

REVISED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

October 14, 2008

- I. OPENING REMARKS BY BUDDY SMITH

- II. OPERATIONAL UPDATES
 - Personnel Director's comments
 - Business Office – Cynthia Holiness
 - HR Information and Technology Services – Roger McCullough
 - Workforce Development & Applicant Services – Guy Dewees
 - Performance Measurement – Jeff Crenshaw

- III. ACTION ITEMS
 - a) Board minutes for meeting held on September 9, 2008

 - b) Recommendation that the Board renew the employment contract for the Personnel Director.

 - c) Recommendation that the Board approve the revised Employee Confidentiality Policy.

 - d) Recommendation that the Board approve the revised Business Travel policy. The policy has been revised to provide clarification of expenses that are reimbursed under the Board's travel policy.

 - e) Recommendation that the Board approve the Record Retention and Destruction policy (new policy).

 - f) Recommendation that the Board approve contractual agreements between the Personnel Board and McWane Center in the amount of \$1,154.45 (facility rental and catering services) and the Personnel Board and The Alabama Theatre in the amount of \$455.00 (facility rental) related to the Personnel Board's In-Service Day for agency-wide professional development scheduled on October 13, 2008.

 - g) Recommendation that the Board approve a contractual agreement between the Personnel Board and ADTRAV Travel Management Services to purchase airline tickets for Personnel Board (PBJC) volunteer assessors who assist the PBJC in various aspects of our testing programs; research flight costs/duration of flights/number of flight connections; and utilize any viable airline regardless of method of payment requirements at the most economical price for the PBJC. This contract results from Jefferson County's Request for Proposal No. 150-08, dated June 17, 2008, as it relates to the Code of Alabama 1975 Article 2 – State Bid Laws. On average, the travel agency reserves approximately 300 flight reservations per year for the Personnel Board.

 - h) Recommendation that the Personnel Board approve a contractual agreement between the Personnel Board and Freedom Reporting to provide transcription services for fiscal year 2009. The court reporter will be required to transcribe hearings and provide hard copies and media of transcriptions in an accurate and timely manner. This contract results from Jefferson County's Request for Proposal No. 224-08, dated July 16, 2008, as it relates to the Code of Alabama 1975 Article 2 – State Bid Laws. The Board conducts between forty-five (45) to

sixty (60) hearings per year.

- i) Recommendation that the Board approve a contractual agreement between the Personnel Board and Lamar Advertising in the amount of \$59,340. 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 October 15, 2008. The current contract with Lamar Companies is three month contract established on July 15, 2008. This three month contract was done in lieu of an annual contract to carry services through the end of the Personnel Board's fiscal year. The dates of the new contract are more closely aligned with the fiscal year which is operationally more efficient from a budgetary and billing standpoint.
- j) Recommendation that the Personnel Board approve the Jefferson County Rehabilitation and Health Center recommendation to revise the Shift Differential Rate for Nursing Assistants included in the 2008-2009 Pay Plan. Medical personnel and support staff assigned to work the evening and night shifts are eligible for a flat rate differential. The Board approved revised rates for sixteen classifications at the June 10, 2008 meeting. The position of Nursing Assistant was not included in the recommendation. Jefferson Rehabilitation and Health Center utilizes this position and requests the shift differential increase to remain competitive with current market conditions. This revision should assist Jefferson Rehabilitation and Health Center with their recruiting efforts to attract qualified applicants in highly competitive and hard to fill positions.
- k) Election Year - Resolution No. 1307 from the City of Fultondale granting a four percent (4%) cost of living increase for the employees of the City of Fultondale, effective with the pay period that begins September 24, 2008.
- l) Election Year – Resolution No. 08-142 from the City of Mountain Brook granting a three percent (3%) cost of living increase for all employees (classified and unclassified) of the City of Mountain Brook, including employees of The Emmet O'Neal Library Board.
- m) Election Year – Resolution Number 3898 from the City of Vestavia granting a one percent (1%) cost of living increase for all eligible employees, effective October 1, 2008.
- n) Election Year – Resolution 2008-33 from the City of Center Point granting a seven percent (7%) salary increase for all City of Center Point employees effective October 1, 2008.
- o) Montague Minnifield vs. Birmingham Police Department (IWP-2008-1686)
- p) Jefferson County Cooper Green Mercy Hospital vs. Alberta Tanks (DA-2007-1645)
- q) Jefferson County Sherriff's Office vs. Randy Stone (DA-2008-1699)
- r) Birmingham Police Department vs. Michael Thomas (DA-2005-1521)
- s) City of Birmingham Police Department vs. Theress Smith (DA-2004-1491)
- t) Harold Higgins vs. Birmingham Parole & Probation Office (GR-2008-07-0184)

- u) Charles Buchannon vs. Jefferson County Sheriff's Office (GR-2008-06-0182)

IV. INFORMATION AND DISCUSSION ITEMS

- a) Mattie Bell Appeal of Test Score
- b) Douglas McBee vs. City of Hueytown and Jefferson County Personnel Board (CV-2008-1871)
- c) Wall Street Journal Advertising in the amount of \$15,000 for the recruiting and marketing plan currently in progress for the Jefferson County Chief Financial Officer position that includes national, regional, and local advertising.
- d) Non-Election Year – Resolution from the Jefferson County Board of Health granting all eligible Health Department employees a three percent (3%) cost of living increase effective September 27, 2008.
- e) Non-Election Year – Resolution from the Jefferson County Commission granting a two percent (2%) cost of living increase for all eligible employees effective the first full pay period in Fiscal Year 2008-2009.
- f) Advance Step Requests
- g) August/September/October Board Bi-weekly Expenditure Reports

V. EXECUTIVE SESSION