

PROPOSED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

June 12, 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 May 7, 8 and 11, 2007.
 - b) Recommendation that the Board approve a contract between The Personnel Board and the Janna Jones in the amount of a \$300.00 honorarium for the following: (a) six hours of training onsite in Birmingham, Alabama; (b) developing the training materials; and (c) providing handouts to participants. This request relates to the Training and Career Development Department's initiative to encourage and support PBJC employees in obtaining the Senior Professional, Human Resources or Professional, Human Resources certification. The examination for the SPHR covers content from six Human Resources subject areas to be taught at PBJC. Together, they provide employees a comprehensive overview of the most up-to-date HR practices, update them on the entire body of HR knowledge, and allow them to apply the knowledge learned from the classes to HR practice.
 - c) Recommendation that the Board approve a new classification of Human Resource Information Services Manager. The City of Birmingham is requesting to reclassify the Education and Training Coordinator (G-24) position currently occupied by Landon Dowe to a new classification of Human Resource Information Services Manager (2831). This position is responsible for functionally managing the City's Human Resource Information Management System. There is not a classification currently in the Merit System that encompasses the duties and responsibilities of the new classification.
 - d) Responses to 2006-2007 Annual Survey Public Hearing Issues and Concerns
 - e) Recommendation that the Board approve a contract amendment between Jefferson County Commission (Cooper Green Hospital) and Care Professionals, Inc. The request is for a six month extension of the existing contract with Care Professionals, Inc., a company providing credit and collections services to Cooper Green. The Board approved the use of a credit and collections contractor in July, 2006. An extension was approved by the Board from September 30, 2006 to March 30, 2007, to allow time for the contract to be bid. The contract is to be bid a second time requiring a second extension of the existing contract. The

contract will expire on September 30, 2007.

- f) Recommendation that the Board approve a contract between Jefferson County Commission (Cooper Green Hospital) and The University of Alabama at Birmingham. This is a \$0 contract. This agreement establishes an affiliation between UAB and Cooper Green Hospital to provide clinical education for undergraduate Surgical Physician Assistant students. The contract period is April 1, 2007 through September 30, 2007.
- g) Order for Jefferson County Tax Assessor vs. Charles Cates (DA-2006-1568)
- h) Order for Jefferson Rehabilitation and Health Center vs. Loretta Beverly (DA-2006-1576)
- i) Order for City of Birmingham Department of Public Works vs. Frank Atkins (DA-2006-1591)

IV. INFORMATION AND DISCUSSION ITEMS

- a) City of Bessemer vs. Herman Lehman (DA-2006-1599)
- b) Birmingham Police Department vs. Perry Young (DA-2007-1637)
- c) Nancy Barnes vs. Birmingham Police Department (GR-2006-08-0142)
- d) Irondale Building Maintenance & Construction Department vs. Lonnie Merritt (DA-2006-1622)
- e) Irving Davis vs. Jefferson County Environmental Services (GR-2006-11-0144)
- f) Michael Jackson vs. Homewood Police Department (GR-2007-02-0151)
- g) Procedures for review of appeals and settlements
- h) Advance Step Requests
- i) Correspondence items received for Board Members

V. OTHER BUSINESS

VI. EXECUTIVE SESSION