

PROPOSED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

December 8, 2009

I. OPENING REMARKS BY BUDDY SMITH

II. OPERATIONAL UPDATES

Personnel Director's comments
Business Office – Cynthia Holiness
HR Information and Technology Services – Roger McCullough
Workforce Development & Applicant Services – Guy Dewees
Performance Measurement – Jeff Crenshaw

III. ACTION ITEMS

- a) Board minutes for meeting held on November 10, 2009.
- b) Recommendation that the Board approve a contract between the Personnel Board and Chartis (an affiliate of American International Companies ((A.I.G.)) regarding the renewal of the Public Officials and Employment Practices Liability Policy in the amount of \$28,066. The current policy will expire on January 31, 2010. The contract period is January 31, 2010 through January 31, 2011.
- c) Recommendation that the Board approve a contract between the Personnel Board and High Ground Solutions in the amount of \$2,495. The Personnel Board of Jefferson County has a need to contract services for a hosted IVR (Interactive Voice Response) outbound dialing component to support its register maintenance process. The Board has implemented a process to validate whether candidates whose names appear on hiring registers continue to be interested in and available for employment in the Merit System. This is an important process because registers remain active for a minimum of twelve months, during which time candidates, for a variety of reasons, may become unavailable for continued consideration. Each month, candidates on registers are auto-dialed at their telephone number on record and asked about their continued availability. They are also contacted through automatic email notices and through text messaging. Candidates interested in remaining active respond online or through voice mail. Candidates who do not respond or who indicate they are no longer available are removed. To date, on average, 28% of applicants have been removed from the registers that have been through the purging process. These applicants are removed because they are no longer interested or available for employment or otherwise cannot be contacted by telephone, email, or text message. To accomplish this register purge process without the auto-dial automation is prohibitively time-intensive. The contract period is January 1, 2010 through December 31, 2010.
- d) Recommendation that the Board approve a contract between the City of Trussville and Cork Hill and Company, Certified Accountants to perform services relating to the financial management of the City. The City of Trussville does not currently have any positions with the responsibility for managing the City's

finances. The individual who had managed the City's accounts separated in 2007. Cork, Hill & Company has previously provided auditing services to the City and, consequently is very familiar with their accounting practices and procedures. The City wishes to use this vendor for one year with the intent of creating a Merit System position appropriate to the responsibilities. In addition to maintaining the City's accounts, the vendor will develop and implement solutions to accounting and control deficiencies noted during the City's most recent audit and assure that the City's financial practices are in accordance with Governmental Accounting Standards Board (GASB) regulations. The contract amount will not exceed \$75,000 for up to twelve months.

- e) Recommendation that the Board conditionally approve the contracts listed below subject to periodic review of usage when compared to available merit system employees for five (5) temporary staffing contracts. Contracts were requested by Jefferson County (Purchasing Department) to provide temporary personnel to Jefferson County on an emergency basis only for purposes of filling critical positions to ensure the quality and continuity of patient care. The positions included are RN, LPN, CNA, Sitters and Charge Nurses. Utilization of this contract will be controlled by Jefferson County Human Resources (JCHR). Any Jefferson County Department wanting to utilize Medical Staffing Network must have their requisition approved by JCHR. For those requisitions where the duration of the assignment is 30 days or more, JCHR will submit a certification request and send a copy of the staffing requisition to the PBJC. The temporary assignment should last no more than 6 months pursuant to Rule 11.3(e). In addition to providing PBJC with the requisition and certification request, JCHR will provide monthly utilization reports to the Personnel Board so that usage may be monitored and evaluated by the Personnel Board. Based on the annual usage provided by JCHR for the past contract year (10/08 through 9/09), there was a total of 80 FTEs used in temporary assignments. As of November 10, 2009, there are 485 individuals on the RN registers. It is anticipated by the PBJC the annual usage will be less than the 2009 fiscal year since the PBJC has employees interested in working part time on registers for many of these positions. This contract may not be used to substitute for emergency, temporary, or provisional appointments which may be practically accomplished pursuant to Merit System Rules and Regulations. Cost of the contracts are based on a per contract fee schedule, not to exceed \$5.2 million for all five contracts:
- Contractual agreement between Jefferson County and Medical Staffing Network. Contract amount is \$1,040,000.00.
 - Contractual agreement between Jefferson County and Maxim Healthcare Services, Inc. d/b/a Maxim Staffing Solutions. Contract amount is \$1,040,000.00.
 - Contractual agreement between Jefferson County and ATC Healthcare Services. Contract amount is \$1,040,000.00.
 - Contractual agreement between Jefferson County and Augmentation, Inc. Contract amount is \$1,040,000.00
 - Contractual agreement between Jefferson County and AMT Medical Staffing. Contract amount is \$1,040,000.00.
- f) Recommendation that the Board conditionally approve the contracts listed below subject to periodic review of usage when compared to available merit system

employees for two (2) temporary staffing contracts. Contracts were requested by Jefferson County (Purchasing Department) to provide temporary personnel to Jefferson County on an emergency basis only for purposes of filling critical positions during periods of vacation, unexpected absences, leave of absences, or to address critical staff shortages during periods of recruitment. A list of the positions included can be seen in Attachment I and include housekeepers, administrative assistants, office assistants, medical clerks, etc. Utilization of this contract will be controlled by Jefferson County Human Resources (JCHR). Any Jefferson County Department wanting to utilize All Temps Systems, Inc. must have their requisition approved by JCHR. For those requisitions where the duration of the assignment is 30 days or more, JCHR will submit a certification request and send a copy of the staffing requisition to the PBJC. The temporary assignment should last no more than 6 months pursuant to Rule 11.3(e). In addition to providing PBJC with the requisition and certification request, JCHR will provide monthly utilization reports to the Personnel Board so that usage may be monitored and evaluated by the Personnel Board. Based on the annual usage provided by JCHR for the past contract year (10/08 through 9/09), there was a total of 26 FTEs used in temporary assignments. It is anticipated by the PBJC the annual usage will be less than the 2009 fiscal year since the PBJC has employees interested in working part time on registers for many of these positions. This contract may not be used to substitute for emergency, temporary, or provisional appointments which may be practically accomplished pursuant to Merit System Rules and Regulations. Recommend that the Personnel Board conditionally approve this contract subject to periodic review of usage when compared to available merit system employees. Cost of the contracts are based on a per contract fee schedule, not to exceed \$675,000 for both contracts:

- Contractual agreement between Jefferson County and All Temps Systems, Inc. d/b/a Darrell Walker Workforce Systems. Contract amount is \$337,000.00.
- Contractual agreement between Jefferson County and TRC Staffing Services. Contract amount is \$337,000.00.

- g) City of Midfield vs. Cedric Brown (DA-2009-1709)
- h) City of Bessemer vs. Cedric Dudley (DA-2009-1735)
- i) Jefferson County Department of Health vs. Brenda Winston (DA-2009-1736)
- j) Birmingham Fire & Rescue vs. Beverly McGinnis (DA-2009-1740)
- k) Jefferson County Finance Department vs. Janice G. Ridgeway (ADM-LV-WOP-2009-0014)
- l) Jefferson County Sheriff's Office vs. Ronald A. Foshee (ADM-LV-WOP-2009-0024)
- m) Roger Dale Wyatt vs. Birmingham Fire & Rescue (GR-2008-10-0192)
- n) Jefferson County Sheriff's Office vs. Michael Kidd (GR-2009-05-0200)

IV. INFORMATION AND DISCUSSION ITEMS

- a) City of Irondale No. 2009R50 granting longevity pay for eligible employees effective October 1, 2009.
- b) November Board Bi-Monthly Expenditure Reports

V. SHOW CAUSE HEARINGS - 3:00 PM

- a. The City of Bessemer and Malcolm Pirnie, Inc.
- b. The City of Birmingham and Malcolm Pirnie, Inc.

VI. EXECUTIVE SESSION