

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

December 9, 2008

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 4, 2008.
- b) Recommendation that the Board approve eight (8) custodial contracts (listed below) requested by Jefferson County General Services Department to provide janitorial services for the various buildings throughout the County. The Board conditionally approved the Jefferson County Custodial contracts on September 9, 2008 for a period of four (4) months while the PBJC followed up on outstanding issues and determined which duties or positions should be in the Classified Service to assure that the contracts are not being utilized where there are qualified applicants available for hire in the Classified Service. Upon further examination of the duties represented in the contracts, those involving cleaning offices not within a healthcare setting (the majority of the contract services), conform to duties consistent with those of a common laborer. A common laborer has been defined as an individual who performs routine, usually repetitive, manual duties requiring physical exertion, for which there is no defined Class in the Classified Service and as such, is exempt from the Service under §2 of the *Enabling Act*. Housekeeping Assistants in the Classified Service will include only those individuals who work in a healthcare setting and must have the ability to deal tactfully with patients, recognize and dispose of contaminated items and work in a setting where they may be exposed to blood borne pathogens, body fluids and communicable diseases.
  - Contractual agreement between Jefferson County General Services and Atlanta Building Maintenance, Inc. (Center Point, Tom Gloor Bldg, OSCS, Forestdale, Cahaba Heights and Mt. Olive).
  - Contractual agreement between Jefferson County General Services and Atlanta Building Maintenance, Inc. (County Courthouse, North Annex, Bridge and Parking Deck).
  - Contractual agreement between Jefferson County General Services and Atlanta Building Maintenance, Inc. (2121 Building and Domestic Relations Building).
  - Contractual agreement between Jefferson County General Services and Atlanta Building Maintenance, Inc. (Homewood Satellite, Forestdale Satellite and Workforce Dev Bldg).
  - Contractual agreement between Jefferson County General Services and Falls Janitorial Services (Criminal Justice Center Center).
  - Contractual agreement between Jefferson County General Services and Professional Choice (North Jeff Satellite – Gardendale).

- Contractual agreement between Jefferson County General Services and Pro Tek Cleaning (Family Court and Youth Detention).
  - Contractual agreement between Jefferson County General Services and Atlanta Building Maintenance, Inc. (Bessemer Courthouse & Annex).
- c) City of Birmingham Police Department vs. Theress Smith (DA-2004-1491)
  - d) Jefferson County Health Center vs. Charlotte Sanders (DA-2008-1681)
  - e) Birmingham Fire & Rescue Services vs. Anthony Mincy (DA-2008-1691)
  - f) Willie Burgin vs. City of Bessemer (GR-2008-01-0174)

#### IV. INFORMATION AND DISCUSSION ITEMS

- a) Requests for Appointment to Exempt Executive Service
- b) Advance Step Requests
- c) November Board Bi-weekly Expenditure Reports

#### V. EXECUTIVE SESSION