

PROPOSED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

July 12, 2011

- I. OPENING REMARKS BY KENNETH L. MOORE, CHAIR

- II. OPERATIONAL UPDATES
 - Personnel Director's comments – Lorren Oliver
 - Deputy Director's comments – Jeff Crenshaw
 - HR Information and Technology Services – Roger McCullough
 - Workforce Development & Applicant Services – Guy Dewees
 - Performance Measurement – Brian Bellenger

- III. ACTION ITEMS
 - a) Board minutes for meeting held on June 14, 2011.
 - b) Recommendation to approve the Personnel Director's contract extension.
 - c) Renewal of previously established Personnel Board contracts:
 - i. Recommendation that the Board approve a 36-month agreement between the Personnel Board and CCA Financial, LLC (leasing company for Berney Office Solutions) for three replacement copiers. Current lease agreement will expire August 1, 2011. The three-year cost of the copiers is \$37,449.60.
 - ii. Recommendation that the Board approve a contractual agreement between the Personnel Board and Implementation Services Group (ISG). The Personnel Board has a need to assure access to programming services by Mark Randolph provided through ISG. Services provided may include, but are not limited to, writing code for new Lawson applications, modifying code, developing forms, researching issues, and troubleshooting problems proximately caused by code errors. Mr. Randolph was instrumental in writing code during Lawson design and development and has supported the Board since implementation. It is important that Mr. Randolph's services be available to Board staff on an as needed basis. The contract amount shall not exceed \$11,600.00 (projected 80 hours @ \$145.00 per hour). The contract period is October 1, 2011 through September 30, 2012.
 - iii. Recommendation that the Board approve a contract renewal between the Personnel Board and Hampton Inn & Suites Tutwiler as the primary provider of hotel accommodations and services for individuals traveling to Birmingham to provide volunteer work for the PBJC's assessment center processes within the terms of the hotel accommodation proposal dated June 2, 2010 (in response to ITB No. 146-10, dated May 17, 2010). The PBJC recruits volunteers 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 at rates established in the contract. The PBJC will be billed at the following rates: (1) Hotel Room - \$92.00 +14% lodging fee (or prevailing government rate) per person per night; (2) Valet parking - \$12.00

per night; (3) Transportation from/to airport, access to fitness center, in-room internet access, and breakfast - no additional charge; and (4) Reception (if requested by PBJC) - \$25 - \$40 per person (+20% service charge). The contract period is October 1, 2011 through September 30, 2012 (with the option to renew one additional one year term based on mutual agreement of both parties).

- iv. Recommendation that the Board approve a contract renewal between the Personnel Board and the Sheraton Hotel as the secondary provider of hotel accommodations and services for individuals traveling to Birmingham to provide volunteer work for the PBJC's assessment center processes within the terms of the hotel accommodation proposal dated June 2, 2010 (in response to ITB No. 146-10, dated May 17, 2010). The PBJC will be billed at the following rates: (1) Hotel Room - \$92.00 (or the prevailing federal government rate) per person per night; (2) Valet parking - \$20.00 per night; (3) Transportation from/to airport and access to fitness center - no additional charge; (4) In room internet access - no additional charge; (5) Breakfast - \$15 per person per day; and (6) Reception (if requested by PBJC) - \$40 per person. The contract period is October 1, 2011 through September 30, 2012 (with the option to renew one additional one year term based on mutual agreement of both parties).
 - v. Recommendation that the Board approve a contract with Technical Innovation to provide audio and visual maintenance services to the PBJC's test administration facility audio visual recording equipment, front counter area video monitors, and Hearing Room audio recording equipment within the terms of the Technical Innovation proposal dated June 14, 2011 (in response to Jefferson County's Request for Proposal No. 130-11, dated May 9, 2011). The contract period is September 1, 2011 to August 31, 2012 (with the option to renew two additional one year terms [for a total of two years]). The amount of the contract for the period is \$36,100.00.
 - vi. Recommendation to renew the contract with PeopleAdmin, the online application and certification system used by the Personnel Board and member jurisdictions, for an additional year. PeopleAdmin is central to the Board's mission and has been recently upgraded to include functionality found in SIGMA, software currently utilized for applicant tracking and register management. This new functionality replaces the need for the Board to contract with SIGMA for maintenance. Recommendation is to renew the contract for the period of October 1, 2011 to September 30, 2012 for the same amount as the current year (i.e., \$70,000).
 - vii. Recommendation that the Board approve the maintenance contract with SPSS, a statistical software package that is used frequently by the Performance Measurement Division to conduct various statistical analyses (e.g., test score calculations, adverse impact calculations, significance testing of group differences, item analyses, etc.). The existing technical support will expire on September 30, 2011. It is recommended that the Board approve the SPSS maintenance agreement for the period October 1, 2011, through September 30, 2012. The cost of the renewal contract will be \$7990.90.
- d) Recommendation that the Board approve an addendum to the license agreement with Lawson to reduce the number of maximum users for the Lawson Maintained

products used by the Personnel Board of Jefferson County. The reduction has no impact on the operations of the Personnel Board or its member jurisdictions, as the number of licenses maintained in the agreement will be sufficient to cover the number of users within the system. The Personnel Board is working with Lawson to reduce the number of licenses in an effort to reduce the costs associated with the purchase of needed upgrades for two decommissioned modules (i.e., Process Flow Professional and Time Accrual) that will need to be purchased at a later date. There is no cost associated with implementing the reduction in the maximum number of users.

- e) Recommendation that the Board approve the contract with First Advantage for on-line skills testing. First Advantage is a test vendor that supplies online assessments for job-related skills such as data entry, keyboarding, medical transcription, and other clerical, administrative, and call center related skills. The contract provides on-line training of Personnel Board staff in the use and administration of skills tests, a client support team to address and resolve all issues with the on-line assessments, and up to 2000 individually administered skills tests for the period of August 1, 2010 through July 31, 2011. Bids for this service were obtained from three reputable service providers and First Advantage was the lowest bid at \$12,000.00 for the contract year.
- f) Recommendation that the Board approve a contract between Jefferson County Environmental Services and Vision Landscapes, Inc. for grounds keeping services in the amount of \$406,917.24. The contract is a result of Bid/RFP #91-11. Services provided in this contract are not within the scope of the classified service and include duties such as mowing, edging, trimming, and site cleanup. This work is currently being performed by unclassified laborers employed by Jefferson County Environmental Services. The services will be provided for approximately 213 acres at the following sites: Leeds and Trussville Wastewater Treatment Plants, Turkey Creek and Warrior Wastewater Treatment Plants, Cahaba River Wastewater Treatment Plants, Five Mile Wastewater Treatment Plants, and Valley Creek Wastewater Treatment Plants.
- g) Recommendation that the Board approve a contract between Jefferson County Environmental Services and Davlin, LLC, Inc. for grounds keeping services in the amount of \$204,000.00. The contract is a result of Bid/RFP #91-11. Services provided in this contract are not within the scope of the classified service and include duties such as mowing, edging, trimming, and site cleanup. This work is currently being performed by unclassified laborers employed by Jefferson County Environmental Services. The services will be provided for approximately 220 acres in three areas within the Village Creek Wastewater Treatment Plant.
- h) City of Birmingham Public Works v. Phillip Edmond (DA-2010-1818)
- i) Paula C. Taylor v. Jefferson County Department of Health (IWP-2011-1826)
- j) Vestavia Hills Fire Department v. Calvin Douglas (ADM-LV-WOP-2010-0028)
- k) Edwin Jones v. City of Bessemer Police Department (GR-2011-04-0257)

IV. INFORMATION AND DISCUSSION ITEMS

- a) Advance Step Requests
- b) Provisional
- c) Reinstatement
- d) May & June Board Bi-Monthly Expenditure Reports

V. EXECUTIVE SESSION