



Personnel Board of Jefferson County

The Foundation of Your Merit System Career

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

July 22, 2022

The Personnel Board of Jefferson County met on Friday July 22, 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; Cynthia Holiness, Business Office; Guy Dewees, Applicant Services; and Leslie Coyne, Legal Counsel for the Personnel Board. Attending virtually were Robert Groce, IT; and other Personnel Board staff.

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

Chair Moore called the meeting to order at 1:33 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 June 14, 2022. (Motion made by J. Smoke; Seconded by G. Robinson)

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

- b) The Board approved a contract between AT&T and the Personnel Board of Jefferson County for VOIP phone service. The contract is for three years with the option to renew two additional one-year periods for this contract. The monthly cost is \$1,282.95/month with a one-time professional service setup cost of \$375.00. AT&T offers VOIP communication solutions for businesses with advanced features that can be expanded to include conferencing and unlimited calling within the United States. The contract includes a Cloud voice service that integrates with the Personnel Board's current phone equipment and runs over any internet connection. The VOIP solution provides great sound quality, and reliability, and integrates voice, data lines, and zone coverage for paging. Personnel Board staff will be able to manage voice mailboxes, assign phone numbers, and manage call preferences and voice data ports. This contract results from a request for an invitation to bid RFP # 37-22 "Hosted VOIP solution for the Personnel Board". The installation, setup, and configuration of the equipment associated with the VOIP network would commence upon execution of the contract and would be completed by AT&T and Personnel Board staff.

- c) The Board approved a contract renewal between Intecrowd and the Personnel Board of Jefferson County for Workday support and configuration consulting services. The contract term is one-year, beginning November 1, 2022, through October 31, 2023. The contracted services will be billed at a rate of \$165/hour, not to exceed the amount of \$27,000 for the contract term. Intecrowd is a Certified Workday Partner authorized to provide system consulting and configuration services on Workday systems to maximize Workday platform resources. Intecrowd will assist the Board's staff with troubleshooting and resolving system issues, as well as evaluating and providing suggestions and recommendations for improving functionality for Merit System agencies and employees. The consulting service contract scope includes coaching/training sessions and "how-to" guidelines to help Personnel Board staff. The existing consulting contract will expire on October 31, 2022.
- d) The Board approved a contract between the Personnel Board and Richard Conroy, Ph.D. to develop and facilitate a training program on emotional intelligence for law enforcement officers. Growing evidence suggests EI is a factor in predicting work performance that involves regular interpersonal contact with people the cornerstone of the law enforcement profession. The amount of the contract is \$4,795 which includes on-site training, assessments, and travel costs. The contracted training program will provide a one-day training class specifically designed for law enforcement officers that will include training facilitation; group and individual discussions; short video clips; individual and group activity completion exercises; and a personalized emotional intelligence assessment and extensive personalized individual report.
- e) The Board approved to re-appoint Connie Harris to the position of Pension Board Member Number Three of the Jefferson County General Retirement System to serve a three (3) year term from August 31, 2022 through August 30, 2025. (Motion made by J. Smoke; Seconded by G. Robinson)
- f) The Board approve a new job class: Assistant City Manager – Vestavia Hills, job code #01087, at a grade 34, and a salary range for the City of Vestavia of \$90,522 - \$140,442. (Motion made by J. Smoke; Seconded by G. Robinson)
- g) The Board renewed a contractual agreement with One Diversified to provide maintenance to the audio, video, and computer equipment located within the PBJC Test Administration Facility. The work will be performed from October 1, 2022 to September 30, 2023. The annual amount of the contract shall not exceed \$17,838.11. (Motion made by J. Smoke; Seconded by G. Robinson)
- h) The Board approved Jefferson County's request to appoint the position of Director of Revenue – Jefferson County, job code 94015, to the Exempt Executive Service. (Motion made by J. Smoke; Seconded by G. Robinson)
- i) The Board approved the contract between On-Line Information Services, Inc. and the Personnel Board in the annual amount of \$1,044 for the period of September 1, 2022 to August 31, 2023. The annual amount is billed in monthly installments of \$87 (\$84/month fee plus \$3/monthly invoice). (Motion made by J. Smoke; Seconded by G. Robinson)

- j) The Board acknowledged the third extension of Jefferson County Commission's Resolution 9068 extending the benefits of the Jefferson County Coronavirus Response Leave Program (JCCRLP), and the approval of Board staff to participate and follow said Resolution effective July 2, 2022 through October 1, 2022. (Motion made by J. Smoke; Seconded by G. Robinson)

III. JURISDICTION CONTRACTS

- a) The Board approved a new contract between Jefferson County Department of Health – Disease Control and UAB Board of Trustees, who will provide consultative services to the Health Department by providing at least one-hundred twenty (120) half-days of direct clinical care to patients being treated for sexually transmitted infections by seeing a minimum of eight (8) patients per day, per provider; providing sexually-transmitted infections in-service training for Health Department staff; and attending regularly scheduled Health Department meetings. This is a one (1) year contract, effective October 1, 2022 – September 30, 2023, with no extension option and at a rate of \$81,775. This contract has been in place for many years, and was most recently approved on December 14, 2021. Based on the fact that a significant portion of the services under this contract include providing specialized physicians who are exempted from the Classified Service, and the sporadic nature of the remaining staffing services, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by G. Robinson)

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

- b) The Board approved an amendment to a contract originally approved on January 14, 2020 between the Jefferson County Information Services Department and Gartner, Inc. This Amendment 3 adds an additional \$51,000, bringing the total to \$514,121, and extends the completion date to August 31, 2022. This amendment allows Gartner's oversight role to continue for a period to ensure the training and testing protocols for the new sewer billing system are valid and adhered to by the County's software vendor, and that the risks to the success of the project are identified and mitigated. Based on the fact that the services are temporary, and the fact that these types of services are typically contracted, this contract amendment is recommended for approval. (Motion made by J. Smoke; Seconded by G. Robinson)
- c) The Board approved a new contract between the Jefferson County Information Services Department and Tek Systems. The contractor will temporarily provide the services of an Information Security Officer and Network Systems Administrator II while the hiring process is completed. Jefferson County has submitted requisitions to fill both jobs, and indicates it expects to begin testing for the ISO on August 16, 2022 and the NSA II on September 22, 2022. Based on the fact that the County has identified the positions as critical and is in the recruiting process, this contract is recommended for approval for a six-month period, which will allow the County to complete its hiring process. The Board approved a similar contract in 2019. (Motion made by J. Smoke; Seconded by G. Robinson)

- d) The Board approved an amendment to a contract previously approved between the Jefferson County Probate Court-Elections Department and AccuStaff, now doing business as Spherion. The contractor will continue to provide temporary staffing for the County during absentee and general elections in the Birmingham and Bessemer courthouses. Originally, the County engaged two vendors for the services: Laine Federal and Accustaff. However, Spherion's services proved to be more reliable than those of Laine. As a result, the department has only used the services of Spherion. The \$250,000 has been exhausted solely on services provided through Spherion, and the department now needs to increase the amount of the Spherion contract by \$150,000 to meet the staffing demands for elections. (Motion made by J. Smoke; Seconded by G. Robinson)

- e) The Board approved a new contract between the Jefferson County Tax Assessor (Bessemer Division) and Department and Tax Management Associates, Inc. Tax Management Associates will perform business personal property field audits to verify the accuracy of personal property listings that are assigned by the County Tax Assessor (Bessemer Division). This is a one-year contract (October 1, 2022 to September 30, 2023) at a cost of \$50,000. Similar contracts have been previously submitted and approved. Approval is recommended for the same reasons outlined previously: the sporadic nature of the services provided, the fact that the services are customarily performed by contractors, and that fact that pursuant to generally accepted accounting standards, the work cannot be performed by employees of the County. (Motion made by J. Smoke; Seconded by G. Robinson)

- f) The Board approved a new contract between the Jefferson County Human Resources Department and Slavin Management Consultants. The contractor will conduct an executive search, at a cost not to exceed \$19,336.25, for the County's vacant Director of Human Resources position. The contractor will develop a search process, recruitment pro le, and advertising program, after which it will identify and recruit candidates and acknowledge resumes. Once completed, the contractor shall conduct preliminary candidate screenings, and then work with the County to identify a list of semifinalists. The contractor will close the project by notifying all unsuccessful candidates of the final decision reached by the County. (Motion made by J. Smoke; Seconded by G. Robinson)

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

- g) The Board approved a one-year contract between the Jefferson County Finance Department and Cavanaugh McDonald Consulting. The vendor will continue to provide actuarial services related to Other Post-Employment Benefits that are compliant with Governmental Accounting Standards. This contract has been in place for many years, and the cost of \$15,500 has remained constant since at least 2018. Based on the sporadic nature of the services, the fact that the services are customarily performed by contractors, and the fact that pursuant to generally accepted accounting standards, the work cannot be performed by employees of the County, the contract is recommended for approval. (Motion made by J. Smoke; Seconded by G. Robinson)

- h) The Board approved a one-year contract between the Jefferson County Finance Department and Engineering Service Associates, Inc. The contractor will continue to provide information concerning financial assurance costs for the active solid waste disposal facilities. Financial assurance costs are required by EPA and should demonstrate that the County will be able to pay the costs to close the landfills including any post closure activities. ESA will determine the total required value needed in the financial assurance fund based upon the estimated costs to close each land fill and the post-closure maintenance for 30 years following closure. This contract has been in place for many years, and other than a year over increase of 5%, terms and conditions remain the same. Based on the temporary nature of the work, the financial services will be completed within 3 months, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by G. Robinson)

- i) The Board approved a new contract between the Jefferson County Roads and Transportation Department and Hydro Engineering Solutions. This project is a continuation of Jefferson County Watershed Modeling Program Phase I and Phase IA, which were approved in July 2020 and March 2021, respectively. This project provides for Hydro Engineering Solutions to develop Gridded Surface Subsurface Hydrologic Analysis models for the remaining watersheds in Jefferson County to complete the County wide modeling program. It will also allow for Hydro Engineering Solutions to assist with the implementation of Aquaveo's AGWA Software, the development of a Stormwater System Improvement Program, and the development of a Jefferson County Permitting Program for FEMA Emergency Permitting. The cost of this project shall not exceed \$6,400,000 and is expected to be funded with American Rescue Plan Act Fiscal Recovery Funds. Based on the fact that this type of work requires highly technical and scientific skills not possessed by Merit System employees, is generally contracted and the fact that the County does not possess the equipment, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by G. Robinson)

- j) The Board approved a three-year contract between Jefferson County Commission and the Greater Birmingham Human Society to provide statutorily required animal control pickup services to include boarding, veterinary medical services, operation of the county shelter, the provision of a spay/neuter program, and the performance of emergency services as requested by public safety officials. The contract is fee-based as outlined within Exhibit B of the submitted contract. The current contract is a three (3) year contract effective February 1, 2022. The contract was submitted prior to the effective date of the contract; however, due to the increase in the cost of the contract compared to the previous three-year contract, the Personnel Board had to work with Jefferson County to obtain additional information and also obtain market data regarding overall cost of services. The contract is recommended for approval based on the projected cost savings (approximately \$270,000) to the County when compared to providing the services in house. Robinson commented that the contract was submitted in a timely matter. (Motion made by G. Robinson; Seconded by J. Smoke)

IV. ADMINISTRATIVE LEAVE WITH PAY

- a) Shamonte Lanfair, Jefferson County Sheriff's Office (30-Day Extension of Leave)

The Board voted to approve the 30-day extension of leave. (Motion made by J. Smoke; Seconded by G. Robinson)

b) Jerrod Moore, Jefferson County Sheriff's Office (30-Day Extension of Leave)

The Board voted to approve the 30-day extension of leave. (Motion made by J. Smoke; Seconded by G. Robinson)

V. CONTESTED ITEMS

- a) Andre Wallace vs. Jefferson County (Security Department) Case No. DA-2022-2384-JC (Termination) Hearing Officer's Report & Recommendation. Based upon a review of the record, the Board finds the Hearing Officer's recommendation should be UPHELD. No persons or entities were present to represent any party. (Motion made by J. Smoke; Seconded by G. Robinson)

VI. APPEAL OF DIRECTOR'S DETERMINATION

- a) Michael Cook - Appeal of Director's Determination (Rehire) – The Board UPHELD the Director's Determination. (Motion made by J. Smoke; Seconded by G. Robinson)

VII. INFORMATION AND DISCUSSION ITEMS

- a) The Board acknowledged the City of Homewood's Resolution # 22-103, which modifies their shift structure for personnel from the current 26-Day Pay-13 Shift Kelly Cycle to a 27-Day Pay-9 Shift Kelly Day Cycle, effective July 17, 2022.
- b) The Board acknowledged the list of Advanced Steps.
- c) The Board acknowledged the following expenditure reports:
May 28, 2022 - June 17, 2022
June 18, 2022 - July 1, 2022

VII. INFORMATION AND DISCUSSION ITEMS

The Acting Director asked Dr. Brian Bellenger, I/O Psychologist for the Testing Division to update the Board Members on the search for a Personnel Director. According to Dr. Bellenger, the job has been posted on Linked In, SIOP and SHRM websites. He stated that resumes will be accepted by his office through August 19, 2022. In addition, he stated that the resumes will be reviewed by three Personnel Board Division Managers, and a short list would be created. Dr. Bellenger will be creating the interview questions, and as requested by Board Member Robinson, the interview questions will be sent to all Board Members for final review. Once the interview questions have been finalized by the 3-Member Board, an interview panel comprised of Brian Bellenger, Leslie Coyne (Attorney for the Personnel Board) and Guin Robinson (Board Member) will proceed with the interviews. Final recommendations will be made to the 3-Member Board in September. Dr. Bellenger also indicated that any adjustments to these outlined procedures requested by the Board would be welcomed and accepted

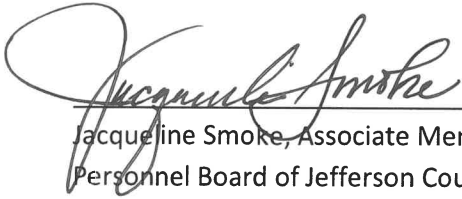
VIII. EXECUTIVE SESSION

Leslie Coyne, Legal Counsel for the PBJC called an Executive Session for pending litigation. Executive session started at 2:08pm, and ended 2:19 pm.

The regular meeting resumed at 2:20 pm. With there being no further business, the meeting adjourned at 2:21 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