



Personnel Board of Jefferson County

The Foundation of Your Merit System Career

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

May 10, 2022

The Personnel Board of Jefferson County met on Tuesday, May 10, 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; Cynthia Holiness, Business Office; and Leslie Coyne, Legal Counsel for the Personnel Board. Attending virtually were Kim Kinder, Employee Services; Guy Dewees, Applicant Services; Pete Blank, Training; Brian Bellenger, Testing; 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 April 12, 2022. (Motion made by J. Smoke; Seconded by G. Robinson)

- b) The Board approved the 2021-2022 Classification Survey Results. Prior to the approval, Chair Moore asked Dr. Crenshaw to give an overview and proceed with the Public Hearing. Dr. Crenshaw shared that the 2021-2022 Classification Survey included jobs in the areas of Automotive Maintenance, Civic Center/Auditorium, Comp and Benefits, Coroner, Elections, Employee Relations, Employee Selection, Environmental Protection, HR Administration, HR Management, Legal, Mechanical Tech, Museum, Organization Development, Police and Sheriff, Policy and Compliance, Public/Business Administration, Recruiting, Stores/Purchasing, and Utility Services job families. The survey included one hundred thirty-seven (137) different job classes encompassing approximately two-thousand seven hundred sixty-one (2,761) employees. The Board staff reviewed one thousand one hundred thirty-nine (1,139) completed surveys representing a forty-seven

percent (47%) participation rate across the employee population. A total of four (4) initial recommendations were made to reclassify positions to a different position based on the duties being performed. Initial recommendations were available to participants on February 4, 2022, and appeals were accepted through February 18, 2022.

During the appeal period, eight (8) appeals were received, of which, zero (0) recommendations were made to reclassify a position based on the duties being performed. Therefore, there were a total of four (4) reclassification recommendations from the Survey. Those recommendations were approved by the survey panel and communicated to employees. Today, an opportunity is given to employees who want to present an appeal before the Three-Member Board regarding the survey. No one present wanted to make a comment. Dr. Crenshaw then opened the floor to anyone attending virtually to unmute and give his/her name to be recognized to make a comment before the Board. Again, no one wanted to make an appeal to the Board. Based on the fact that no employees wanted to appeal the Survey Results, the Board voted to approve the 2021-2022 Classification Survey. (Motion made by J. Smoke; Seconded by G. Robinson)

- c) The Board approved a renewal of the Board's Business Liability Insurance policy. The current policy will expire June 1, 2022. The new insurance policy with AmGuard Insurance provides coverage of the Board's computer equipment, media and software, business personal property, employee theft, hired and non-owned auto liability and other various services. The cost of the premium is \$9,885, an increase of \$485 over last year's premium. Chair Moore asked if the coverage was the same as last year. Dr. Crenshaw reported that the coverage was the same. (Motion made by J. Smoke; Seconded by G. Robinson)

- d) New Job: Pediatrician

Grade: 41

The Board approved to create a new position, Pediatrician (#07688), with a pay grade of 41 and a salary range of \$127,233 - \$197,392, for the Jefferson County Department of Health. (Motion made by J. Smoke; Seconded by G. Robinson)

- e) The Board approved the revised PBJC Employee Handbook. Chair Moore asked if the handbook would be available online or hard copies. Dr. Crenshaw stated that the handbook would be available online. He also explained that the handbook is for Personnel Board staff only and not the Merit System as a whole. He reminded the Board that a while

back a review of all of the internal policies and procedures was presented and accepted by the Board. He also stated that the revised handbook was updated to reflect the changes. (Motion made by J. Smoke; Seconded by G. Robinson)

Chair Moore asked if the Board was fully staffed or were there vacancies to be filled. Dr. Crenshaw stated that the Board was actively working to fill four (4) vacant positions: Employee Relations Manager, Network System Administrator, Application Development Manager and a Human Resources Technician.

- f) 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)

III. JURISDICTION CONTRACTS

- a) The Board approved a contract between the Jefferson County Community Development Department and UAB Treatment Alternatives for Safer Communities (TASC). UAB will provide ten (10) hours of physician time per week to conduct mental health assessments for defendants referred to the Jefferson County Adult Drug Court treatment program without an existing diagnosis, and provide one (1) full-time peer recovery specialist to provide recovery support. Funding is provided via DOJ Grant 15PBJA-21-GG-04127-DGCT. The Jefferson County Commission approved the Grant Agreement to accept the grant funds on January 20, 2022. However, the DOJ provided more funds than were requested and required Jefferson County to submit a Grant Award Modification to provide for the budgeting of the additional funds. The Grant Award Modification was not approved by the Department of Justice until March 23, 2022. Jefferson County received the executed contract back from UAB and submitted in MinuteTraq on March 23, 2022. Based on the fact that UAB has the infrastructure in place to offer these services and the contract is the means for UAB to obtain the grant funding, this contract is approved. (Motion made by J. Smoke; Seconded by G. Robinson)

- b) The Board approved a new contract between the Jefferson County Community and Economic Development Department and ESD Truck Driving School, who will provide to Jefferson County (the administrator for the Central Alabama Partnership for Training and Employment (CAPTE) a Class A CDL Truck Driving Training Program via two contracts: one (1) for adults and one (1) for dislocated workers who have been unemployed as a result of layoffs. This is a one (1) year contract with an extension option of two (2)

additional one (1) year terms, to be executed upon approval. Available amount under the grants is \$2,558,317. The Board has approved multiple contracts of this type in the past. Based on the fact that this work is not allowed to be performed by the County, serving as the Work Development Board, this contract is approved. (Motion made by J. Smoke; Seconded by Chair Moore, G. Robinson abstained from voting.)

- c) The Board approved Amendment Three (3) to a previously approved contract with Cogsdale, Inc. The Board approved a five (5) year contract with Cogsdale on September 8, 2020, to oversee and implement data conversion and migration from the current sewer utility billing mainframe system to Cogsdale's software. Amendment Three (3) provides additional Project Management, Functional Consulting and Database Engineering services, as well as the development of a secure, modern and hosted Citizen Application for printing payoff letters. This application will replace the legacy portal (Citizen Payoff App). Amendment Three (3) extends the contract to August 2022, and adds an additional ten percent (10%) to the current total contract amount. The Board approved contracts for similar software conversion services with Collier Engineering, Astadia, Inc., and NextGen Healthcare, Inc. Based on the fact that the services are generally contracted and specialized in nature, the contract amendment is approved. (Motion made by J. Smoke; Seconded by G. Robinson)
- d) The Board approved a new contract between the Jefferson County General Services Department and AC & DC Power Technologies, who will develop, establish, and implement a routine preventive maintenance program for Jefferson County's seven (7) Uninterruptable Power Supply (UPS) systems, located at various County facilities. This is a three (3) year contract with no extension option, effective June 9, 2022 to June 8, 2025, at a cost of \$25,308 (cost stipulation of \$8,436 per year). Based on the fact that services must be performed by factory certified technicians, are conducted sporadically, are generally contracted and the fact that the County does not possess the equipment to perform the work, this contract is approved. (Motion made by J. Smoke; Seconded by G. Robinson)

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

- e) The Board approved a new contract between the Jefferson County General Services Department and Thompson Power Systems, who will provide manufacturer-certified

technicians to conduct monthly, quarterly, and annual maintenance and repair on twelve (12) County-owned generators in multiple locations throughout Jefferson County. This is a three (3) year contract at a cost of \$181,288.50 (\$60,429.50 per year + allowance for unscheduled maintenance/repair). Based on the fact that the work to be performed will be conducted on a sporadic basis and must be performed by certified technicians with specialized equipment, the contract is approved.

- f) The Board approved a new contract between the Jefferson County Roads and Transportation Department and Nuisance Wildlife Control, who will perform beaver management services at twenty-eight (28) locations by trapping and removing nuisance beavers who build dams that create hazards and force water to overflow into areas and roadways that are then damaged. This is a one (1) year contract with an extension option of two (2) years, at a cost not to exceed \$60,000 per year. Based on the fact that these services are generally contracted and will be performed sporadically, this contract is approved.
- g) The Board approved a new contract between the Jefferson County Roads and Transportation Department and Gonzalez Strength and Associates, who will provide light detection and ranging services on an on-call basis to determine acceptable clearances between pavement and bridges in high traffic areas where it is unsafe to use traditional surveying. This is a one (1) year contract with no options to extend, at a cost not to exceed \$50,000. Based on the fact that these services are generally contracted, require specialized skills and equipment not possessed by the County, and will be performed sporadically, this contract is approved.

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

- h) The Board approved a new contract between the Jefferson County Human Resources Department and MetLife, who will manage the County's Americans with Disabilities process and provide a 24/7 online platform to automate ADA claims and documentation. This is a thirty (30) month contract, effective June 1, 2022, with an estimated cost of \$38,580 (well below the cost of conducting these services in-house), and will remove the County from direct involvement in claim adjudication, thus allowing ADA evaluations to be conducted and managed by objective, independent ADA professionals who can provide these services in a manner that is consistent with regulatory requirements. Based on the

fact that the County does not possess a platform/system to manage the ADA process in the manner of the contract, and the fact that it is more cost effective to contract the services rather than perform the services in-house, this contract is approved.

- i) The Board approved a new contract between the Jefferson County Office of the Tax Assessor and E-Ring, Inc. This is a one (1) year contract with an option to renew maintenance and support annually, and at a cost of \$410,000 (\$300,000 for the license fee, \$50,000 for implementation, and \$60,000 for maintenance and 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 is approved.

IV. ADMINISTRATIVE LEAVE WITH PAY – None Submitted

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

- a) Antwan Duncan vs. City of Birmingham (Police Department) Case No. DA-2022-2375-BH (Termination) - Motion to Stay Proceedings – Appearing before the Board were Attorney Elizabeth Young, Legal Counsel for Mr. Duncan; and Attorney Holly Clemente, Legal Counsel for the City of Birmingham. Upon review, the Board finds that the Motion to Stay Proceedings is due to be GRANTED. (Motion made by J. Smoke; Seconded by G. Robinson)
- b) Bobbie Loggins vs. City of Center Point (Public Works Department) Case No. DA-2021-2368-CP (Suspension -14 Days) - Hearing Officer's Report & Recommendation – Appearing before the Board were Attorney Scott Morro, Legal Counsel for Mr. Loggins; and Attorney Julian Hendrix, Legal Counsel for the City of Center Point. Based upon a review of the record, the Board finds the Hearing Officer's recommendation should be AFFIRMED. Accordingly, the suspension shall be set aside and Mr. Loggins will receive backpay and other benefits he would have received had he not been suspended. (Motion made by J. Smoke; Seconded by G. Robinson)
- c) Jason Rickels vs. City of Tarrant (Fire Department) Case No. DA-2021-2336-TC (Termination) - Motion to Reinstate Case – Appearing virtually before the Board were Attorney Adam Morel, Legal Counsel for Mr. Rickels; Attorney Michael Brymer and Attorney Michael Casey, Jr., Legal Counsels for the City of Tarrant. Upon review, the Board finds that the Motion to Reinstate the Case is due to be GRANTED. (Motion made by J. Smoke; Seconded by G. Robinson)

- d) Angela Cook vs. City of Birmingham (Communications Department) Case No. DA-2022-2389-BH (Demotion) - Motion to Stay Demotion – Appearing before the Board were Attorney Scott Morro, Legal Counsel for Ms. Cook; Angela Cook; and Attorney Holly Clemente, Legal Counsel for the City of Birmingham. Upon review, the Motion to Stay Demotion is denied. (Motion made by J. Smoke; Seconded by G. Robinson)

VI. APPEAL OF DIRECTOR'S DETERMINATION – None Submitted

Chair Moore stated that it was previously discussed to create an outline or protocol to use as guidelines to aid the Director in making uniform decisions regarding these appeals. Dr. Crenshaw reported that a few months ago documents were created to guide these decisions at both the staff level and the Director's level. Since this document was not a policy, the Board's approval was not necessary. The information was shared with the Board several months ago. Chair Moore asked that another copy of the guidelines be sent to the Board members for their information. Chair Moore stated that it would be very beneficial to the Board Members to know the guidelines and history of prior decisions taken on appeal items that are later presented to the Board for approval or disapproval. Dr. Crenshaw stated he would send this information to the Board Members.

VII. INFORMATION AND DISCUSSION ITEMS

- a) The Board acknowledged the Citizens' Supervisory Committee Meeting. Dr. Crenshaw shared that the next CSC Meeting would be Tuesday, May 17, 2022, at noon in the Probate Judge's Court Room. He stated that the PBJC Annual Report will be presented at the meeting. He also stated that the Board will receive copies of this report and if there are any questions or concerns regarding this report to let him know.
- b) The Board acknowledged the list of Advanced Steps.
- c) The Board acknowledged Ordinance #3645 from the City of Bessemer granting Cost of Living Adjustment, effective March, 1, 2022. The resolution amends Resolution #3638, acknowledged by the Personnel Board on April 12, 2022, to also include public safety dispatchers and correction officers.

d) The Board acknowledged the following Expenditure Report(s):

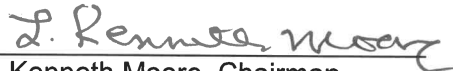
1. March 19, 2022 – April 1, 2022
2. April 2, 2022 – April 15, 2022
3. April 16, 2022 – April 30, 2022

Chair Moore acknowledged and commended the staff for working to limit the technical difficulties during the Board Meeting. He stated that it was delightful to have the meeting run smoothly without any glitches.

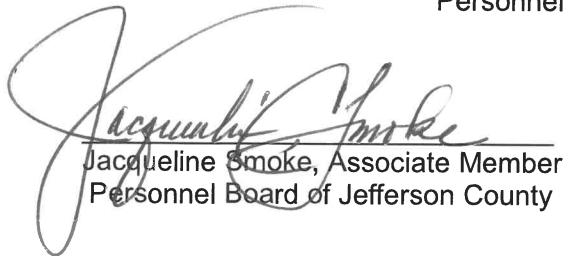
VIII. EXECUTIVE SESSION

Leslie Coyne, Legal Counsel for the PBJC did not need to call 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