



Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

August 24, 2023

The Personnel Board of Jefferson County met on Thursday, August 24, 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; Cynthia Holiness, Business Office; Brian Bellenger, Testing; Kim Kinder, Employee Relations; Pete Blank, Training; 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

- A) Chair Moore called the meeting to order at 1:32 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 July 27, 2023. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board welcomed any individuals interested in commenting on the 2023 Classification Survey Recommendations to address the Board. No individuals expressed an interest. The Board then proceeded to approve the 2023 Classification Survey Recommendations as reflected in the attached "2023 Board Survey Report" (Motion made by J. Smoke; Seconded by D. Smith)
- C) The Board approved a rental agreement between The Bridge and the Personnel Board. The Personnel Board will be closed on Friday, October 13, 2023 for a PBJC In-Service Day. This is a planned day for agency-wide professional development activities for Board staff. The focus this year is on organizational culture. The Personnel Board will use space at The Bridge for this event, and the rental rate is discounted at \$700.00. (Motion made by J. Smoke; Seconded by D. Smith)
- D) 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 D. Smith)

III. JURISDICTION CONTRACTS

In one vote the Board approved contracts A,B,& C.

- A) 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. Contractor will mobilize to bridge sites across Jefferson County, Alabama, as directed. The Board has approved a similar contract in the past. 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 recommended for approval (Motion made by J. Smoke; Seconded by D. Smith)

- B) The Board approved a contract between the Jefferson County Roads and Transportation Department, and multiple vendors, who will provide parts, advanced diagnostics, maintenance, body work, and repairs for County fleet vehicles. The purpose of this contract will be to establish standard labor rates and rates for miscellaneous parts for inventory and emergency orders as needed. The bid will result in multiple contracts with different vendors that can perform work on different makes and models of cars, trucks, vans, environmental equipment and off-road equipment. Contracts or bids have been approved by the Board since 2014. This will be a three (3) year contract effective October 1, 2023 - September 30, 2026, with no extension option. Repairs are estimated at \$1,319,000 per year, for a total of \$5,865,000. Based on the sporadic nature of the services provided, the fact that the services are customarily performed by contractors, the anticipated cost of operating a body shop and the inability to acquire the proprietary diagnostic software, the contracted services are recommended for approval. (Motion made by D. Smith; Seconded by J. Smoke)

- C) The Board approved a new contract between the Jefferson County Purchasing Department and a vendor to be determined to provide daily pick-up and delivery of sealed bank deposits from six centralized locations, to ensure safety and timely deposits, for twenty-three departments, with each department having multiple deposits taken to thirteen different banks. This is a three-year contract effective September 11, 2023 – September 10, 2026, with no extension option, at an estimated cost of \$402,391.44 (\$134,130.48 per year). A similar contract for these services has been in place since 2017, and based on the fact that the services are generally contracted and the County does not possess the equipment or personnel to perform the service, the contract is recommended for approval under the following conditions: 1) the County must submit the final contract for Board records, and 2) that contract does not deviate in

any substantial manner from the representations made in this submission. (Motion made by D. Smith; Seconded by J. Smoke)

In one vote the Board approved contracts D & E.

- D) The Board approved a new contract between Jefferson County Department of Health – Disease Control, and the UAB Board of Trustees, who will continue to provide consultative services to the Department of Health by providing at least 206 full days of direct clinical care to patients being treated for sexually transmitted infections by seeing a minimum of nine (9) patients per day, per provider, providing in-service training regarding sexually-transmitted infections to Department of Health staff, and attending regularly scheduled Department of Health meetings. This is a one (1) year contract, effective October 1, 2023 – September 30, 2024, with no extension options, and at a rate of \$95,494. 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 given the highly specialized nature of providing this type of health care, and the fact that contracting with an infectious diseases physician or other physician group is common, this contract is recommended for approval. (Motion made by D. Smith; Seconded by J. Smoke)
- E) The Board approved a new contract between Jefferson County Health Department and Connection Health to hire, train, and supervise part-time (20 hours per week) community health workers who will provide services for women in the "From Day One" program which is a grant funded infant mortality program. Expectations for Connection Health, under the "From Day One" program, are broken into daily, weekly, monthly, quarterly, and annual deliverables. The contracts associated with the "From Day One" program have been approved by the Board since November 2017. This is a two (2) year contract, effective October 1, 2023 to September 30, 2025, with no extension option and at a cost not to exceed \$300,000 per year. Based on the sporadic and community nature of the services (for approximately 20 hours per week), this contract is recommended for approval. (Motion made by D. Smith; Seconded by J. Smoke)

In one vote the Board approved contracts F & G

- F) The Board approved an amendment to a contract between the Jefferson County Roads and Transportation Department and Real Estate Valuation Advisors that was approved December 12, 2022 and executed by the Jefferson County Commission January 12, 2023. This amendment increases the total not to exceed amount to \$560,000.00 per two-year period. The increase in the Compensation is due to the large number of road and sewer projects requiring appraisals, and appraisal reviews related to acquired right-of-way tracts, temporary construction easements, and property acquisitions over the next two years; a majority of these projects are related to the Alabama Infrastructure Bank Bond funds, the funds associated with this Bond are required to be expended by 2026. Based on the fact that the work must be performed by an independent party, this

contract amendment is recommended for approval. The Board has previously approved similar contracts for these services. (Motion made by D. Smith; Seconded by J. Smoke)

- G) The Board approved a new contract between the Jefferson County Probate Court and a vendor to be determined. The contractor will provide qualified personnel, on an as-needed basis, during election cycles, to staff the Birmingham and Bessemer Absentee Offices, which are not staffed year-round. The Vendor will provide qualified personnel to assist the Jefferson County Circuit Clerk Election Offices, as required by Alabama election law. This will be a three-year contract, at an estimated cost of \$750,000. The Board has approved similar staffing contracts in the past, and based on the fact that the services are performed sporadically, and on an as-needed basis, this contract is recommended for approval. (Motion made by D. Smith; Seconded by J. Smoke)

IV. ADMINISTRATIVE LEAVE WITH PAY

- A) Noah Hall, 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) Michael A. McRina vs. Jefferson County (General Services)- Case No. DA2023-2441-JC (Termination)- Joint Motion to Dismiss Appeal & Settlement Agreement. The Board voted to **APPROVE** the agreement. (Motion made by J. Smoke; Seconded by D. Smith)

VI. APPEAL OF DIRECTOR'S DETERMINATION

- A) George Poindexter - Disqualification of Application based on past Merit System employment record. The Director's determination was **UPHELD.** (Motion made by J. Smoke; Seconded by D. Smith)
- B) Michael Morris - Appeal of Director's Disqualification of Application based on past Merit System employment record. The Director's determination was **UPHELD.** (Motion made by J. Smoke; Seconded by D. Smith)

VII. INFORMATION AND DISCUSSION ITEMS

Before continuing to the Information and Discussion items, Director Crenshaw introduced Julia Speegle to the Board Members. He stated that she will fill the role as Assessment and Development Specialist with the Personnel Board.

In addition, Chairman Moore congratulated Jaqueline Smoke on her re-election as Associate Member of the Personnel Board. He stated that she has served honorably and diligently with the Personnel Board for a term and she has made his job easier. He

also stated that he was honored to witness her swearing in by the Probate Judge Naftel.

- A) The Board acknowledged a budget resolution for the Jefferson County Department of Health that includes a 4% cost of living increase for its eligible employees, effective September 23, 2023.
- B) The Board acknowledged the list of Advanced Steps.
- C) The Board acknowledged the following expenditure reports:
 - July 8, 2023 – July 21, 2023
 - July 22, 2023 – August 4, 2023
 - August 5, 2023 – August 11, 2023
- D) The Board acknowledged Resolution #6635 for the City of Hueytown that includes a 5% cost of living increase for its eligible employees, effective August 28, 2023.
- E) The Board acknowledged a budget resolution for the Jefferson County Emergency Management Mayors' Council that includes a 2.5% cost of living increase for its eligible employees, effective September 23, 2023.

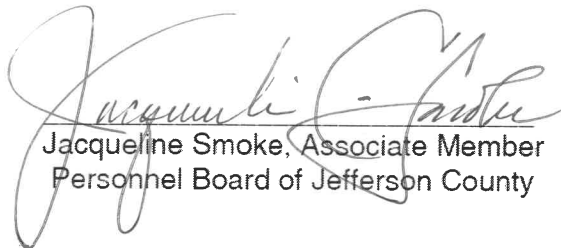
VIII. EXECUTIVE SESSION

There was no need for an executive session.

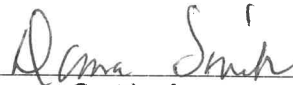
There being no further business, the meeting adjourned at 1:49 p.m.



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