

**REVISED AGENDA**  
**PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA**

May 12, 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 April 14, 2009.
- b) Approval of agreement regarding attorney's fees in the case of U.S. vs. Jefferson County CV-75-S-666-S
- c) Recommendation that the Board approve another revision to the Personnel Board's FMLA Policy. Last month, the Board approved a revision to the policy; however verbiage was inadvertently omitted from the policy which should include a provision for illnesses that exceed seven business days (not necessarily consecutive) but related to the same medical event (i.e. flu).
- d) Recommendation that the Board approve the revised Personnel Board's Tuition Reimbursement Policy. The Personnel Board has had a Limited Tuition Reimbursement Program in place for many years. This policy has allowed employees to be reimbursed at a rate of 100% (with the exclusion of book and certain student-related fees) for two courses per year leading to a college degree or vocational certification. Classes are reimbursed at the UAB credit course tuition rate. In August, 2004, this program was revised to restrict reimbursement to degrees and certifications relevant and of value specifically to the mission of the Personnel Board. Participation in the program is contingent on availability of funds from year to year. The Personnel Board now wishes to revise the Program to include a graduated payment schedule as follows:

Undergraduate Courses	Graduate Courses
A = 100%	A = 100%
B = 80%	B = 80%
C = 50%	Less than B = 0%
Less than C = 0%	

In addition, courses taken on a pass/fail basis would be reimbursed at 50%. Lab fees would be reimbursed commensurate with the schedule above.

- e) Recommendation that the Board approve the revised Personnel Board's Business Travel Policy. The Personnel Board has had a Business Travel Policy in place since May 2006. This policy has allowed employees to enhance their professional growth and development in the most cost effective manner. Business travel includes attending a workshop, seminar, conference, meeting, training course, job fair, court session, or any other business-related activity. In

October 2008, this policy was revised to include specifics regarding allowable business travel expenses and non-reimbursable travel expenses. The Personnel Board now wishes to revise the policy to include provisions in which an employee may be required to provide verification of his/her attendance at approved workshop, seminar, conference, meeting, training course, job fair, court session, or any other business-related activity that is supported by taxpayer dollars.

- f) Recommendation that the Personnel Board approve a contractual extension between the PBJC and Affiliated Computer Services, Inc. (ACS). The Personnel Board currently uses Affiliated Computer Services, Inc. (ACS) to host its Lawson application. ACS provides the physical facilities and technical staff to support the Lawson software and associated hardware 24/7. In addition to forty hours of general maintenance per month, the contract provides the Board with up to three hundred hours of specialized technical support annually. Hosting allows the Board to maintain a small IT infrastructure locally relative to the size of its systems. The Personnel Board is upgrading its Lawson system from version 8 to LSF9. This is a required upgrade requiring hundreds of hours of specialized support from ACS. The Board has, at this time, utilized all of its hours provided for in its existing contract that expires September 30, 2009. An additional 300 hours of support are required to complete the upgrade. ACS will advance the Board 350 hours of technical support, estimated to be more than sufficient to complete the project on time, immediately upon extension of the existing contract to September 30, 2010 (at no additional cost to the Personnel Board). Otherwise, it would either be necessary for the Board to purchase these hours from ACS in the interim or to delay the project until the new contract period. The latter option would also require the Board to purchase an additional maintenance contract on version 8 for some \$10,000, since Lawson will no longer support the older version after July, 2009. Consequently, it is recommended that the existing ACS contract be extended through September, 2010.
  
- g) Recommendation that the Personnel Board approve a contractual agreement between the PBJC and KPI Latino in the amount of \$6,020.00. KPI Latino has provided marketing to attract Hispanic and bilingual applicants for our most recent Law Enforcement recruiting campaign. This campaign significantly enhanced our ability to reach Hispanic applicants attracting nearly three times as many Police Officer/Deputy Sheriff candidates as recruiting efforts which did not include a partnership with KPI Latino. A similar marketing approach is proposed for the 2009 ongoing Law Enforcement recruiting drive to attract bilingual and Hispanic applicants. KPI Latino will provide: (1) design and translation of radio commercials, promos, and newspaper advertising; (2) distribution of flyers to a minimum of 100 collaborative Mexican Stores and community-based organizations; (3) email blast to KPI's database of individuals who have expressed interest in receiving marketing updates (approximately 450 email addresses); (4) newsprint - two 1/2 page advertisements in Hola Alabama newspaper; (5) radio – two daily (30 second) commercial spots (168 total spots) to run during KPI Latino Radio shows on WPSB 1320 AM (5000 watts) as well as streaming internet and Hola Alabama (weekly live sponsorship mentions and a live interview with bilingual police officer/deputy sheriff; and (5) television - sixteen (thirty second commercial) spots to run during Hola Amigos on Charter Media cable and PAX cable and satellite covering a twenty county area of central, northeast, and western Alabama and Hola Amigos (story segment - 2.5 minutes minimum) law enforcement recruiting in Jefferson County. The contract period is June 1, 2009 through August 31, 2009.

- h) Recommendation that the Board approve a contract between Jefferson County Commission (Radiology) and Bradley S. Brinkley in the amount of \$20,000. Bradley S. Brinkley to provide the duties of a Radiation Safety Officer (RSO) for the Cooper Green Mercy Hospital. Responsibilities include maintaining compliance with regulations and requirements related to radiation dosage and safety for employees, patients and the public. The RSO requires specialized training, certification and experience and will spend no less than 10 hours per month at the hospital. The services were previously provided by Physica Imaging, LLC for a total cost of \$21,090. The Personnel Board was not a party of or privy to the original contract. It is recommended the Personnel Board approve the contract due to the limited and sporadic amount of time spent performing the duties as well as the specialized training requirements. The contract period is February 16, 2009 through February 15, 2010.
- i) Birmingham Fire & Rescue Services vs. Donald C. Bowen (ADM-LV-2008-007)
- j) Jefferson County Department of Health vs. Sherry Ross (DA-2009-1719)
- k) City of Midfield vs. Cedric Brown (DA-2008-1709)
- l) Settlement Agreement – Lorren Oliver vs. Ural Mitchell (DA-2006-1620)
- m) The City of Birmingham; and Judicial Correction Services, Inc.

#### IV. INFORMATION AND DISCUSSION ITEMS

- a) Chief Mike Walker Transfer – City of Gardendale
- b) Public Hearing for Classification Survey
- c) April Board Bi-weekly Expenditure Report

#### V. EXECUTIVE SESSION