

PROPOSED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

March 26, 2007

1. Board minutes for meetings held on March 6, 8, 9, 12, 13, and 14, 2007.
2. Approve the Personnel Board's resolution identifying inactive equipment and materials and authorizing the disposal of the said equipment at the Jefferson County Annual Auction scheduled on April 25, 2007. The Personnel Board has several equipment and materials that are inoperable and/or insufficient for the current technological environment within the Personnel Board. The items include twenty-three TV/VCR combinations, fourteen digital camera recorders and tripods, forty-two tape recorders and power supply cords, twenty-six computers, twenty-one monitors, three color printers, one fax machine, one typewriter, one time/date machine and other miscellaneous equipment (please see attached detail listing of items).
3. Recommendation that the Board approve a contract between the PBJC and Electric Consultants, LLC. not to exceed a daily rate of \$1000.00 per day for consulting fees and \$350.00 for travel expenses. As part of the 2006-2007 Annual Classification Survey, the Personnel Board has a need to engage a contractor with experience auditing and classifying technically and mechanically-related classifications within a municipal environment. During the 2002-2004 Survey, the classification of Assistant Automotive Technician was reviewed. No recommendations for reclassification were made by the Board which resulted in a number of appeals. Following this process, the Board agreed to again review the classification during the 2006-2007 Survey. In order to assure that the City of Birmingham and the affected employees feel they have had a fair and impartial review, it is recommended that an outside consultant interview the employees and render a recommendation to the Personnel Board. Monies for consulting services during the Survey were budgeted for FY06-07.
4. Recommendation that the Board approve a new classification of MDS Coordinator. The Minimum Data Set (MDS) is part of the U.S. federally mandated process for clinical assessment of all residents in Medicare or Medicaid certified nursing homes. The process provides a comprehensive assessment of each resident's functional capabilities and helps nursing home staff identify health problems. For purposes of compliance, Jefferson Rehabilitation and Health Center is in need of hiring an individual qualified to perform MDS assessments. There is no classification currently in the Merit System to perform the required duties.
5. Recommendation that the Board approve a contract between Jefferson County Commission (Sheriff's Office) and Michale A. Chandler d/b/a Rocky Ridge Family Medical in the amount of \$120,000.00 (\$15,000.00 per month for eight months). Contractor to monitor the healthcare program for inmates of the Jefferson County Jail, to include, review of inmate healthcare provider personnel work and attendance schedules; monthly site visits; preparation of compliance and other reports; the review of service levels, quality of care, and administrative practices; and the provision of other services related to the monitoring of healthcare services for the target population.

6. Recommendation that the Board approve Jefferson County Commission contracts for temporary/emergency personnel. Jefferson County has requested approval to contract with All Around Temps d/b/a/ Darrell Walker Workforce Systems, Kelly Services, and Talent Tree for purposes of providing emergency personnel to Jefferson County departments, as needed. Personnel would be used to fill in for critical positions during unexpected staff shortages, vacations, leaves of absences, or for gaps between issuance of Requests for Certification and hire. Pursuant to discussions with the Jefferson County Department of Human Resources (JCHR), it has been agreed that JCHR will develop an umbrella agreement covering these three personnel agencies. Use of these agencies will be restricted to departments and classifications approved in advance by the PBJC. Additionally, JCHR will establish a monitoring procedure that will allow the PBJC to review utilization of these contracts to assure compliance with this agreement. It is expected that this umbrella agreement and the above referenced monitoring procedure will be in place within 90 days.
7. Order for City of Birmingham Police Department vs. Rebecca Dill (DA-2006-1575)
8. Order for Jefferson Rehabilitation and Health Center vs. Charlotte Sanders (DA-2006-1597)
9. Order for City of Birmingham Fire & Rescue Service vs. Major Creer (DA-2006-1583)

INFORMATION and DISCUSSION ITEMS

- a) Advance Step Requests
- b) Appointment of Special Hearing Officers and the budget implications of the cost on the Merit System
- c) Media Policy
- d) Jefferson County Sheriff's Office contracting medical services for inmates
- e) Public Hearing for 2006-2007 Annual Classification Survey
- f) Jefferson County Department of Health vs. Kenneth Williams (DA-2006-1593)
- g) Birmingham Police Department vs. Elliott Ingram (DA-2006-1578)
- h) Jefferson County Department of Health vs. Connie Love (DA-2006-1594)
- i) Correspondence items received for Board Members
- j) Dates for Board closing arguments/settlement hearings