

PROPOSED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

January 8, 2008

- I. OPENING REMARKS BY BUDDY SMITH
- II. OPERATIONAL UPDATES
 - Personnel Director's comments
 - HR Information and Technology Services – Roger McCullough
 - Workforce Development & Applicant Services – Guy Dewees
 - Performance Measurement – Jeff Crenshaw
 - Business Office – Cynthia Holiness
- III. ACTION ITEMS
 - a) Board minutes for meeting held on December 11, 2007.
 - b) Recommendation that the Board approve a contract between the Personnel Board and American International Companies (A.I.G.) regarding the renewal of the Public Officials and Employment Practices Liability Policy in the amount of \$29,543.00. The current policy will expire on January 31, 2008.
 - c) Recommendation that the Board approve a contract between the Personnel Board and Implementation Services Group in the amount of \$17,400.00. The Personnel Board of Jefferson County has a need to contract for services related to needed changes to its Lawson System as delineated in the attached Scope of Work. Implementation Services Group, Inc. has provided these services to the Personnel Board since the system was brought on line in December 2004. Changes to the Lawson System and its related interfaces require coding expertise not currently available on staff. The purpose of this contract is to secure the technical services required to complete the SOW and any further Lawson-related issues, particularly as related to the pending LSF9 upgrade, discovered in addition to those specifically outlined. The contract period is January 9, 2008 through September 30, 2008.
 - d) Recommendation that the Board approve between Jefferson County Commission (Senior Citizens Services) and Jefferson County Council on Aging in the amount of \$730,165.00. The Office of Senior Citizens Services (OSCS) is the Area Agency on Aging for Jefferson County and is responsible under Title III of the Older Americans Act to provide community based services to the senior citizens of Jefferson County. There are 12 other Area Agencies that service the remaining 66 counties in Alabama. According to The National Aging Services Network, Area Agencies on Aging (AAA) are directed to contract with public or private groups to provide services and are traditionally not a direct service provider. The PBJC had several discussions and a meeting with Bill Voigt, Mary Bess Johnson and Samantha Matthews of the OSCS in which information was provided and explained to support the execution of the contract. We examined The Older Americans Act, The National Aging Services Network, Service Definitions and Examples and the annual report for The Jefferson County Council on Aging. Jefferson County Council on Aging, utilizing their existing infrastructure, provides case management services through 15 case managers and 1 Program Director to senior citizens of Jefferson County. Knowledge and specialized training in Medicaid programs is necessary and services include

assessment, developing case plans, negotiating with agencies for new services, appeals for entitlements and regular review of client statuses and reassessments. Although these services could be replicated in the Merit System if necessary, it is recommended that the Board approve this contract as the language of The Older Americans Act clearly contemplates that these services will be provided by community-based agencies, if such agencies and services are available. The contract period is October 1, 2007 through September 30, 2008.

- e) Recommendation that the Board approve between Jefferson County Commission (Senior Citizens Services) and BBB Educational Foundation Central Alabama, Inc. in the amount of \$40,000.00. The Office of Senior Citizens Services (OSCS) is the Area Agency on Aging for Jefferson County and is responsible under Title III of the Older Americans Act to provide community based services to the senior citizens of Jefferson County. There are 12 other Area Agencies that service the remaining 66 counties in Alabama. According to The National Aging Services Network, Area Agencies on Aging (AAA) are directed to contract with public or private groups to provide services and are traditionally not a direct service provider. The PBJC had several discussions and a meeting with Bill Voigt, Mary Bess Johnson and Samantha Matthews of the OSCS in which information was provided and explained to support the execution of the contract. We examined The Older Americans Act, The National Aging Services Network, Service Definitions and Examples and the annual report for The Jefferson County Council on Aging. BBB Educational Foundation Central Alabama, Inc. provides a Program Director, under their existing staffing infrastructure, to expand consumer awareness of fraud and increase the level of protection for senior citizens of Jefferson County. The Program Director will conduct 44 public education sessions on consumer fraud and provide individual one-on-one fraud assistance services to a minimum of 15 senior citizens. While these services could be replicated in the Merit System if necessary, it is recommended the Board approve this contract as the language of The Older Americans Act clearly contemplates that these services will be provided by existing community-based agencies, where such agencies and services are available. The contract period is October 1, 2007 through September 30, 2008.
- f) Recommendation that the Board approve between Jefferson County Commission (Senior Citizens Services) and Collat Jewish Family Services in the amount of \$161,186.50. The Office of Senior Citizens Services (OSCS) is the Area Agency on Aging for Jefferson County and is responsible under Title III of the Older Americans Act to provide community based services to the senior citizens of Jefferson County. There are 12 other Area Agencies that service the remaining 66 counties in Alabama. According to The National Aging Services Network, Area Agencies on Aging (AAA) are directed to contract with public or private groups to provide services and are traditionally not a direct service provider. The PBJC had several discussions and a meeting with Bill Voigt, Mary Bess Johnson and Samantha Matthews of the OSCS in which information was provided and explained to support the execution of the contract. We examined The Older Americans Act, The National Aging Services Network, Service Definitions and Examples and the annual report for The Jefferson County Council on Aging. BBB Educational Foundation Central Alabama, Inc. provides a Program Director, under their existing staffing infrastructure, to expand consumer awareness of fraud and increase the level of protection for senior citizens of Jefferson County. The Program Director will conduct 44 public education sessions on consumer fraud and provide individual one-on-one fraud assistance services to a minimum of 15 senior citizens. While these services could be replicated in the Merit

System if necessary, it is recommended the Board approve this contract as the language of The Older Americans Act clearly contemplates that these services will be provided by existing community-based agencies, where such agencies and services are available. The contract period is October 1, 2007 through September 30, 2008.

- g) Recommendation that the Board approve between Jefferson County Commission (Senior Citizens Services) and Physicians Medical Center Carraway Fitness in the amount of \$50,400.00. The Office of Senior Citizens Services (OSCS) is the Area Agency on Aging for Jefferson County and is responsible under Title III of the Older Americans Act to provide community based services to the senior citizens of Jefferson County. There are 12 other Area Agencies that service the remaining 66 counties in Alabama. According to The National Aging Services Network, Area Agencies on Aging (AAA) are directed to contract with public or private groups to provide services and are traditionally not a direct service provider. The PBJC had several discussions and a meeting with Bill Voigt, Mary Bess Johnson and Samantha Matthews of the OSCS in which information was provided and explained to support the execution of the contract. We examined The Older Americans Act, The National Aging Services Network, Service Definitions and Examples and the annual report for The Jefferson County Council on Aging. Physicians Medical Center Carraway Fitness is an existing community organization that provides a Fitness Instructor to teach weekly exercise classes at the 15 Senior Centers located throughout Jefferson County. In addition to exercise classes, individual one-on-one health promotion services will be provided to a minimum of 24 senior citizens, utilizing the existing staffing infrastructure of Physicians Medical Center Carraway Fitness. While these services could be replicated in the Merit System if necessary, it is recommended that the Board approve this contract as the language of The Older Americans Act clearly contemplates that such services will be provided to older citizens through existing community-based agencies, where such agencies and services are available. The contract period is October 1, 2007 through September 30, 2008.
- h) Recommendation that the Board approve between Jefferson County Commission (Senior Citizens Services) and Youth in Aging in the amount of \$116,521.85. The Office of Senior Citizens Services (OSCS) is the Area Agency on Aging for Jefferson County and is responsible under Title III of the Older Americans Act to provide community based services to the senior citizens of Jefferson County. There are 12 other Area Agencies that service the remaining 66 counties in Alabama. According to The National Aging Services Network, Area Agencies on Aging (AAA) are directed to contract with public or private groups to provide services and are traditionally not a direct service provider. The PBJC had several discussions and a meeting with Bill Voigt, Mary Bess Johnson and Samantha Matthews of the OSCS in which information was provided and explained to support the execution of the contract. We examined The Older Americans Act, The National Aging Services Network, Service Definitions and Examples and the annual report for The Jefferson County Council on Aging. Youth "In" Aging, through their existing infrastructure, provides a Health & Wellness Coordinator, an Assistant Coordinator for the Alabama Cares Program administered by the Alabama Department of Senior Services, and a part time Registered Nurse for public education, health promotion and health fairs and assistance to caregivers. Youth "In" Aging will provide biannual visits to each senior center for observation and to offer 64 public education sessions, 4300 units of health promotion to 750 adults and 600 units of information and assistance to 600 caregivers. While such services could be replicated in the Merit System, it is recommended the Board approve this contract as the language of The Older Americans Act clearly

contemplates that such services will be provided to older citizens through existing community-based agencies, where such agencies and services are available. The contract period is October 1, 2007 through September 30, 2008.

- i) Birmingham Community Development Department vs. Joe M. Wise (DA-2006-1634)
- j) City of Bessemer vs. Herman Lehman (DA-2006-1599)
- k) Birmingham Police Department vs. Theress Smith (DA-2004-1491)
- l) David D. Kiker vs. Birmingham Fire & Rescue Service (IWP-2007-1654)
- m) Scott Crafton vs. Homewood Police Department (GR-2007-10-0171)
- n) Charlotte Marshall vs. Birmingham Police Department (GR-2007-08-0162)
- o) Charles Patrick Cates vs. Jefferson County Tax Assessor's Office (CV-2007-2149)
- p) Correspondence from Otis Smith

IV. INFORMATION AND DISCUSSION ITEMS

- a) Advance Step Requests
- b) Resolution No. 2007-035 from the City of Trussville granting longevity pay for all eligible employees of the City of Trussville.
- c) December Board Bi-weekly Expenditure Report

V. EXECUTIVE SESSION