



Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

June 5, 2023

The Personnel Board of Jefferson County met on Monday, June 5, 2023. Present at the meeting were: L. Kenneth Moore, Chair; Jacqueline Smoke, Associate Member; and Donna Smith, Associate Member. Present from the Personnel Board were: Jeff Crenshaw, Director; and Pete Blank, Training. Attending virtually were: Leslie Coyne, Legal Counsel for the Personnel Board, Robert Groce, Information Technology; Cynthia Holiness, Business Office; Brian Bellenger, Testing; and other Personnel Board staff.

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

- A. Chair Moore called the meeting to order at 1:30 p.m. He dispensed of 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 27, 2023. (Motion made by J. Smoke; Seconded by D. Smith)
- B. The Board opened the floor to anyone who wished to make a comment regarding the 2022-23 Classification Survey. No one indicated a desire to address the Board. The Board then approved the 2022-2023 Classification Survey Recommendations as reflected in the attached "2022-2023 Board Survey Report." (Motion made by J. Smoke; Seconded by D. Smith)
- C. The Board approved the Cyber Protection Insurance renewal policy between the Personnel Board and Beazley in the amount of \$9,080 for June 13, 2023 through June 13, 2024. (Motion made by J. Smoke; Seconded by D. Smith)
- D. The Board approved four new internal Board policies for adoption effective June 5, 2023:
 - 1) Credit Card Policy
 - 2) Telecommuting Policy
 - 3) Respectful Behavior and Conduct in the Workplace Policy
 - 4) Employee Fraternization Policy

(Motion made by J. Smoke; Seconded by D. Smith)

- E. The Board approved a new job, City Engineer - Birmingham. Based on gathered market data, the job is established with a pay grade of 36 and a salary range of \$94,619 - \$148,507 for the City of Birmingham. (Motion made by J. Smoke; Seconded by D. Smith)
- 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 dental assistants as an incentive to attract essential public health workers in accordance with Section VIII (Pay Enhancements/Pay Incentives) of the Personnel Board 2022-2023 Salary Administration Guide & Pay Plan. (Motion made by J. Smoke; Seconded by D. Smith)

III. JURISDICTION CONTRACTS

In one vote, the Board approved Contracts A and B.

- A. The Board approved a new contract between the Jefferson County Department of Health and Carr, Riggs, & Ingram, LLC, who will develop an onboarding and training program for its clinical staff, to include the use of Dentrix and Athena (clinic software packages). Vendor will also identify key clinical performance indicators and process improvements designed to produce clinical efficiencies. This is a contract that is not to exceed one year and not to exceed \$30,000. Based on the fact that the contract is being used to address a specific business need, and will be temporary and sporadic in nature, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)
- B. The Board approved a new contract between the City of Birmingham and Nolan Security. The contractor will provide armed security officers at various City events on an as-needed and temporary basis. This is a one-year contract with an estimated cost of \$17,000. The City anticipates that these services will comprise about nine (9) weeks of work. Based on the fact that the contract is being used on an as-needed basis, and will be temporary in nature, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)
- C. The Board approved a new contract between the Jefferson County Information Technology Services department and Dell Technologies, who will relocate Jefferson County's VX Rail and related equipment from its current location in Birmingham, to Huntsville, AL, and will certify that equipment is installed and operating properly in the County's disaster recovery site. All equipment will continue to receive maintenance and support via Dell Technologies without having to go through a recertification process. This is a less than 1-year contract that will begin upon approval of the Commission and end on the date that Dell Technologies completes the provision of Services. Cost is set

at \$51,255 for the relocation and reinstallation. Based on the fact that the contract is being used to address a specific business need, and will be temporary in nature, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)

In one vote, the Board approved Contracts D and E.

- D. The Board approved a new contract between the Jefferson County Roads and Transportation Department and Contract Land Staff, LLC. to provide all professional services necessary for the right-of-way acquisition, including appraisal, appraisal review, acquisition, and relocation, for the Carson Road Improvements project in Jefferson County (Project Number JCP 37-18-429). Roads & Transportation is experiencing an atypical spike in workload due to Alabama Infrastructure Bank-funded projects. These projects include funding-related deadlines that necessitate the procurement of these right-of-way acquisition and survey services from an independent contractor to meet these deadlines. This is a 1-year contract with no extension options, and the cost is not to exceed \$400,000. Based on the fact that the contract is being used to offset a spike in the volume of work, and will be temporary in nature, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)

- E. The Board approved a new contract between the Jefferson County Roads and Transportation Department and the following five contractors: Barge Design Solutions, Engineering Design Technology (EDT), Gonzalez-Strength & Associates, Sain & Associates, Thompson Engineering. Roads & Transportation is experiencing an atypical spike in workload due to Alabama Infrastructure Bank-funded projects. These projects include funding-related deadlines that necessitate the procurement of these right-of-way acquisition and survey services from an independent contractor to meet these deadlines. Each contractor will provide surveying services on an as needed basis, as required by the County Engineer, including location, construction and rights-of-way surveys. Each contract is a 1-year contract with no extension options. The estimated cost is not to exceed \$100,000, per contractor, (total cost \$500,000) for the term of the contract(s). The price per survey will be based on a fee sheet. Based on the fact that the contracts are being used to offset a spike in the volume of work, and will be temporary in nature, these contracts are recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)

- F. The Board approved a new contract between the Jefferson County General Services Department and South-East Switchgear to conduct electrical equipment testing and inspection services annually to ensure that all electrical equipment is operational and within industry and manufacturer's tolerance and is installed in accordance with design specifications. Testing ensures that there are no "hot spots" in the electrical grid inside a building that could lead to fire, and includes high potential testing on cables, relay-testing calibration, insulation power factor testing, control wire function checkout,

transformer saturation and polarity testing, as well as testing and inspection of cabling that connects the switchgear to other electrical circuits. These services must be performed by certified technicians in accordance with the National Electrical Code, National Electrical Manufacturer's Association Code, International Electrical Testing Association, and the American National Standards Institute. This is a 3-year contract in the amount of \$256,875, and includes cleaning, inspecting, testing, and preventive maintenance on 188 items in 13 locations throughout the County. Because these services will be conducted on a sporadic basis and must be performed by certified technicians, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)

- G. The Board approved a new contract between the Jefferson County Finance Department and Public Resources Advisory Group (PRAG). The contractor will provide financial advisement services in the matters relating to debt, credit trends, debt structuring and cash flow modeling, bond financing management, and financial advisory services related to the ratings for the County's General Obligation Warrant, Sewer Revenue System Warrant and School Warrant (Sales Tax) credits. The Board has previously approved a contract with PRAG for these services. This is a 3-year contract in the amount of approximately \$40,000 per year. Based on the fact that the work is performed sporadically and is generally contracted, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)
- H. The Board approved a new contract between the Jefferson County Board of Equalization and Graybar. The contractor will provide floor scanning, core drilling, and relocation and installation of electrical floor boxes in office space with cubicles. The work will be completed after regular business hours to minimize impact on department operations. The contractor will consult with Jefferson County IT and General Services Departments during the floor scanning to ensure no damage to utility, data, or any building infrastructure. This is a 1-year contract in the amount of \$18,356.25. Based temporary nature of the services this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith).
- I. The Board approved a new contract between the Jefferson County General Services Department and Rapiscan Systems, Inc., which will provide inspection, service, and certification of eleven Rapiscan x-ray machines. In order to maintain certification, these machines must be inspected annually and serviced by Rapiscan-certified technicians. This is a 1-year contract in the amount of \$59,974.97, and includes an option to renew the contract for two additional one-year terms for \$61,774.13 and \$63,627.20, respectively. The Board has previously approved a contract with this vendor for similar services. Based on the sporadic nature of the services, the work being generally contracted, and the lack of necessary tools and equipment to perform these services, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)

IV. ADMINISTRATIVE LEAVE WITH PAY

- A. Thomas Cleveland, Jefferson County Sheriff's Office - Request for 30-Day Extension of Administrative Leave with Pay **APPROVED** (Motion made by J. Smoke; Seconded by D. Smith)

V. CONTESTED ITEMS

- A. David Jelks vs. Jefferson County Sheriff's Office - Case No. DA-2023-2429-JC (Suspension (25 days) & Termination) - Hearing Officer's Report & Recommendation. In attendance was Attorney Latanisha Hunter for the Jefferson County Sheriff' Office, and Attorney Scott Morrow attended virtually for David Jelks. The Board voted to **UPHOLD** the Hearing Officer's recommendation to uphold the Termination and **REVERSE** the Hearing Officer's recommendation to overturn the Suspension (25 days). (Motion made by J. Smoke; Seconded by D. Smith)
- B. Leslie Carlisle vs. City of Birmingham (Equipment Management) - Case No. DA-2022-2422-BH (Termination) - Hearing Officer's Report & Recommendation. In attendance was Attorney Pierre Mede for the City of Birmingham, and Attorney Scott Morro attended virtually for Leslie Carlisle. The Board voted to **UPHOLD** the Hearing Officer's Report and Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- C. Derryo Fowler vs. City of Birmingham (Fire & Rescue Service) - Case Nos. DA-2022-2390-BH & DA-2022-2391-BH (Demotion/Suspension (60 days) & Termination) - Hearing Officer's Report & Recommendation. In attendance was Pamela Jones for the City of Birmingham, and Attorney Scott Morro attended virtually for Derryo Fowler. The Board voted to **UPHOLD** the Hearing Officer's Report and Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)

VI. APPEAL OF DIRECTOR'S DETERMINATION

- A. Dock Scott - Appeal of Disqualification of Applications Based on Past Merit System Employment Record. Dock Scott's appeal was initially presented in the April 27th, 2023, board meeting. During the meeting, Mr. Scott stated that he would want his attorney present, and he requested to reschedule his case at the next board meeting. In attendance was Attorney Julian Hendricks for Dock Scott. The Director's determination was **UPHELD**. (Motion made by J. Smoke; Seconded by D. Smith)
- B. Michael Morris - Appeal of Disqualification of Applications Based on Past Merit System Employment Record. In attendance was Michael Morris. The Director's determination was **UPHELD**. (Motion made by J. Smoke; Seconded by D. Smith)

- C. Dezmond Clopton - Appeal of Disqualification of Applications Based on Past Merit System Employment Record. In attendance was Dezmond Clopton. The Director's determination was **UPHELD**. (Motion made by J. Smoke; Seconded by D. Smith)
- D. Telia Hooks - Appeal of Disqualification of Applications Based on Past Merit System Employment Record. The Director's determination was **UPHELD**. (Motion made by J. Smoke; Seconded by D. Smith)
- E. Anthony Fields - Appeal of Disqualification of Applications Based on Past Merit System Employment Record. In attendance was Anthony Fields, and Chief Wendell Major, Tarrant's Chief of Police, who spoke on behalf of Anthony Fields. The Director of Public Works, Stephen Fancher attended virtually on behalf of the City of Tarrant. The Director's determination was **UPHELD**. (Motion made by J. Smoke; Seconded by D. Smith)

VII. INFORMATION AND DISCUSSION ITEMS

- A. The Board acknowledged the Personnel Board's 2022 Annual Report which was distributed to the Citizens Supervisory Commission at its semi-annual meeting held on May 16, 2023.
- B. The Board acknowledged that due to the date change of the May board meeting, the Director renewed the Board's business liability insurance policy between the Personnel Board and AmGuard in the amount of \$12,760 for June 1, 2023 through June 1, 2024. This year's premium is \$2,875 higher than last year's premium due to a rate increase imposed by the carrier, and the adjustment of the Board's computer equipment limit from \$750,000 to \$825,000 due to inflation.
- C. The Board acknowledged the Director's administrative approval of a new contract between the Jefferson County Human Resources Department and Human Resource Management, Inc. (HRM) to review and update the County's Employee Handbook and Human Resources Manual (e.g., policies and procedures) and conduct a comprehensive Human Resources audit that will provide the County information that can be used to develop short-term and long-range organizational goals related to managing human resources. HRM anticipates that primary tasks and project deliverables can be accomplished within twelve (12) months; the cost for services will be \$150 per hour, and the total cost is estimated to be \$150,000. Based on the fact that the contract is being used to address a critical business need, and will be temporary in nature, this contract is recommended for approval. This contract was administratively approved by the Director on May 23, 2023, due to the May Board meeting being moved to a date after the start of the submitted contract.
- D. The Board acknowledged the list of Advanced Steps.

E. The Board acknowledged the following expenditure reports:

- April 8, 2023 - April 22, 2023
- April 23, 2023 - May 5, 2023
- May 6, 2023 - May 19, 2023

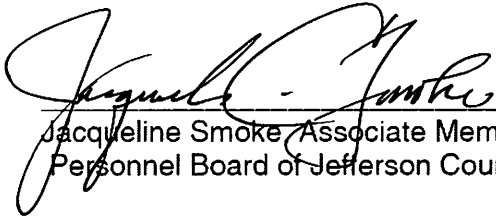
VIII. EXECUTIVE SESSION

Attorney Leslie Coyne stated that no executive session was needed.

There being no further business, the meeting adjourned at 2:54 p.m.



L. Kenneth Moore, Chairman
Personnel Board of Jefferson County

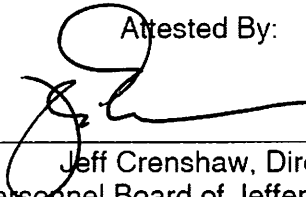


Jacqueline Smoke, Associate Member
Personnel Board of Jefferson County



Donna Smith, Associate Member
Personnel Board of Jefferson County

Attested By:



Jeff Crenshaw, Director
Personnel Board of Jefferson County