

PROPOSED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

August 10, 2010

- I. OPENING REMARKS BY BUDDY SMITH
- II. OPERATIONAL UPDATES
 - Personnel Director's comments
 - HR Information and Technology Services & City of Birmingham I-1 Project Update – Roger McCullough
 - Workforce Development & Applicant Services – Guy Dewees
 - Performance Measurement – Brian Bellenger
- III. ACTION ITEMS
 - a) Board minutes for meeting held on July 13, 2010.
 - b) Recommendation that the Board approve the 2009-2010 Classification Survey Public Hearing Addressee Recommendations
 - c) Recommendation that the Board approve the contract between Jefferson County (County Home: Nursing Service) and Select Rehabilitation Services in the amount of \$500,000. Contractor to provide Physical Therapists, Licensed Physical Therapy Assistants, Occupational Therapists, Certified Occupational Therapy Assistants and Speech Pathologists to provide treatment to residents of the Jefferson Rehabilitation and Health Center (JRHC). Services provided by this contract (under Sundance Rehabilitation) were conditionally approved by the Board on August 14, 2007 due to the difficulty of recruiting even through there are classes in the merit system to perform most of these services. To date, these positions continue to be extremely difficult to recruit as evidenced by the lack of candidates on the eligible lists: Physical Therapist contains no names, Physical Therapy Assistant contains one name, Occupational Therapist contains ten names and Speech Pathologist contains two names. There is not an existing class for Certified Occupational Therapy Assistant. The contract period is June 1, 2010 through May 31, 2011.
 - d) Recommendation that the Board approve a contractual agreement between the Personnel Board and Hampton Inn & Suites Tutwiler Hotel to provide hotel accommodations and services for individuals traveling to Birmingham to provide volunteer work for the Personnel Board's assessment center processes within the terms of the hotel accommodation proposal dated June 2, 2010 (in response to Jefferson County's Invitation to Bid No. 146-10, dated May 17, 2010). The PBJC recruits individual volunteers from organizations from across the country to provide evaluation work for the Personnel Board's assessment centers. Although no pay is provided to these volunteers, the PBJC provides hotel accommodations for these individuals. The given contract allows the PBJC to lock into given rates provided by the Hampton Inn & Suites Tutwiler Hotel for the rooms and services provided. The PBJC will be billed at the conclusion of each volunteer group stay under the Personnel Board contract at the following rates:

1) Hotel Room - \$92.00 (+14% lodging fee) per person per night; 2) Valet parking - \$12.00 per night; 3) Transportation from/to airport - no additional charge; 4) Access to fitness center - no additional charge; 5) In room internet access - no additional charge; 6) breakfast - no additional charge; and 7) reception (if requested by PBJC) - \$25 - \$40 per person (+20% service charge). The contract period is October 1, 2010 through September 30, 2011 (with an option to renew two additional one year terms ((for a total of three years)) based on mutual agreement of both parties).

- e) Recommendation that the Board approve a contractual agreement between the Personnel Board and the Sheraton Hotel to provide hotel accommodations and services for individual traveling to Birmingham to provide volunteer work for the Personnel Board's assessment center processes within the terms of the hotel accommodation proposal dated June 2, 2010 (in response to Jefferson County's Invitation to Bid No. 146-10, dated May 17, 2010). The PBJC recruits individual volunteers from organizations from across the country to provide evaluation work for the Personnel Board's assessment centers. Although no pay is provided to these volunteers, the PBJC provides hotel accommodations for these individuals. The given contract allows the PBJC to lock into given rates provided by the Sheraton Birmingham Hotel for the rooms and services provided. The PBJC will be billed at the conclusion of each volunteer group stay under the Personnel Board contract at the following rates: 1) Hotel Room - \$92.00 (+14% lodging fee) per person per night; 2) Valet parking - \$20.00 per night; 3) Transportation from/to airport - no additional charge; 4) Access to fitness center - no additional charge; 5) In room internet access - no additional charge; 6) breakfast - \$15 per person per day; and 7) reception (if requested by PBJC) - \$40 per person. The contract period is October 1, 2010 through September 30, 2011 (with an option to renew two additional one year terms ((for a total of three years)) based on mutual agreement of both parties).
- f) Recommendation that the Board approve a contractual agreement between the Personnel Board and AON Consulting, Inc. to provide written examinations for screening of Police Officer candidates. The purpose of this contract is to secure the professional services of AON consulting inc., for the continued administration of the protective services profile™ (PSP), a written examination for screening of police office candidates, during 2010-2011. This test battery includes three (3) sections which measure a broad range of abilities and personal characteristics which have been demonstrated to predict effective law enforcement performance. The cost for use of the PSP and scoring services is \$22.00 per candidate tested. AON Consulting will pay the costs of shipping the testing materials to the Board. The Board will be responsible for costs of returning testing materials to AON Consulting, and costs of shipment of the completed answer sheets to AON's Data Center for processing and scoring. The contract period is October 1, 2010 through September 30, 2011. Contractual agreement and cost of services remains the same from the previous contract between the Personnel Board of Jefferson County and AON spanning the dates of October 1, 2007 to September 30, 2010.
- g) Recommendation that the Board approve a contractual agreement between the Personnel Board and The Yusko Group, Inc. to provide written examinations for screening of Firefighter candidates. The purpose of this contract is to secure the

professional services of The Yusko Group Inc., for the continued administration of The Yusko Group's entry level firefighter written examination for screening of firefighter candidates, during 2010-2011. This test battery includes two (2) sections which measure a broad range of abilities and personal characteristics which have been demonstrated to predict effective performance as a firefighter. The contract amount includes the use of the Entry Level Firefighter Examination and scoring services at the rate of \$12.50 per candidate tested. The contract period is October 1, 2010 through September 30, 2011. Contractual agreement and cost of testing services remains the same from the previous contract between the Personnel Board of Jefferson County and The Yusko Group spanning the dates of October 1, 2007 to September 30, 2010.

- h) Recommendation that the Board approve a contract between the Personnel Board and AL.com to provide banner and skyscraper advertising on the Al.com website and to provide a service to automatically pull all positions posted on the Board's recruiting website, JobsQuest.org, to the jobs classified section of Al.com. The contract amount is \$14,700 and the contract period is October 1, 2010 through September 30, 2011.
- i) Recommendation that the Board approve a contractual agreement between the Personnel Board and The Lamar Companies to provide two vinyl boards in static locations, storage of vinyl boards, hanging, and (if needed) production of vinyl boards. Secure billboard advertising services for two large billboards in carefully selected locations to maximize exposure to the target audiences for law enforcement, firefighter, and medical positions. One billboard location is on I-65 South at Oxmoor Road. This location is one of the highest traffic count locations in the Birmingham area with outstanding exposure to a large and diverse audience. Additionally, this section of interstate is prone to stop-and-go traffic during the rush hour commute therefore increasing exposure. The other billboard is located at the intersection of 8th Avenue South and 24th Street. This location offers strong exposure to the target age group for entry-level fire fighter and law enforcement. Many in this desired demographic live in the area as well as visit the area for entertainment. This is also an excellent location to reach the medical employees and students at UAB, Saint Vincent's, and the many medical facilities in the vicinity. Due to market fragmentation, outdoor advertising is one of the few mediums today that can effectively reach a large number of individuals. The total cost of this contract is approximately 16 percent less than last year's with the same services. The contract includes the following: (1) \$1,000 monthly for one (1) 14' x 48' illuminated vinyl billboard for twelve (12) months located at 8th Ave. S. and 24th St. S.; (2) \$2,498 monthly for one (1) 14' x 48' illuminated vinyl billboard for twelve (12) months located at I-59 North and I-459; (3) \$960 storage of four (4) vinyl billboards for twelve (12) months (\$80 per month); (4) \$2,100 hanging for six (6) hangings (\$350 each) and (5) \$5,000 production of four (4) 14' x 48' vinyl billboards (\$1,250 each). The contract amount shall not exceed \$50,036. The contract period is October 1, 2010 through September 30, 2011.
- j) Recommendation that the Board approve a maintenance renewal agreement between the Personnel Board and Perceptive Software (ImageNow). Perceptive Software Inc. provides the Board with document imaging capability. In 2004, the Board transitioned from a paper-based to a virtual environment. Part of this transition included the imaging of over two million paper documents housed in

various file cabinets throughout the Board. Electronic imaging eliminates physical storage requirements, enhances document security, is web accessed, and provides a much more efficient process of document storage and retrieval. The maintenance agreement amount is \$11,698.00. The contract period is October 1, 2010 through September 30, 2011.

- k) Recommendation that the Board approve a maintenance renewal agreement between the Personnel Board and Tier Technologies, Inc. Tier Technologies, Inc. provides the Personnel Board with Interactive Voice Response capability 24 hours a day, seven days a week. Callers use the IVR system to learn their rank on any registers on which their names appear, learn their test scores following administration of an examination, retrieve their user names for online systems, and learn of classification recommendations resulting from the Annual Classification Survey. This information would otherwise be available only during normal office hours and the 20 thousand+ calls annually would be fielded by staff. The Tier Technologies, Inc. maintenance agreement (Extended Warranty Service) expires September 30, 2010. The maintenance agreement amount is \$4,542.00. The contract period is October 1, 2010 through September 30, 2011.
- l) City of Birmingham (Traffic Engineering) vs. Larry Broadnax (DA-2009-1786)
- m) Birmingham Police Department vs. Leonard Estell (DA-2010-1773)
- n) Jefferson County Human Resources Department vs. Adrienne T. Conyers (DA-2010-1775)
- o) Roger Dale Wyatt vs. Birmingham Fire and Rescue Services (GR-2008-10-0192)
- p) Felicia Ward vs. City of Birmingham Economic Development (GR-2010-05-0221)

IV. INFORMATION AND DISCUSSION ITEMS

- a) Request for Reinstatement to Fitness Instructor register – Kevin Bufford
- b) Request for Reinstatement to Medical Clerk register – Tamiko Davis
- c) City of Trussville Resolution No. 2010-013 establishing the work period for firefighters shall be based on a 26 day cycle. Based on this work period of 26 days, firefighters pay rate will be figured at 103.6 hours in a bi-weekly pay period.
- d) July Board Bi-Monthly Expenditures Report

V. EXECUTIVE SESSION