

PROPOSED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

June 9, 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 May 12, 2009.
 - b) Recommendation that the Board approve staff to implement changes in the construction of salary schedules used throughout the Merit System that would provide appointing authorities more choice in the management of compensation in their respective jurisdictions. As fallout from the national economic downturn is increasingly felt at the local level, the Personnel Board has explored ways of providing more budgetary flexibility to its member jurisdictions. To this end, the Board proposes to modify salary schedules to give jurisdictions the option of granting merit (step) increases of 2.5% or 5% annually. This would result in a 19 step schedule, with 2.5% step increments. This is similar to the State of Alabama's Merit System salary schedule. The current step values would remain the same. Incremental steps would be added. Therefore, there is no forced cost associated with this change.
 - c) Recommendation to open comment period for proposed additions and changes to the Rules and Regulations of the Personnel Board of Jefferson County last revised January 14, 2009. Additionally, the Board wishes to add a furlough option as an alternative to reduction in force. A furlough would be defined as a temporary reduction in the number of hours worked by regular employees in a pay period. Affected employees would remain full-time with no impact on seniority for the duration of the furlough. The detailed proposal is attached.
 - d) Recommendation that the Board approve the revised Personnel Board's Emergency Preparedness & Response Plan. The policy has been revised to include personnel changes (Fire Wardens/designees). An additional section has also been added to the policy to include the new emergency notification system which allows employees to provide their personal cell phone numbers and/or home email addresses via the Board's Intranet as means to receive alerts in case an employee is in a test assessment, meeting, telecommuting, etc.
 - e) Recommendation that the Board approve the Personnel Board's guidelines regarding application and testing under the Uniformed Services Employment and Reemployment Rights Act (USERRA).
 - f) Recommendation that the Board approve a contract between the Personnel

Board of Jefferson County and Hola Latino in the amount of \$6,024.00. This contract with Hola Latino is to replace the contract for KPI Latino that was approved at the last Board Meeting (May 12, 2009). The contract with KPI was not executed (no signatures were obtained from either party) after it was discovered that KPI had ceased its business operations. While KPI continues to exist as an entity, it exists only to receive outstanding payments from clients. KPI ceased marketing operations two business days prior to the last Board Meeting. Additionally, Radio Centro AM 1320 was operated by KPI under a local marketing agreement with Cox Radio. Cox cancelled its agreement with KPI just prior to the end of KPI's operations and has changed the format of Radio Centro to all English talk radio. The staff from KPI has been hired by the owner of Hola Latino, including Hernan Prado as the General Manager, whose previous role had been as president of KPI. This contract, while with another company, is the same in terms of cost and only differs in services from the previous contract with KPI in that the radio marketing has been replaced with three career events.

- g) Recommendation that the Board approve the creation of a new position to the Executive Exempt Service. The City of Birmingham has requested to create the position of Deputy Director, Streets and Sanitation Administration, Job Code 99111, to the Executive Exempt Service and to appoint Mr. Reginald Servant to the position. The position will be one of five Deputy Directors in the Public Works Department and will be responsible for the landfill operations. The City has provided the necessary documentation to support the request and it is recommended that the Three-Member Board grant approval.
- h) Birmingham Police Department vs. Paula Berry (DA-2007-1659)
- i) Chief Mike Walker Transfer – City of Gardendale

IV. INFORMATION AND DISCUSSION ITEMS

- a) May Board Bi-weekly Expenditure Reports

V. EXECUTIVE SESSION