BOARD MEETING AGENDA

May 12, 2020

I. OPENING REMARKS - L. Kenneth Moore, Chair

II. OPERATIONAL UPDATES

III. ACTION ITEMS

a) Recommendation that the Board approves the Board Minutes for the meeting held on March 10, 2020.

b) Recommendation that the Board approves a contract renewal for the Board’s Cyber Protection Insurance Agreement with Beazley. The Personnel Board’s current Cyber Protection Insurance Policy will expire on June 13, 2020. Since December 2019, Board staff has been working through Jefferson County’s Insurance Broker (USI) to obtain quotes for the insurance. Beazley proposes a premium of $6,381.20 (a reduction compared to last year’s premium of $6,752 which is a $370.80 decrease in the annual premium). In addition, the vendor has broadened the limit for eCrime (fraudulent instruction) from $100K to $250K. This is a one (1) year contract effective June 13, 2020 – June 13, 2021.

c) Recommendation that the Board approves a contract renewal between the Personnel Board and Workday to provide hosting and maintenance support for the period covering June 14, 2020 through September 30, 2023 at an annual rate of $401,545.00. The Personnel Board initially entered into a three-year contract with Workday in 2017 and worked with consultants to configure and set up the system to replace its previous HR information system (Lawson) and applicant tracking system (PeopleAdmin). This current 3.25-year contract is to extend the Board’s use of Workday as the job application system and its system of record for employment actions.

d) Recommendation that the Board approves a contract renewal for the Business Liability Insurance for the Personnel Board of Jefferson County with AmGuard Insurance. The Board’s current business liability insurance policy will expire on June 1, 2020. This insurance policy provides coverage of the Board’s computer equipment, media and software, valuable papers, business personal property, employee dishonesty, hired and non-owned auto liability and other various services. The premium is $9,761.00 (a reduction of $526.00 from last year’s premium).
e) Recommendation that the Board approves a contract renewal between the Personnel Board and C Spire for annual VmWare maintenance and support. VmWare is the software that transforms a physical server into a virtual repository. This contract is for maintenance and support of the software product. This is a three (3) year contract effective July 11, 2020 through July 10, 2023, with no extension option and at a cost of $11,708.40.

f) Recommendation that the Board approves the City of Leeds’ submitted Resolution 2020-04-06 for the creation of a new salary schedule for positions in public safety job classes. This new salary schedule would be an increase of fifteen percent (15%) annually over their current base pay salary schedule. Based on the resolution, the new Public Safety salary schedule would apply to the positions in the City of Leeds’ public safety positions within the Police Department and Fire Department. It is recommended that the Three-Member Board approve Resolution 2020-04-06 for the creation of a new Public Safety salary schedule for the City of Leeds.

IV. JURISDICTION CONTRACTS – None (See Informational Items)

V. ADMINISTRATIVE LEAVE WITH PAY – None (See Informational Items)

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


VII. APPEAL OF DIRECTOR’S DETERMINATION

a) Ritina Bailey, City of Midfield (Administration) - Disqualification from Recruitment and/or Examination (Rule 9.5)

b) Darius Harville, Jefferson County Department of Revenue - Disqualification from Recruitment and/or Examination (Rule 9.5)

c) Richard Cheatwood, City of Vestavia Police Officer - Appeal to Overturn Director’s Disqualification Based on Past Merit System Employment Record Regarding Your Merit System Rehire Eligibility Status

VIII. INFORMATION AND DISCUSSION ITEMS

a) Administrative approvals
The following Personnel Board contracts were administratively approved

1. Recommendation that the Board acknowledges the administratively approved contract amendment with Falls Facility Services, Inc., who will provide up to four (4) additional deep cleaning janitorial services for the first, second, ninth and tenth floors of the Personnel Board due to the Coronavirus pandemic. The cost for this additional cleaning is in accordance to the bid cost of $1,150 per deep cleaning. This contract amendment was administratively approved.

2. Recommendation that the Board acknowledges a contract amendment between the Personnel Board and ConvergeOne (formerly Venture Technologies) to change existing licenses for use of the Jabber functionality as it relates to phone accessibility for Board staff during shelter-in-place and safe-at-home orders authorized by Governor Ivey. The monthly fee of the contract increased from $1,915 to $2,338. Due to the coronavirus pandemic, and the immediate need for staff to work remotely, the Personnel Director approved the contract amendment with ConvergeOne.

The following new job classes were administratively approved

3. New Job Class: Project Manager Pay Grade: 29

The City of Birmingham requested a Project Manager position to plan, execute, and finalize projects according to strict quality standards, deadlines, and within budget. Market data for a Project Manager suggests a salary range of $62,878 - $97,552. Recommendation was for approval to create a Project Manager (#02068), with a pay grade of 29 and a salary range of $62,878 - $97,552 for the City of Birmingham. This position may be used by other agencies. This new job was administratively approved.

4. New Job Class: Senior Project Manager Pay Grade: 32

The City of Birmingham requested to create a new Senior Project Manager position which will lead cross-departmental teams who plan, execute, and finalize projects according to strict quality standards, deadlines, and within budget. Market data for a Senior Project Manager suggests a salary range of $70,823 - $118,541. Recommendation was for approval to create a Senior Project Manager (#02069), with a pay grade of 32 and a salary range of $72,800 - $112,912 for the City of Birmingham. This position may be used by other agencies. This new job was administratively approved.

The following jurisdictional contracts were administratively approved
5. Recommendation that the Board acknowledges the administrative approval for a new contract between Jefferson County – Environmental Services and ADS, LLC., who will continue to provide long-term and temporary flow monitoring, reporting and analysis, remote alarming and level monitoring services utilizing ADS owned equipment, pursuant to Jefferson County’s 1996 EPA Consent Decree. This is a three (3) year contract effective July 5, 2020 – July 5, 2023, with no extension option, at a cost of $4,630,025. The Board has approved similar contracts in the past with the most recent approval for a three (3) year contract on June 13, 2017. Based on the fact that the services are generally contracted, the fact that the County does not possess the equipment and the potential savings for the County, this contract was administratively approved.

6. Recommendation that the Board acknowledges the administrative approval for a new contract between Jefferson County – Community Development and Asbestos Worker Local #78 Apprenticeship Training Trust, who will provide to Jefferson County (the administrator for the Central Alabama Partnership for Training and Employment) occupational skills training related to becoming an asbestos insulation mechanic. The two (2) apprenticeships are for adults and dislocated workers (individuals who have been unemployed as a result of layoffs, plant closings, etc.). The services are provided on behalf of the administrator pursuant to the rules of the Workforce Innovation and Opportunity Act (WIOA). This is a one (1) year contract effective July 1, 2020 – June 30, 2021, with an extension option of two (2) years, at a cost of $1,877,445. This is the amount of funding available to the programs. $1,521,624 (adult program); $355,821 (dislocated worker program). These contracts are similar to the contracts approved for The Dannon Project by the Board on July 9, 2019. Based on the fact that this work is not allowed to be performed by the County, serving as the Work Development Board, this contract was administratively approved.

7. Recommendation that the Board acknowledges the administrative approval for a new contract between Jefferson County – General Services and Rapiscan Systems, Inc., who will provide inspection, service and certification of eleven (11) Rapiscan x-ray machines. These machines are used by security staff to screen the incoming general public and their possessions when entering Jefferson County facilities. In order to maintain certification, these machines must be inspected annually and serviced by Rapiscan certified technicians. This is a one (1) year contract effective October 1, 2020 – September 30, 2021, with an extension option of two (2) years, at a cost for the first year: $50,820; second year: $52,345; and third year: $55,532. Based on the fact that the machines must be maintained and serviced by the manufacturing company or authorized certified representatives, this contract was administratively approved.
8. Recommendation that the Board acknowledges the administrative approval of a contract between Jefferson County – Tax Assessor and Schoel Engineering Company, Inc., who will survey and provide digital cadastral mapping of Jefferson County. The current digital cadastral mapping of Jefferson County, which is critical base mapping information, is past its end of life cycle and is in critical need of modernization. The services provided are necessary for the County to complete their Tax Map GIS Data Conversion project which will create an accurate County wide cadastral GIS data store. This is a three (3) year contract to be executed upon approval with no extension options and at a cost of $820,000. Due to the fact that the services are traditionally contracted and the temporary nature of the project, the contract was administratively approved.

9. Recommendation that the Board acknowledges the administrative approval of a new contract between Jefferson County – Finance Office and Precision Graphics, will continue to provide Code Accuracy Support System (CASS) Certification, pre-sort, printing, folding, processing, tabbing and mailing including postage, for an estimated 6,744,000 records for the Revenue Department, Tax Collector Department, Tax Assessor Department, Board of Registrars and Board of Equalization. This is a three (3) year contract with no extension option to be executed upon approval at a cost of $2,700,000 with a cost stipulation not to exceed $900,000 per year. A similar contract with Precision Graphics, Inc. was approved by The Three Member Board on December 13, 2016. Based on the fact that it more cost effective for the services to be contracted and the fact that the County does not possess the equipment, the contract was administratively approved.

10. Recommendation that the Board acknowledges the administrative approval of a contract amendment between Jefferson County – Purchasing and C & J Associates, who will perform pest control and inspection services at seventy-eight (78) locations in Jefferson County once per month and twice per month for the kitchens. The original contract and Amendment 1 were not sent to the Board. Amendment 2 is the final amendment under this contract and includes two additional service locations. This is a one (1) year contract amendment effective May 24, 2020 – May 23, 2021 with no extension options at a cost of $50,820. Based on the fact that the services are generally contracted, are performed sporadically, and the fact that the County does not possess the equipment to perform the work, this contract was administratively approved.

11. Recommendation that the Board acknowledges the administrative approval of a contract amendment between Jefferson County – Information Services and Astadia, who will continue to migrate the County’s mainframe to a cloud environment updating the five (5) remaining applications. This Change Order extends the County’s original planned end-date to June 14, 2020, and
increases the amount of the contract. The County does not plan to renew the mainframe beyond June 2020. Based on the fact that the services are temporary, as this is a one-time project, the fact that these types of services are typically contracted and the fact that the County does not possess the equipment to perform the work, this contract was administratively approved.

12. Recommendation that the Board acknowledges the administrative approval of a contract between Jefferson County – Information Services and CDW-G Government, LLC, who will perform a health check on Jefferson County's existing Microsoft Active Directory Domain Services (AD DS) and Exchange environment. Part of the health check is documentation about findings, proposed remediation of issues and planning for the upgrade Windows Server 2019. This is a one (1) year contract to be executed upon approval with no extension option at a cost of $36,732. Based on the fact that services are temporary in nature and generally contacted, this contract was administratively approved.

The following **ADMINISTRATIVE LEAVE WITH PAY** was administratively approved


b) Recommendation that the Board acknowledges the City Birmingham’s Resolution Number 601-20 authorizing a one percent (1.0%) Cost of Living Adjustment for its eligible employees. In accordance with the city’s resolution and communication from the City’s Human Resources Director, the increase is effective March 14, 2020. There is no election this fiscal year; consequently, the Resolution is presented to the Three-Member Board for acknowledgement only.

c) Recommendation that the Board acknowledges the City of Pleasant Grove resolution authorizing a three percent (3%) Cost of Living Adjustment effective February 29, 2020 for its employees. There is no election this fiscal year; consequently, the Resolution is presented to the Three-Member Board for acknowledgement only.

d) Recommendation that the Board acknowledges the following approved Advance Steps:

1. Burton, Jessica  Police Community Rel. Asst.  Birmingham  Grade 16 Step 6
2. Clark, Gary  Police Officer  Birmingham  Grade 17 Step 10
3. Donley, Ariana  Public Relations Manager  Birmingham  Grade 27 Step 6 & Bachelor’s
4. Jones, Camille  Social Worker  Birmingham  Grade 20 Step 5
5. McCombs, Christopher  Building Maint. Supts.  Birmingham  Grade 21 Step 10
6. Pippen, Kenosha  Public Safety Dispatcher II  Birmingham  Grade 13 Step 7
e) Recommendation that the Board acknowledges the following Expenditure Report(s):

1. February 23, 2020 – March 6, 2020
2. March 7, 2020 – March 20, 2020
3. March 21, 2020 – April 24, 2020

IX. EXECUTIVE SESSION