a) The Board acknowledged the list of Advanced Steps.
- b) The Board acknowledged the following Expenditure Report(s):
 - 1. December 11, 2021 – December 31, 2021
 - 2. January 1, 2022 – January 14, 2022

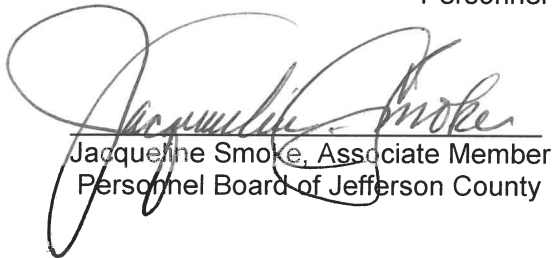
VIII. EXECUTIVE SESSION

Leslie Coyne, Legal Counsel for the PBJC stated there was no need to convene an Executive Session.

There being no further business, the meeting adjourned at 2:05 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