



Personnel Board of Jefferson County

The Foundation of Your Merit System Career

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

October 27, 2022

The Personnel Board of Jefferson County met on Thursday, October 27, 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; Kim Kinder, Employee Relations; Brian Bellenger, Testing and Leslie Coyne, Legal Counsel for the Personnel Board. Attending virtually were Robert Groce, IT; Cynthia Holiness, Business Office; Guy Dewees, Applicant Services, 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 September 27, 2022. (Motion made by J. Smoke; Seconded by G. Robinson)
- b) The Board approved the Resolution for Board staff to receive a three percent (3%) cost of living adjustment effective November 5, 2022. (Motion made by J. Smoke; Seconded by G. Robinson)
- c) The Board approved a thirty-day contract extension between ConvergeOne and the Personnel Board of Jefferson County. The extension would allow the transfer of services between ConvergeOne and AT&T. (Motion made by J. Smoke; Seconded by G. Robinson)
- d) The Board approved a recommendation that authorizes the Personnel Board to enter into individual contracts with up to five subject matter experts (in the amount of \$1,000 per subject matter expert) to assist in the development of police-related professional development assessment exercises to be administered in conjunction with a training program to be provided by the Personnel Board to develop job-related competencies. The target date for the work is late November/early December, contingent on the availability of the subject matter experts. (Motion made by J. Smoke; Seconded by G. Robinson)
- e) The Board approved a new job class of Deputy Police Chief, job code #06070, at a grade 31. This position would be available to Police Departments in the Merit System with a Police Chief III designation, serving as second in command and having responsibility for daily operations and services of the Department, and will direct all activities of the Department in the absence of the Police Chief. (Motion made by J. Smoke; Seconded by G. Robinson)

- f) The Board approved the Jefferson County Department of Health resolution authorizing a one-time sign-on bonus, in the amount of \$500, for persons hired as full-time medical clerks as an incentive to attract essential public health workers. (Motion made by J. Smoke; Seconded by L. Moore)

It was noted by Board member G. Robinson that the Department of Health has presented resolutions of this type in the past and had already paid the employees beforehand. Acting Director Jeffrey Crenshaw did interject to say that was a miscommunication on his part regarding this Board item. Board member G. Robinson wanted to get an update on if money has been offered, the date of that offer, and if money has already been paid. Board member G. Robinson abstained.

- g) 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 this amendment the contract between the Jefferson County Department of Health and the Bruno Event Team, LLC. The Bruno Event Team will provide full responsibility for the Jefferson County COVID-19 hotline, to include professional, COVID-19 call center supervisors, operators and Bruno Event Team Management, Spanish translation services, real time escalation of issues to Jefferson County personnel, and daily reporting of call volume and activity and other metrics as determined by the Board. The original contract was entered into on February 9, 2021, following Governor Ivey's declared state of emergency related to COVID-19. The current amendment adds an additional \$477,840, bringing the total contract amount to \$2,067,420, and extends the end date to November 30, 2023. The JCDH asserted that it has no plans to extend the contract past the date. Based on the temporary nature of these services, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by G. Robinson)
- b) The Board approved the Jefferson County Environmental Services Division (ESD) to engage in a contract with a to be named vendor to clean an estimated 1,500,000 feet of 6- to 12-inch diameter sanitary sewers ranked as high priority for cleaning. These sewers have been identified as high risk for sanitary sewer overflows (SSOs) and the County is under a Clean Water Act Consent Decree (CD) with the required goal of eliminating SSOs. During the cleaning process the amount and type of debris removed will be recorded. The collected data will help determine optimal successive cleaning schedules for each pipe segment. The work is necessary to comply with and terminate the CD. Estimated cost is \$3,250,000. This maintenance contract is requested because County resource levels are presently inadequate to clean the sewers. The Board previously approved a similar contract, from which data was collected to help ESD perform an assessment of its sanitary sewer cleaning program. All cleaning work is planned as preventive maintenance work with scheduled work orders, and pipes are placed on a cleaning frequency of either 1, 3, 6, 12, or 24 months. ESD implemented a new system and schedule to perform recurring work orders with Merit System positions on a long-term basis and has invested significant resources to budget, equip and train cleaning crews to meet long-term needs, including adding additional Merit System positions. However, in order to complete the number of generated preventative maintenance work

orders shown above within the initial cleaning cycle time needed and demonstrate compliance sufficient to terminate its CD, budgeted Merit System crews will not be sufficient. This contract is intended to help the County reduce (with the intent of ultimately eliminating) a backlog of sanitary sewer preventative maintenance work orders. (Motion made by J. Smoke; Seconded by G. Robinson)

- c) The Board approved a new contract between the Jefferson County General Services Department and Diversified Elevator Service & Equipment Co., who will provide preventative maintenance and repair service for elevators at thirteen (13) Jefferson County facilities. This is a three (3) year contract effective January 1, 2023 – December 31, 2025, with no extension option, at a cost of \$530,676 (estimated at a cost of \$176,892 per year). Based on the fact that the work is performed sporadically and similar work is generally contracted, this contract is recommended for approval. The Board has approved contracts for these services in the past. (Motion made by J. Smoke; Seconded by G. Robinson)
- d) The Board approved a new contract between the Jefferson County IT Department and Motorola Solutions. The contractor will provide maintenance and support services, to include monitoring, for Jefferson County’s four microwave links and legacy radio equipment. This equipment is used by the Sheriff’s Office, Roads and Transportation, General Services and other first responders in their day to day operations. This is a four (4) year contract, effective upon Commission approval, at a cost of \$1,774,498.73 (Year 1 - \$424,000; Year 2 - \$436,998.73; Year 3 - \$450,000; Year 4 - \$463,500). Based on the fact that the County does not possess the equipment or technical expertise to perform the services, as the services must be performed by Motorola certified technicians, and the sporadic nature of the repairs, this contract is recommended for approval. The Board approved a similar contract on August 11, 2020. (Motion made by J. Smoke; Seconded by G. Robinson)
- e) The Board approved a new contract between the Jefferson County Coroner’s Office and Mid-South Medical Imaging, which will provide preventative maintenance and repair service for multiple x-ray equipment systems. This is a three (3) year contract, effective November 1, 2022 – October 31, 2025, with no extension options, at a cost of \$93,600 (\$31,200 per year). Based on the fact that the work is performed sporadically and similar work is generally contracted, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by G. Robinson)
- f) The Board approved a new contract between the Jefferson County Department of Health (JCDH) and Women Entrepreneurs in Public Health. The contractor will facilitate the development of a new strategic plan designed to aid the JCDH in becoming more responsive to the emerging needs and changes in public health science. This cost for the services under the contract is \$92,100 and the services are expected to be completed within six (6) to nine (9) months. Based on the temporary nature of these services, and the fact that these types of services are generally contracted, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by G. Robinson)

IV. ADMINISTRATIVE LEAVE WITH PAY

No Items in this section.

V. CONTESTED ITEMS

- a) Richard Haluska vs. City of Birmingham (Police Department) - Case No. DA-2022-2395-BH (Suspension - 19 Days) - Hearing Officer's Report & Recommendation. In attendance were Attorney Elizabeth A. Young for Richard Haluska and Assistant Attorney Pamela Jones for the City of Birmingham. Recommendation based upon a review of the record, the Board finds the Hearing Officer's recommendation should be **UPHELD** (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 the Acting Director apologizing for the audio issue and proceeded with the meeting.

- b) Tamekka Hayden vs. City of Bessemer (Fleet Maintenance Department) - Case No. DA-2022-2392-BS (Termination) - Hearing Officer's Report & Recommendation. In attendance virtually was Tameka Hayden and Attorney R. Shan Paden. Recommendation based upon a review of the record, the Board finds the Hearing Officer's recommendation should be **UPHELD** (Motion made by J. Smoke; Seconded by G. Robinson)
- c) Rickytha Davis vs. Jefferson County Sheriff's Office - Case No. DA-2022-2400- JC (Suspension - 10 Days) - Hearing Officer's Report & Recommendation. In attendance virtually was Attorney Latanisha Hunter for the Jefferson County Sheriffs Office. Recommendation based upon a review of the record, the Board finds the Hearing Officer's recommendation should be **UPHELD** (Motion made by J. Smoke; Seconded by G. Robinson)
- d) Paul Huffstutler vs. Jefferson County Sheriff's Office - Case No. DA-2022- 2398-JC (Suspension -8 Days)- Hearing Officer's Report & Recommendation. In attendance virtually was Attorney Latinisha Hunter for the Jefferson County Sheriff's Office. Recommendation based upon a review of the record, the Board finds the Hearing Officer's recommendation should be **UPHELD** (Motion made by J. Smoke; Seconded by G. Robinson)

VI. APPEAL OF DIRECTOR'S DETERMINATION

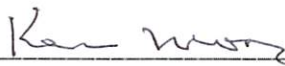
- a) Catherine Guinn vs. City of Birmingham (Police Department) - Grievance No. GR-2022-BH-05-0445 - Appeal of Director's determination that the grievance is ineligible for adjustment under Rule 15 (Grievances) **UPHELD** (Motion made by J. Smoke; Seconded G. Robinson)
- b) Jason Marlin - Appeal of Director's disqualification based on past Merit System Employment Record Regarding Merit System Rehire Eligibility Status. **UPHELD** (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 two Resolutions adopted by the City of Gardendale providing a total of a 10% cost of living increase.
- c) The Board acknowledged the following expenditure reports:
 - September 24, 2022- October 7, 2022

VIII. EXECUTIVE SESSION

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