

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

July 10, 2007

- I. OPENING REMARKS BY BUDDY SMITH
  
- II. OPERATIONAL UPDATES
  - Personnel Director's comments
  - Business Office – Cynthia Holiness
  - Performance Measurement – Jeff Crenshaw
  - Workforce Development & Applicant Services – Guy Dewees
  - HR Information and Technology Services – Roger McCullough
  
- III. ACTION ITEMS
  - a) Board minutes for meeting held on June 12, 2007.
  - b) Resolution adopting the 2006-2007 Annual Survey.
  - c) Recommendation that the Board approve the 2007-2008 Proposed Budget which includes the provision for a three percent (3%) Cost of Living Adjustment.
  - d) Recommendation that the Board approve the 2007-2008 Holiday Schedule.
  - e) Recommendation that the Board approve a six month contract between The Personnel Board and Lamar Companies in the amount of \$28,460.00. The current billboard campaign utilizes two large vinyl boards in static locations. These boards rotate between marketing medical, entry-level firefighter, and law enforcement positions. The current contract with Lamar Companies to provide this service will expire on July 15, 2007. Given the notable level of interest and the positive reactions from both applicants and jurisdiction authorities, a new contract is proposed to continue the use of this advertising.
  - f) Recommendation that the Board approve a contract between Jefferson County Commission (Health Department) and Beverly Brown in the amount of \$10,000.00. The contractor is a registered nurse and teaches classes in Prepared Childbirth and Parenting Techniques. Contractor performs services on an intermittent basis throughout the year. There is no classification in the Merit System specific to this responsibility. The contract period is June 1, 2007 through May 31, 2008.
  - g) Recommendation that the Board approve a contract renewal between Jefferson County Commission and Corporation for National and Community Service in the amount of \$9,996.00. The Corporation for National and Community Service (CNCS) is a federal agency that promotes volunteer service in communities across the country. AmeriCorps Vista, a program of CNCS, provides full-time volunteers for community organizations and public agencies to work on poverty-reduction initiatives. This contract provides for three full-time AmeriCorps Vista members to assist in volunteer recruitment and coordination and with Hispanic health education and community outreach to both English and Hispanic speaking residents of Jefferson County. The contract amount stated above is pursuant to a cost sharing arrangement with CNCS. The contract period is June 10, 2007

through June 9, 2008.

- h) Recommendation that the Board approve a contract between Jefferson County Commission (Health Department) and Leslie Patton and Associates in the amount of \$24,500.00. Contractor provides technical assistance in the areas of QA, internal program auditing and evaluation, and resource development for the Health Department's Healthy Start Program. Contractor also assists with completion and submission of specialized reports and projects. The contract period is June 1, 2007 through May 31, 2008.
- i) Nancy Barnes vs. Birmingham Police Department (GR-2006-08-0142)
- j) Irondale Building Maintenance & Construction Department vs. Lonnie Merritt (DA-2006-1622)
- k) Irving Davis vs. Jefferson County Environmental Services (GR-2006-11-0144)
- l) Michael Jackson vs. Homewood Police Department (GR-2007-02-0151)
- m) Jefferson County Department of Health vs. Connie Love (DA-2006-1594)
- n) Jefferson County Department of Health vs. Kenneth Williams (DA-2006-1593)
- o) Birmingham Police Department vs. Steven Long (DA-2006-1580)
- p) Birmingham Police Department vs. Mario White (DA-2006-1579)

#### IV. INFORMATION AND DISCUSSION ITEMS

- a) Sale of PBJC Inactive Equipment
- b) The Board approved a contract between Jefferson County Commission and Leslie Patton and Associates in the amount of \$4,000.00 on April 17, 2007. The Contractor will provide training in communications, customer service, and time management for Administrative Assistants (four one-day sessions; 300 participants). The original contract period was April 1, 2007 through May 31, 2007. Jefferson County has requested the change in contract dates to be August 1, 2007 to September 30, 2007.
- c) City of Homewood Police Department vs. Dannis Drummonds (DA-2007-1633)
- d) Advance Step Requests
- e) Correspondence items received for Board Members

#### V. OTHER BUSINESS

- a) William Glazier – Rule 17.2 (b) “Candidacy for Public Office”

#### VI. EXECUTIVE SESSION