

PROPOSED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

August 14, 2007

- I. OPENING REMARKS BY BUDDY SMITH
- II. OPERATIONAL UPDATES
 - Personnel Director's comments
 - Business Office – Cynthia Holiness
 - Performance Measurement – Jeff Crenshaw
 - HR Information and Technology Services – Roger McCullough
 - Workforce Development & Applicant Services – Guy Dewees
- III. ACTION ITEMS
 - a) Board minutes for meeting held on July 10, 2007.
 - b) Recommendation that the Board approve a legal engagement between The Personnel Board and Balch & Bingham, LLP to represent The Personnel Board of Jefferson County in connection with the action entitled Mike Hale, as the duly elected Sheriff of Jefferson County, Alabama v. Jefferson County, et al. pending in the Circuit Court of Jefferson County, Alabama as Case No. CV-07-1040.
 - c) Recommendation that the Board approve a contract between The Personnel Board and Revere consulting services relating to the correction of identified problems with the Board's Process Flow in the amount not to exceed \$8,000 (40 hours). Process Flow is a functionality that allows personnel actions to move from work queue to work queue within a jurisdiction and to and through the Personnel Board for processing. Seven issues have been identified that are causing problems in the flow of transactions. There is no one on staff currently who has the skill set to correct or write Process Flow code.
 - d) Recommendation that the Board approve a contract between The Personnel Board and Alabama Sports Foundation in the amount of \$25,000.00 for advertising services. The Alabama Sports Foundation sponsors The Magic City Classic each year. The Magic City Classic is the largest minority attended event in Alabama and one the largest in the Southeast. With strong family and student attendance, this event attracts a broad age demographic as well. Additionally, large numbers of alumnae from Montgomery and Huntsville as well as fans from all over the United States attend allowing the opportunity to reach out of market candidates. (68,000+ in attendance at most recent event.) Advertising services will include the company name included in all radio advertising consisting of a six-week campaign in Birmingham, Montgomery, and Huntsville markets; one (1) company logo listed on official website (themagiccityclassic.com) with link to our website; one (1) full page advertisement in official game program; one (1) 10' X 10' display in the sponsor village during the pre-game tailgate party (The Alabama Sports Foundation will assist with volunteers to work the display area); six (6) public address announcements throughout the game; six (6) matrix board messages throughout the game; four (4) banners in official treatment surrounding playing field. The event will be held on October 27, 2007.

- e) Recommendation that the Board approve a new classification of Public Information Officer. The Jefferson County Commission requests to create a new classification, Job Code 209, of Public Information Officer, with a proposed pay grade G-38. The purpose of this classification is to administer a wide range of public relations activities dealing with highly controversial and sensitive matters. This position acts as the spokesperson for Jefferson County Commission, strategically handling all media and public relations. Market data reflects average salary data of \$99,381 with a minimum of \$70,773 and a maximum of \$126,713. It is recommended that the Personnel Board of Jefferson County approve the Jefferson County request to create the new classification, Job Code 2093, Public Information Officer with a proposed pay grade of G-38 and a salary range of \$83,054.40 - \$129,022.40.
- f) Recommendation that the Board approve a contract between Jefferson County Commission (Sanitation Administration) and ADS, LLC in the amount of \$769,020.00. Contractor to provide services pursuant to the County's Waste Water Treatment Consent Decree to include: (1) Service of Permanent Monitor Network; (2) Produce flow data; (3) Provide monthly and quarterly reports; (4) Perform field work, engineering analyses, and make recommendations; (5) Provide temporary flow monitoring services; and, (6) Provide training to County employees on service and maintenance of the flow monitor and rain gauge network. Work under this contract is transitioning to Jefferson County as employees become trained. Per information from Jefferson County HR, this is a terminal contract. Contractor to transfer knowledge sufficient for Jefferson County employees to perform the terms of the contract going forward. The contract period is September 1, 2007 through August 31, 2008.
- g) Recommendation that the Board approve a contract between Jefferson County Commission (General Services) and Lerch Bates, Inc. in the amount of \$33,250.00. Contractor to review the adequacy of maintenance coverage, maintenance agreement terms and conditions, and contract pricing and audit work performed on County elevators by maintenance contractors. (1) review existing maintenance agreements; (2) audit existing elevators; (3) provide written feedback of needed critical repairs and deferred maintenance; (4) produce final reports. The contract period is September 1, 2007 through December 31, 2007.
- h) Recommendation that the Board approve a contract between Jefferson County Commission (General Services) and Lerch Bates, Inc. in the amount of \$1,875.00. Contractor to perform annual state elevator inspections for all Jefferson County buildings located outside Birmingham city limits. Currently, Jefferson County contracts with the City of Birmingham to perform inspections on elevators within the city limits. Contractor will provide the required inspections on the remaining elevators. The need is limited (50 hours) and not such as to justify a part-time or full-time Merit System employee. The contract period is September 1, 2007 through December 31, 2007.
- i) Recommendation that the Board approve a contract between Jefferson County Commission (Roads & Transportation) and Pritchett Appraisal Company in the amount of \$6,000.00. Contractor to appraise specified property within Jefferson County. The Alabama Department of Transportation (ALDOT) requires and reviews all appraisals on Federal Aid Projects. The contractor is ALDOT approved. The County cannot perform this service internally. The contract period is 74 days.

- j) Recommendation that the Board approve a contract between Jefferson County Commission (County Home: General Administration) and Sundance Rehabilitation Corporation in the amount of \$800,000.00. Contractor to provide Physical Therapists, Occupational Therapists, Speech Pathologists, Certified Occupational Therapy Assistants, and Licensed Physical Therapy Assistants to provide treatment to residents of the County Home. JRHC currently expends approximately \$1,000,000 annually for these services, much of which is reimbursed by Medicare, Medicaid, and other third party providers. There are classifications in the Merit System to perform these services; however, they are difficult to recruit. This contract is approved because of the critical nature of the services provided with the stipulation that the County Home will provide these services internally as positions can be filled. These services can be reimbursed if brought in house and analysis by the JRHC indicates that the services can be performed as economically within the Merit System as by a contractor. The contract period is June 1, 2007 through May 30, 2008.
- k) Recommendation that the Board approve a contract extension between Jefferson County Commission (Land Development) and Alex L. Cotton. Contractor to provide property appraisal services on an "as needed" basis to support the County's Flood Mitigation Program. There are approximately 150 homes to be surveyed. It is not anticipated that additional applications will be received. While there are individuals who perform property appraisal duties in Jefferson County, they are not dedicated to this program. Because of the expected short-term nature of the program and because the demand is irregular (several properties needing closing at one time followed by periods of inactivity), it is more efficient to engage the services of outside property appraisers when the need arises. More than one company is utilized to assure availability when needed. The original contract with a two year extension option was approved by the Board September 6, 2006. The contract extension period is August 1, 2007 through July 31, 2008.
- l) Recommendation that the Board approve a contract renewal between Jefferson County Commission (Land Development) and Tucker Appraisal, LLC. Contractor to provide property appraisal services on an "as needed" basis to support the County's Flood Mitigation Program. There are approximately 150 homes to be surveyed. It is not anticipated that additional applications will be received. While there are individuals who perform property appraisal duties in Jefferson County, they are not dedicated to this program. Because of the expected short-term nature of the program and because the demand is irregular (several properties needing closing at one time followed by periods of inactivity), it is more efficient to engage the services of outside property appraisers when the need arises. More than one company is utilized to assure availability when needed. The original contract with a two year extension option was approved by the Board September 6, 2006. The contract extension period is August 1, 2007 through July 31, 2008.
- m) Recommendation that the Board approve a contract renewal between Jefferson County Commission (Economic Development) and Jacksonville State University. Contractor provides studies required by the Alabama Historical Agency for properties purchased through the Jefferson County Flood Mitigation Program. There is currently no classification in the Merit System to provide these services. The original contract with a two year extension option was approved by the Board August 21, 2006. The contract extension period is August 1, 2007 through July 31, 2008.

- n) Recommendation that the Board approve a contract renewal between Jefferson County Commission (Land Development) and Surveying Solutions, Inc. Contractor to provide land surveying services on an "as needed" basis to support the County's Flood Mitigation Program. There are approximately 150 homes to be surveyed. It is not anticipated that additional applications will be received. While there are employees who perform land surveying duties in Jefferson County, they are not dedicated to this program. Because of the expected short-term nature of the program and because the demand is irregular (several properties needing surveying at one time followed by periods of inactivity), it is more efficient to engage the services of an outside company when the need arises. More than one company is utilized to assure availability when needed. The original contract with a two year extension option was approved by the Board September 6, 2006. The contract extension period is August 1, 2007 through July 31, 2008.
- o) Recommendation that the Board approve a contract renewal between Jefferson County Commission (Land Development) and Sain Associates, Inc. Contractor to provide land surveying services on an "as needed" basis to support the County's Flood Mitigation Program. There are approximately 150 homes to be surveyed. It is not anticipated that additional applications will be received. While there are employees who perform land surveying duties in Jefferson County, they are not dedicated to this program. Because of the expected short-term nature of the program and because the demand is irregular (several properties needing surveying at one time followed by periods of inactivity), it is more efficient to engage the services of an outside company when the need arises. More than one company is utilized to assure availability when needed. The original contract with a two year extension option was approved by the Board on September 6, 2006. The contract extension period is August 1, 2007 through July 31, 2008.
- p) Recommendation that the Board approve a contract renewal between Jefferson County Commission (Land Development) and SMW Engineering Group, Inc. Contractor to provide land surveying services on an "as needed" basis to support the County's Flood Mitigation Program. There are approximately 150 homes to be surveyed. It is not anticipated that additional applications will be received. While there are employees who perform land surveying duties in Jefferson County, they are not dedicated to this program. Because of the expected short-term nature of the program and because the demand is irregular (several properties needing surveying at one time followed by periods of inactivity), it is more efficient to engage the services of an outside company when the need arises. More than one company is utilized to assure availability when needed. The original contract with a two year extension option was approved by the Board September 6, 2006. The contract extension period is August 1, 2007 through July 31, 2008.
- q) Recommendation that the Board approve a contract amendment between Jefferson County Commission (Cooper Green Hospital) and Health Revenue Integrity Services, Inc. Contractor to provide consulting services relating to updating and revising Cooper Green Hospital's electronic documentation system (Chargemaster) used to track patient care activities and billing. Services include, but are not limited to, creating accurate charging tools to ensure compliant billing, assisting in identifying system issues, reviewing and correcting systemic billing issues, and system testing. The original contract with HRIS, Inc. with a maximum one year extension was approved by the Personnel Board August 21, 2006. This

- contract amendment changes the payment terms during the current contract period (reduce per hour charges from \$88.00 to \$80.00; increase hours from 500 to 750; increase maximum dollars for engagement from \$44,000 to \$60,000).
- r) Recommendation that the Board approve a contract renewal between Jefferson County Commission (Land Development) and Estes, Sanders & Williams, LLC. Contractor to provide legal services on an "as needed" basis to support the County's Flood Mitigation Program. There are approximately 150 homes to be surveyed. It is not anticipated that additional applications will be received. While there are individuals who perform legal duties in Jefferson County, they are not dedicated to this program. Because of the expected short-term nature of the program and because the demand is irregular (several properties needing closing at one time followed by periods of inactivity), it is more efficient to engage the services of outside real estate attorneys when the need arises. More than one firm is utilized to assure availability when needed. The original contract with a two year extension option was approved by the Board September 6, 2006. The contract extension period is August 1, 2007 through July 31, 2008.
 - s) Recommendation that the Board approve a contract renewal between Jefferson County Commission (Land Development) and Michael C. Dodd. Contractor to provide legal services on an "as needed" basis to support the County's Flood Mitigation Program. There are approximately 150 homes to be surveyed. It is not anticipated that additional applications will be received. While there are individuals who perform legal duties in Jefferson County, they are not dedicated to this program. Because of the expected short-term nature of the program and because the demand is irregular (several properties needing closing at one time followed by periods of inactivity), it is more efficient to engage the services of outside real estate attorneys when the need arises. More than one firm is utilized to assure availability when needed. The original contract with a two year extension option was approved by the Board on September 6, 2006. The contract extension period is August 1, 2007 and July 31, 2008.
 - t) Recommendation that the Board approve a contract renewal between Jefferson County Commission (Land Development) and Massey, Stoster & Nichols, PC. Jefferson County has a need for legal services related to the purchase of homes under its Flood Mitigation Program. Massey, Stoster & Nichols provides legal services for purposes of residential real estate purchases. These services will be provided on an "as needed" basis. Hiring on a contractual basis is reasonable given that the nature of the legal services is specific to the real estate industry and that the need for the services is not continual. The original contract with a two year extension option was approved by the Board September 6, 2006. The contract extension period is August 1, 2007 through July 31, 2008.
 - u) BFRS vs. Markus McCay (DA-2006-1583)
 - v) BFRS vs. Major Creer (DA-2006-1586)
 - w) City of Homewood Police Department vs. Dannis Drummonds (DA-2007-1633)
 - x) Jefferson County Department of Health vs. Kenneth Williams (DA-2006-1593)
 - y) Jefferson County Department of Health vs. Connie Love (DA-2006-1594)
 - z) City of Bessemer Utilities vs. Robert Guyton (DA-2006-1623)

IV. INFORMATION AND DISCUSSION ITEMS

- a) PBJC Appointment for vacancy for The General Retirement System for employees of Jefferson County
- b) PBJC Appointment for Board of Trustees Retirement of The City of Birmingham Retirement and Relief Fund
- c) Attorney Scott Morrow – Michael Jackson vs. Homewood Police Department (GR-2007-02-0151)
- d) William Glazier – Rule 17.2 (b) “Candidacy for Public Office”
- e) Bessemer Utilities vs. James Fairris (DA-2006-1621)
- f) Jefferson County Department of Health vs. Kingsley Sathiakumar (DA-2006-1313)
- g) Advance Step Requests

V. EXECUTIVE SESSION