



Personnel Board of Jefferson County

The Foundation of Your Merit System Career

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

April 12, 2022

The Personnel Board of Jefferson County met on Tuesday, April 12, 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 dispensed with any opening remarks and proceeded to the Action Items.

II. ACTION ITEMS

- a) The Board approved the Board Minutes for the meeting held on March 8, 2022. (Motion made by J. Smoke; Seconded by G. Robinson)
- b) The Board approved for the Personnel Board to enter into a three (3) year contract with LinkedIn, who will provide three (3) LinkedIn Corporate Recruiter Accounts (\$77,500.80) and five (5) job slot package (\$22,425.00). Total amount of contract is not to exceed \$99,925.80 (\$33,308.60 to be billed annually) which is a reduction of \$1,147.05 from the previous three (3) year contract. The services will be provided effective May 28, 2022 - May 27, 2025. (Motion made by J. Smoke; Seconded by G. Robinson)

- c) New Job: City Attorney's Investigator

Grade: 24

The Board approved the City of Birmingham request for a new position responsible for conducting a wide variety of pre-trial investigations for the Office of the City Attorney related to lawsuits in which the City is a party, or in the prosecution of civil, criminal, or

administrative cases. Market data suggests a salary range of \$49,220 - \$82,339, which aligns with a Grade 24. Therefore, it is approved to create a new position, City Attorney's Investigator (#06476), with a pay grade of 24 and a salary range of \$47,798 - \$74,152, for the City of Birmingham. (Motion made by J. Smoke; Seconded by G. Robinson)

- d) The Board approved the City of Birmingham request for a new Recruitment and Retention Program for Firefighters, Firefighter Paramedics, Fire Apparatus Operators and Fire Lieutenants. The plan pays either a \$10,000 or \$5,000 sign-on bonus to eligible individuals and a \$5,000 retention bonus to existing eligible employees. The plan parameters are included in the Board Item. (Motion made by J. Smoke; Seconded by G. Robinson)

- e) The Board approved the Director's reinstatement decisions pursuant to Rule 10.3 of the Rules and Regulations. (Motion made by J. Smoke; Seconded by G. Robinson)

It was discovered that there were audio difficulties for those individuals in attendance virtually and the Board paused the meeting for several minutes while the problem was identified and corrected. The meeting was resumed with Chair Moore apologizing for the audio issue and summarized that all Action Items had been approved and that he would continue the meeting with the Jurisdiction Contracts.

III. JURISDICTION CONTRACTS

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

- a) The Board approved an amendment to a contract between Jefferson County - Roads and Transportation Department and Collier Engineering to continue inventorying and assessing the condition of the County's guardrails, culverts, and signs. During the course of completing the original contract, Collier Engineering determined that 17,724 culverts, 12,353 signs, and 1,267 guardrails needed to be added to the scope. Based on the fact that the temporary and specialized services are being continued, and the fact that this type of work is generally contracted, this contract amendment is approved. No work has been done since the original contract was completed, and no monies have been paid to Collier Engineering since May 2021. The amended contract will recommence upon approval, and its new completion date is June 6, 2023; the contract's overall amount will increase from \$1,096,800 to \$1,756,925.

- b) The Board approved a new contract between the Jefferson County - Tax Assessor and E-Ring, Inc. to configure, install, and provide training and implementation support for a software module designed to allow taxpayers and attorneys to file homestead requests via the Internet. This is a one (1) year contract that includes \$125,000 for implementation, \$300,000 for software license fees, and \$50,000 for product support. Based on the fact that the work is temporary in nature, requires specialized expertise not possessed by Merit System positions and is generally contracted, this Contract was approved.
- c) The Board approved a new contract between Jefferson County - General Services Department and VSC Fire & Security, Inc., to provide inspection, testing, maintenance, and repair of the County's fire equipment and systems in fourteen (14) locations throughout Jefferson County. This is a three (3) year contract effective May 23, 2022 – May 22, 2025, with no extension option and at an estimated cost of \$56,118 (\$18,706 per year). Based on the fact that these services must be performed by certified technicians using special equipment, are sporadic in nature, and are generally contracted, this Contract was approved.
- d) The Board approved a new contract between Jefferson County - General Services Department and Poole and Company Architects, who will provide floor plans and assessments of commercial real estate property to describe and benchmark the current condition of each system and component, estimate the remaining useful life, identify observed deficiencies, make recommendations regarding repairs, replacement and further investigation, and include a preliminary cost estimate to implement the recommended repairs and replacements. This is a three (3) year contract, effective upon Commission approval, with no extension option, and at an estimated cost of \$788,000. Based on the fact that some of the services are construction related, the services are being performed temporarily, the County does not possess the equipment (software), and the fact that the services are generally contracted, this Contract was approved.

In one vote, the Board approved Jurisdiction Contracts E, F and G. (Motion made by J. Smoke; Seconded by G. Robinson)

- e) The Board approved a new contract between Jefferson County Department of Health - General Services Department and VSC Fire & Security, Inc., to provide inspection, testing, and maintenance of the Health Department's Fire equipment and systems located in the Guy M Tate Building, General Services Annex, and the Eastern and Western Health



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Centers. This is a three (3) year contract effective April 27, 2022 – April 27, 2025, with no extension option and at an estimated cost of \$43,650 (fee based; \$14,550 estimated annual price (not to exceed \$45,000). Based on the fact that these services must be performed by certified technicians using special equipment, are sporadic in nature, and are generally contracted, this Contract was approved. The Board has approved contracts in the past for similar services, most recently with Global Fire Sprinklers

- f) The Board approved a new contract between the Jefferson County Department of Health - Administration and Anita Smith and Company, Inc. to provide professional writing services to the Health Department Board, as well as periodic updates that will include project progress, written drafts, transcripts and other pertinent information. This is a three (3) year contract in the amount of \$111,667. Based on the fact that the work is temporary and sporadic in nature, requires specialized expertise not possessed by any Merit System position and is generally contracted, this Contract was approved.
- g) The Board approved a new contract between the Jefferson County Department of Health - Administration and Meredith Clement to provide professional transcription services in conjunction with Anita Smith's production of a book on the history of the Jefferson County Department of Health. This is a three (3) year contract in the amount of \$13,459. Based on the fact that the work is temporary and sporadic in nature, this Contract was approved. Board Member Robinson asked if any work had already been started. Dr. Crenshaw stated that it is his understanding that work under this contract was on hold pending Board approval.

IV. ADMINISTRATIVE LEAVE WITH PAY

- a) Jack Self – Jefferson County Sheriff (30-Day Extension of Leave) - The Board votes to approve this 30-day extension of leave. (Motion made by J. Smoke; Seconded by G. Robinson)

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

- a) Sidney S. Skanes vs. City of Birmingham (Capital Projects) Case No. DA-2021-2371-BH (Termination) - Hearing Officer's Report & Recommendation – Based upon a review of the record, the Board finds the Hearing Officer's recommendation should be AFFIRMED. Accordingly, Mr. Skanes' employment with the City of Birmingham is terminated effective December 10, 2021. (Motion made by J. Smoke; Seconded by G. Robinson)

- b) Quincy Coleman vs. City of Birmingham (Human Resources Department) Case No. DA-2018-2135-BH (Termination) - Hearing Officer's Report & Recommendation – Based upon a review of the record, the Board finds the Hearing Officer's recommendation should be AFFIRMED. Accordingly, Mr. Coleman's employment with the City of Birmingham is terminated effective December 29, 2017. (Motion made by J. Smoke; Seconded by G. Robinson)

VI. APPEAL OF DIRECTOR'S DETERMINATION – None Submitted

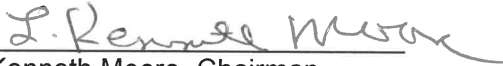
VII. INFORMATION AND DISCUSSION ITEMS

- a) The Board acknowledged the list of Advanced Steps.
- b) The Board acknowledged Resolution # 532-22 from the City of Birmingham granting a five percent (5%) Cost of Living Adjustments, effective April 16, 2022, for its eligible employees. Based on the fact that this request is not within the twelve (12) months of an applicable election, approval of the Board is not required. Thus, this information was acknowledged.
- c) The Board acknowledged Ordinance # 3638 from the City of Bessemer granting Cost of Living Adjustments, effective March 1, 2022. Based on the fact that this request is not within the twelve (12) months of an applicable election, approval of the Board is not required. Thus, this information was acknowledged.
- d) The Board acknowledged the following Expenditure Report(s):
 - 1. February 19, 2022 – March 4, 2022
 - 2. March 5, 2022 – March 18, 2022

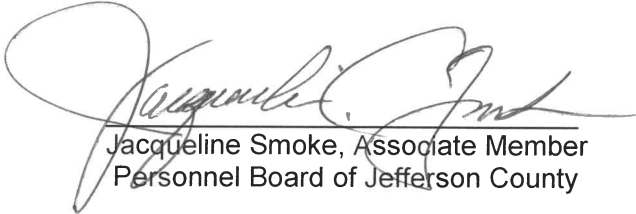
VIII. EXECUTIVE SESSION

Leslie Coyne, Legal Counsel for the PBJC did not need to call an Executive Session. However, she did want to notify the Board that the document regarding the Director qualifications that was discussed last month was located and sent to each of the Board Members for their review.

There being no further business, the meeting adjourned at 2:00 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