

# Board Meeting - 07/24/2025 Agenda

## I. Opening Remarks

## II. Operational Updates

## III. Action Items

- A. Recommendation that the Board approves the Board Minutes for the meeting held on June 26, 2025.
- B. Recommendation that the Board approves the proposed 2025-2026 budget.
- C. Recommendation that the Board approves the 2025-2026 Holiday Schedule.
- D. Recommendation that the Board approves the Personnel Board of Jefferson County entering into contracts with the following vendors for fiscal year 2025-26 (individual Board items and contracts included on subsequent pages):

### Sheraton Birmingham Hotel

- Term: 10/01/25-09/30/26 (one year)
- Cost: Prevailing government hotel rate (estimated cost for term is \$86,803)
- Purpose: Hotel accommodations for volunteer assessors

### ADTRAV

- Term: 10/1/25-9/30/26 (one year)
- Cost: Fee based \$37 per booking (est. cost for term, including cost of flights, is \$46,680)
- Purpose: Travel arrangements (flights) for volunteer assessors

### Coyne Counsel

- Term: 10/1/25-9/30/26 (one year)
- Purpose: Legal counsel services

### Bainbridge, Mims, Rogers, & Smith

- Term: 10/1/25-9/30/26 (one year)
- Purpose: Legal counsel services

- E. Recommendation that the Board approve the contract agreement between Integrated Communication Solutions, Inc. and the Personnel Board for Voice over

Internet Protocol (VoIP) telephone services. The total contract amount is \$27,489.50, which includes monthly VoIP service fees of \$1,726.75 for 14 months (totaling \$24,174.50), and a one-time professional implementation and equipment cost of \$3,315.00.

- F. Recommendation that the Board approves a new Compensatory Time Policy for Exempt Employees for internal staff.
- G. Recommendation that the Board approves the Resolution to dispose of inactive and inoperable Personnel Board equipment, furniture and office supplies, and authorizing the disposal of said items by re-purposing items to the County, recycling, online auction and/or disposal by Jefferson County General Services.
- H. Recommendation that the Board approves a new Communications Director job, Grade 34, Job Code 02094, and a salary range of \$98,800 - \$153,275 for the City of Homewood. This job will report to the City Manager and serve as the City's senior leader responsible for shaping and executing a comprehensive communications strategy, and will oversee the creation and delivery of internal and external communications, including public information, media relations, crisis communication, and digital engagement initiatives.
- I. Recommendation that the Board approves a new Clinical Services Director, Grade 42, Job Code 07682, and a salary range of \$152,422 – \$236,475 for the Jefferson County Department of Health (Medical Schedule). This job will report to the Deputy Health Officer and oversee all clinical operations across Jefferson County Department of Health facilities. The Clinical Services Director will be responsible for developing strategic plans, ensuring regulatory compliance, driving operational excellence, managing budgets, and aligning clinical programs with strategic health objectives to enhance public health outcomes.
- J. It is the recommendation of the Personnel Board to re-appoint Connie Harris to the position of Pension Board Member Number Three of the Jefferson County General Retirement System to serve a three (3) year term from August 31, 2025, through August 30, 2028.
- K. Recommendation that the Board approves the Director's reinstatement decisions pursuant to Rule 10.3 of the Rules and Regulations.

## **IV. Jurisdiction Contracts**

- A. Recommendation that the Board approves a new contract between the Jefferson County General Services Department and Siemens Industry, Inc. The contractor will provide a one-time building integration service for upcoming Building Automation Services (BAS) at the Domestic Relations Building. This service is required for the ability to have the existing HVAC equipment (Chillers, Air Handlers & VAV boxes) controlled and/or monitored by a Siemens BAS system. This is a one-year contract to be carried out upon approval by the County Commission, at a cost of \$48,140.00. The Board has approved similar contracts in the past. Based on the sporadic nature of the work, the specialized knowledge and skills required, and because these services are generally contracted, this contract is recommended for approval.
- B. Recommendation that the Board approves a new three (3) year contract between the Jefferson County Department of Health (JCDH) and Comfort Systems USA (Midsouth, Inc.) to provide scheduled heating, air conditioning, and plumbing maintenance services at four JCDH facilities. The contractor will perform quarterly, semi-annual, and annual services, which include but are not limited to annual chiller inspections with oil analysis, quarterly pump inspections, annual boiler inspections and safety checks, quarterly boiler operational inspections, and quarterly operational inspections of air handlers, including belt replacement. The total cost of the contract should not exceed \$169,867.50 over the three-year term. The Board has approved similar contracts in the past. Based on the sporadic nature of the work, the specialized knowledge and skills required, and because these services are generally contracted, this contract is recommended for approval.

## **V. Administrative Leave with Pay**

- A. Jarvis Watkins, Jefferson County Sheriff's Office - Request for 30-Day Extension of Administrative Leave with Pay
- B. William Andrew Ramey, City of Vestavia Hills Police Department - Request for 30-Day Extension of Administrative Leave with Pay

## **VI. Contested Items**

- A. James Miller vs. City of Birmingham (Police Department)- Case No. DA-2025-2543-BH (Termination)- Joint Motion to Dismiss Appeal & Settlement Agreement
- B. Derrick Williams vs. City of Birmingham (Department of Public Works)- Case No. DA-205-2542-BH (Termination) - Joint Motion to Dismiss Appeal & Settlement Agreement

## **VII. Appeal of Director's Determination**

- A. Michael Morris - Appeal of the Director's Determination
- B. Patrick Knowles, Jr. - Appeal of Director's Determination (Grievance)

## **VIII. Information and Discussion Items**

- A. Recommendation that the Board acknowledges an update to the contract agreement between Mythics, LLC. and the Personnel Board for Oracle Cloud Hosting Services. This agreement was approved during the June 26, 2025 board meeting in the amount of \$52,570.20. This adjustment would increase the contract term by two months from 07/31/2025 – 09/30/2026 and increase the contract amount to \$61,499.93.
- B. Recommendation that the Board acknowledges the zero-cost contract with the Alabama Sports Hall of Fame (ASHOF). On July 8, 2025, the Personnel Board's Training and Development department hosted session seven of its MPACT program. MPACT stands for Managers Performing All Competencies Today. It is an upper-management training program for twenty-two Merit System employees. The training participants attend monthly classes based on nine core management competencies. The July 2025 topic was Planning & Organizing, and ASHOF agreed to host this training session at their location for a rate of \$0. The class was held in the "Legends" room.
- C. Recommendation that the Board acknowledges an additional \$10,000 to the ACT Workkeys online tests' contract.
- D. Recommendation that the Board acknowledges the list of Advanced Steps.
- E. Recommendation that the Board acknowledges the following expenditure reports:

June 7, 2025 through June 20, 2025

June 21, 2025 through July 4, 2025

## **IX. Executive Session**