

# Board Packet - 04/27/2023 Agenda

## I. Opening Remarks

## II. Action Items

A. Public Hearing on Proposed Rules Changes - Receive Public Comments on following:

- 1.3 DEFINITIONS (addition of one definition and edit of one definition)
- 9.6 METHODS OF RECRUITMENT (subsection a.(3) only)
- 9.8 RATING EXAMINATIONS (subsection b. only)
- 9.14 FRAUD (subsection a.(1) only)
- 11.3 TYPES OF APPOINTMENTS (subsection g. only)
- 11.10 TRANSFERS (subsection b. only)

B. Recommendation that the Three-Member Board approve the proposed revisions to the Rules & Regulations of the Personnel Board of Jefferson County for the following Rules:

- 1.3 DEFINITIONS (addition of one definition and edit of one definition)
- 9.6 METHODS OF RECRUITMENT (subsection a.(3) only)
- 9.8 RATING EXAMINATIONS (subsection b. only)
- 9.14 FRAUD (subsection a.(1) only)
- 11.3 TYPES OF APPOINTMENTS (subsection g. only)
- 11.10 TRANSFERS (subsection b. only)

C. Recommendation that the Board approves the Board Minutes for the meeting held on March 13, 2023.

D. Recommendation to approve the a new job class of Medical Billing Clerk (#00332), with a pay grade of 14 and a salary range of \$36,109 to \$56,014. This job will be used by the Jefferson County Department of Health and will be responsible for patient administration in the clinic, creating claims, accepting and processing payments, providing excuses and certificate of insurance paperwork, and advising providers of possible coding corrections based on insurance.

E. Recommendation to approve the new job class of Director of Health Equity (#07697), with a pay grade of 33 and a salary range of \$86,902 - \$134,805. This

position will be used by the Jefferson County Department of Health, reporting to the Health Officer, and be responsible for assessing, creating, implementing, supporting, and evaluating frameworks to address public health outcome disparities.

- F. Recommendation to approve the new job class of Real Time Crime Center Specialist (#06487), with a pay grade of 17 and a salary range of \$39,270 - \$60,902. This position will be used by the Jefferson County Sheriff's Office responsible for monitoring video camera systems and license plate readers to detect criminal or suspicious activity and threats.
- G. Recommendation to approve a contract between the Personnel Board and Barber MotorSports in the amount of \$500.00 to serve as a host facility for the Personnel Board's MPACT program (a leadership program for upper-management employees within the Merit System).
- H. Recommendation to approve the Director's reinstatement decisions pursuant to Rule 10.3 of the Rules and Regulations

### **III. Jurisdiction Contracts**

- A. Recommendation to approve a new contract between the Jefferson County Human Resources Department and Blankenship & Seay Consulting Group, to identify and validate a personality assessment, with integrity components, consistent with the Uniform Guidelines on Employee Selection Procedures to supplement the County's current candidate selection assessment process. This contract will use PhD-level Industrial and Organizational (I/O) Psychologists to develop the tests for the following jobs: Accounting Assistant, Administrative Clerk, Skilled Laborer, Truck Driver, and Construction Equipment Operator. This is a three-year contract, with an initial development/set-up fee of \$130,150. Annual expenses to administer and analyze test results are estimated at \$36,025 (Y1), \$41,025 (y2), and \$41,025 (Y3). The total cost of the contract is estimated at \$248,225. Based on the fact that the staffing element of the contract (i.e., the validation assessment) is temporary and sporadic (the quarterly utility analysis), this contract is recommended for approval.

- B. Recommendation to approve a new contract between the Jefferson County Roads and Transportation Department and The McPherson Companies to provide maintenance and repair services for the Jefferson County fuel sites. This includes all above ground equipment (including fuel dispensers and fuel pumps) and below ground fuel tank probes as necessary. This is a three (3) year contract, with no extension option, and will be executed upon approval at a cost that is fee based per Exhibit A of the contract. The Board has previously approved a contract with this vendor for the same services based on the fact that the work is performed sporadically, which continues to serve as the basis for the approval recommendation for this new contract.
- C. Recommendation to approve a new contract between the Jefferson County Roads and Transportation Department and Konecranes, Inc., to provide crane and hoist inspection, maintenance, and repair services for Jefferson County's nine (9) water plant facilities. This is a one (1) year contract with an extension option of two (2) one-year periods. This contract will be executed at an estimated cost of \$33,847.02 (estimated amount based on the Price List). The Board previously approved a contract with this vendor for the same services. Based on the fact that the inspections must be performed by certified technicians with equipment not possessed by the County and that the work is performed sporadically and generally contracted, this contract is recommended for approval.
- D. Recommendation to approve a new contract between the Jefferson County Roads and Transportation Department and MXI Environmental Services, to provide collection, identification, sorting, packaging, transportation, and proper disposal of household hazardous waste collected from Jefferson County residents at two locations simultaneously each year in October, at the County's Household Hazardous Waste Day. MXI will provide all staff, equipment and supplies needed to manage the collection, segregation, handling, packaging and transportation of items from the HHWD events in accordance with State and Federal rules and regulations. This is a 3-year contract, the sum of which is \$450,000 (not to exceed \$150,000 per year), and includes an option to renew the contract for two additional 1-year terms, not to exceed five (5) years. Based on the fact that the County does not possess

the equipment or facilities to perform these services and the sporadic nature of the services, this contract is recommended for approval.

- E. Recommendation to approve a new contract between the Jefferson County Roads and Transportation Department and Mullins LLC to provide appraisal services for the Right of Way Division to include both appraisal reports and the review of appraisal reports conducted by the Merit System positions for federally funded roads and transportation projects. All public agencies that accept Federal aid or funding are required to have an independent appraisal review and these contracts satisfy that requirement. This is a 2-year contract with an extension option of one 1-year period. The estimated cost is not to exceed \$100,000 (\$50,000 per year) for the term of the contract. The price per appraisal will be based on a fee sheet. Based on the fact that the work must be performed by an independent party, this contract is recommended for approval. The Board has approved similar contracts for these services previously.
- F. Recommendation that the Board approves a new 3-year contract (with one 2-year renewal option) between the Jefferson County Finance Department and a vendor to be determined. Vendor will provide Code Accuracy Support System (CASS) Certification, Mail Sort, Printing, Cutting, and Mail Processing of an estimated 1,953,300 records per year for the Board of Equalization, Board of Registrars, Revenue, Tax Assessor and Tax Collector offices of Jefferson County. The Board has previously approved similar contracts for these services. Based on the fact that it is more cost effective for the services to be contracted, and the fact that the County does not possess the equipment, the contract is recommended for approval.

#### **IV. Administrative Leave with Pay**

- A. Carletra Jackson, Jefferson County Sheriff's Office - Recommend of approval of Appointing Authority request for 30-Day Extension of Administrative Leave with Pay.
- B. Jordan McCoy - Recommend approval of Appointing Authority request for 30-Day Administrative Leave with Pay.

## V. Contested Items

- A. Cortez Johnson vs. Jefferson County (Environmental Services) - Case No. DA-2022-2383-JC (Termination)- Hearing Officer's Report & Recommendation
- B. Reginald L. McCray, Sr. vs. City of Homewood (Information Technology) - Case No. DA-2022-2427-HW (Termination) - Hearing Officer's Report & Recommendation
- C. Jaymz Bagby vs. Jefferson County Sheriff's Office - Case No. DA-2022-2418-JC (Suspension - 5 days) - Hearing Officer's Report & Recommendation
- D. Zachary Willis vs. City of Birmingham (Police Department) - Case No. DA-2022-2420-BH (Suspension - 240 hours or 10 shifts) - Hearing Officer's Report & Recommendation
- E. Carl Crawley vs. City of Birmingham (Fire & Rescue) - Case No. DA-2022-2425-BH (Termination) - Joint Motion to Dismiss Appeal & Settlement Agreement
- F. Antwan Duncan vs. City of Birmingham (Police Department) - Case No. DA-2022-2375-BH (Termination) - Joint Motion to Dismiss Appeal & Settlement Agreement
- G. Brandon Wilson-Creer vs. Jefferson County (Roads & Transportation)- Case No. DA-2023-2428-JC (Termination) - Joint Settlement Agreement

## VI. Appeal of Director's Determination

- A. Tequisha Witherspoon - Appeal of Disqualification of Applications Based on Past Merit System Employment Record
- B. Conner Dunn - Appeal of Disqualification of Applications Based on Past Merit System Employment Record
- C. Jonathan Hood- Appeal of Disqualification of Applications Based on Past Merit System Employment Record

- D. Dock Scott - Appeal of Disqualification of Applications Based on Past Merit System Employment Record
- E. Quindarus Reeves - Appeal of Disqualification of Applications Based on Past Merit System Employment Record
- F. Sage Barnwell - Appeal of Disqualification of Applications Based on Past Merit System Employment Record

## **VII. Information and Discussion Items**

- A. Letter to the Three-Member Board from Sylvia Kimble regarding Personnel Board Rule 8.2.
- B. Acknowledgement of Advanced Steps since the last Board meeting.
- C. Three new contracts between the Jefferson County Department of Health, and Daphne Ballard, Krishanda Williams, and Alayisa Gurley, all of whom will provide WIC Peer Counseling services to Health Department patients who participate in the Jefferson County WIC Program by telephone or by clinic visits, were administratively approved in March due to the date change of the March Board Meeting. The Board has approved contracts for WIC peer counseling since 2017. These are one (1) year contracts, two of which began April 1, 2023; the other will begin May 1, 2023. All three contracts were let at a cost of \$12.50 per hour (not to exceed \$20,000 each). Based on the fact that services are performed sporadically and must be performed by a participant in the WIC program, they were approved.
- D. Bi-monthly expenditure reports for:
  - February 11, 2023 - March 3, 2023
  - March 4, 2023 - March 17, 2023
  - March 18, 2023 - March 31, 2023
  - April 1, 2023 - April 7, 2023

## **VIII. Executive Session**

