

Board Packet - 01/26/2023 Agenda

I. Opening Remarks

II. Action Items

- A. Recommendation that the Board approves the Board Minutes for the meeting held on December 12, 2022.
- B. Recommendation that the Board approves the Board Minutes for the meeting held on December 20, 2022.
- C. Recommendation that the Board approves the updated 2022-2023 Salary Administration Guide and Pay Plan.
- D. Recommendation that the Board approves the renewal of the Board's Public Officials and Employment Liability Insurance policy in the amount of \$22,775 for January 31, 2023 through January 31, 2024.
- E. Recommendation that the Board approves a new contract with Falls Facility Services, Inc. for professional custodial services for all Personnel Board offices within the 2121 Building. This is a one-year contract (covering the period of February 1, 2023 through January 31, 2024) with an option to renew two additional one-year periods. The cost of the contract includes a one-time deep cleaning charge of \$900.00 and a monthly cost of \$2,379.54.
- F. Recommendation that the Board authorizes the Personnel Director to enter into individual contracts with up to five subject matter experts/assessors (in the amount of \$1,000 per assessor) to evaluate and provide developmental feedback to police officers participating in an training program. The target date for the work is early to mid-March, contingent upon the availability of the assessors.
- G. Recommendation that the Board approves a thirty-day contract extension between ConvergeOne and the Personnel Board of Jefferson County for a monthly fee of \$2,356.00.

- H. Recommendation that the Board approves the Personnel Board's expenditures for fiscal year 2022.
- I. REMOVED BOARD ITEM AND RESOLUTION - City of Midfield COLA
- J. Recommendation that the Board approves the City of Birmingham's request to appoint the position of Deputy Director of Special Projects and Facilities for the Planning, Engineering & Permits Department to the Exempt Executive Service.
- K. Recommendation that the Board approves the Director's reinstatement decisions pursuant to Rule 10.3 of the Rules and Regulations.

III. Jurisdiction Contracts

- A. Recommendation that the Board approves a contract between the UAB Treatment Alternatives for Safer Communities (TASC) and the Jefferson County Community Development Department. UAB will provide services to the Jefferson County Treatment Court to reduce the impact of illicit opioids, stimulants, and other substances on individuals and communities, including overdose deaths, and mitigate the impacts on the criminal justice system. They will provide evidence-based substance use disorder treatment and recovery support services to 450 habitual offenders at risk for overdose over three years as outlined by the grant agreement (15PBJA-22-GG-04466-COAP) with the Department of Justice. This contract will provide embedded peers and/or persons with lived experience to assist persons in the criminal justice system and their families navigate the justice system and increase their connection to treatment and recovery support services. The Jefferson County Commission approved the Grant Agreement to accept the grant funds on October 20, 2022. Jefferson County received the executed contract back from UAB on November 14, 2022, and submitted in MinuteTraq on November 15, 2022. The Board received it after the deadline for the December Board Meeting. Based on the fact that UAB has the infrastructure in place to offer these services and the contract is the means for UAB to obtain the grant funding, this contract is recommended for approval.

B. Recommendation that the Board approves a contract between the Jefferson County Community and Economic Development department and ClassTran, who will continue providing transportation services to and from senior centers to adult day care facilities, dialysis centers, medical and dental appointments, shopping trips, workshops, and up to fifty group field trips per year. The Board has approved contracts with ClassTran for similar services since 2015. This is a one (1) year contract, at a cost of \$401,000 (this cost has remained the same for the past several years), effective upon Commission Approval and ending September 30, 2023, and includes an option to renew for 2 additional 1-year terms. Based on the fact that the County does not possess the personnel or equipment to perform the services, and the represented savings based on previous year's savings achieved through contracting the services, this contract is recommended for approval.

The County requested administrative approval, which was granted on 1/12/2023 due to the rescheduling of the December Board Meeting and urgency of getting the contract onto the Commission's 1/26/2023 agenda.

C. Recommendation that the Board approve a contract amendment between the Jefferson County Information Technology and Tek Systems to provide temporary staffing for a critical-need position, Information Security Officer (ISO), as the County works to hire a new employee into this position. Using temp help during the hiring process is important due to ongoing cyber security initiative, and the relocation of the data center to a Tier III secure offsite location. The initial contract was approved by the Board in July, 2022 to cover two positions ISO and Network Systems Administrator II; this amendment has been reduced to one position (i.e., ISO) and is for a period of up to nine months at the same hourly rate previously approved. Based on the fact that the County has identified the position as critical to its IT operations and the contract is temporary while they pursue hiring an internal employee, the amendment is recommended for approval.

IV. Administrative Leave with Pay

A. Administrative Analyst Tameka Fitzpatrick, The City of Birmingham (1-day Admin Leave)

V. Contested Items

- A. Phyllis Swanson vs. City of Birmingham (Department of Public Works) - Case No. DA-2022-2410-BH (Termination) - Hearing Officer's Report & Recommendation
- B. Earnesha Woodruff vs. City of Birmingham (Police Department) - Case No. DA-2022-2394-BH (Suspension - 16 days) - Hearing Officer's Report & Recommendation
- C. Joshua Barnard vs. City of Birmingham (Fire & Rescue Service)- Case No. DA-2021-2362-BH (Suspension - 30 days)- Hearing Officer's Report & Recommendation
- D. Dock L. Scott vs. Jefferson County (Roads & Transportation)- Case No. DA-2022-2397-JC (Termination) - Hearing Officer's Report & Recommendation

VI. Appeal of Director's Determination

- A. Jaymz Bagby vs. Jefferson County Sheriff's Office - Grievance No. GR-2022-JC-10-0452 - Appeal of Director's determination that the grievance is ineligible for adjustment under Rule 15 (Grievances)

VII. Information and Discussion Items

- A. Recommendation that the Board acknowledges the list of Advanced Steps.
- B. The Board approved a High Ground Solutions renewal contract for \$1,240.00 at the December Board meeting. Due to an oversight High Ground Solutions provided the Personnel Board with an incorrect quote. The correct amount for the contract renewal is \$1,295.00, resulting in a slight increase of \$55.00.
- C. Recommendation that the Board acknowledges a Resolution to be considered for adoption by the Birmingham City Council that provides a 5% COLA for all its eligible employees.
- D. Board expenditure reports as of:

December 3, 2022 - December 16, 2022

December 17, 2022 - December 23, 2022

December 24, 2022 - January 6, 2023

E. With the addition of new Board Member, Ms. Donna Smith, discussion of the meeting dates for the 2023 calendar year is necessary to ensure availability of Board Members for the established dates.

VIII. Executive Session