

PROPOSED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

November 13, 2007

I. OPENING REMARKS BY BUDDY SMITH

II. OPERATIONAL UPDATES

Personnel Director's comments

Overview of Performance Measurement – Jeff Crenshaw

HR Information and Technology Services – Roger McCullough

Workforce Development & Applicant Services – Guy Dewees

Business Office – Cynthia Holiness

III. ACTION ITEMS

- a) Board minutes for meeting held on October 9, 2007.
- b) Recommendation that the Board approve a contract between Jefferson County Commission and David P. Mullins, MAI in the amount of \$34,050.00 plus any court costs. David P. Mullins, MAI provides appraisal services for the Roads and Transportation Department. This contract is for work performed to complete the Tarrant-Huffman Road Topics Phase IV Project. Mr. Mullins is on the Alabama Department of Transportation qualified list of independent appraisers. Merit System employees do not meet the qualifications to perform this commercial appraisal work and court testimony. The work performed is generally given to Independent Contractors. The contract period is September 1, 2007 through April 30, 2008.
- c) Recommendation that the Board approve a contract between Jefferson County Commission (Jefferson County Senior Citizens Service) and Legal Services, Inc. in the amount of \$105,466.00. Legal Services Alabama, Inc. provides legal services to persons 60 years and older residing in Jefferson County. Legal Services Alabama, Inc. will dedicate 2 attorneys and 1 paralegal to provide a minimum of 153,000 minutes of legal assistance to a minimum of 400 qualifying adults. Services provided will be in accordance with the Legal Services Corporation Act, Alabama Legal Assistance Statewide Standards of 1999 and the Older Americans Act. The contract period is October 1, 2007 through September 30, 2008.
- d) Recommendation that the Board approve a contract between Jefferson County Commission (Cooper Green Hospital) and Universal Fidelity, LP in the amount of \$100,000.00. The Board approved the use of a credit and collection contractor for Cooper Green Hospital in July of 2006. This decision was based on the financial information provided by CGH indicating the credit and collections activity could be more economical if

performed by a professional collections agency. A contract extension was approved by the Board through September 30, 2007, to allow time for the contract to be bid. The contract has now been bid (RFP 247-06) and Universal Fidelity, LP is one of two companies that will provide credit and collection services to Cooper Green Hospital. The contract period is October 1, 2007 through September 30, 2008.

- e) Recommendation that the Board approve a contract between Jefferson County (Family Court) and Alabama Center for Law & Civic Education in the amount of \$18,000.00 (\$18,000 is paid from grant funding received from the Community Foundation Grant program). Alabama Center for Law and Civic Education provides on-site Teen Court services for juveniles involved with the Bessemer Teen Court Division of Jefferson County Family Court. Teen Court provides a venue for nonviolent and usually first time offenders to be sentenced by a group of their peers. Family Court receives grant funding from the Community Foundation Grant program to pay for all costs of program development, training curriculum, recruitment, screening and training volunteers. This type of work is customarily performed by Independent Contractors and there are not qualified employees available under the Act. The Appointing Authority has the physical facilities to perform the work. The contract period is August 1, 2007 through July 31, 2008.
- f) Recommendation that the Board approve a contract renewal between Jefferson County Commission (Health Department) and Care Professionals Inc. in the amount of \$100,000.00. The Board approved the use of a credit and collection contractor for Cooper Green Hospital in July of 2006. This decision was based on the financial information provided by CGH indicating the credit and collections activity could be more economical if performed by a professional collections agency. A contract extension was approved by the Board through September 30, 2007, to allow time for the contract to be bid. Since that time, the contract has been bid (RFP 247-06) and Care Professionals, Inc. is one of two companies that will provide credit and collection services to Cooper Green Hospital.
- g) Approval of City of Birmingham Resolution #2013-06 and acknowledgement of resolution #1170-07 with qualification
- h) Birmingham Exempt Executive Service Requests – Director of Internal Auditing and Contract Compliance and Deputy Director of Human Resources
- i) Recommendation that the Board appoint Patricia Foote to the position of Pension Board Member City of Birmingham
- j) Barakus Taylor vs. Birmingham Fire & Rescue Service (IWP-2007-1649)
- k) Jefferson County Sheriff's Department. vs. Charlie Richardson (DA-2007-1638)
- l) City of Homewood Police Department vs. Frederic Scott Blake (DA-2007-1631)

- m) Jefferson County Community Development Department vs. Debbie Bowie (DA-2007-1629)
- n) Jefferson County Sheriff's Department vs. Charlie Richardson (DA-2007-1638)
- o) Birmingham Park & Recreation Board vs. Jesse J. Thornton (DA-2007-1646)

IV. INFORMATION AND DISCUSSION ITEMS

- a) Appointing Authority Primer
- b) Advance Step Requests

V. ACKNOWLEDGMENT OF COST OF LIVING RESOLUTIONS

- c) Resolution from the City of Pleasant Grove granting a two percent (2%) salary increase for all classified employees and unclassified employees effective with the pay period beginning September 29, 2007.
- d) Resolution No. 3814 from the City of Hueytown granting a three percent (3%) cost-of-living increase to all employees of the City of Hueytown as proposed in the Mayor's Budget effective at the beginning of the pay period ending October 31, 2007.
- e) Resolution from Jefferson County Commission granting a salary adjustment increase in the amount equal to three percent (3%) for all eligible employees, effective the first full pay period in Fiscal Year 2007-2008.

VI. EXECUTIVE SESSION