

PROPOSED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

September 11, 2007

- I. OPENING REMARKS BY BUDDY SMITH
- II. OPERATIONAL UPDATES
 - Personnel Director's comments
 - Business Office – Cynthia Holiness
 - Performance Measurement – Jeff Crenshaw
 - HR Information and Technology Services – Roger McCullough
 - Workforce Development & Applicant Services – Guy Dewees
- III. ACTION ITEMS
 - a) Board minutes for meeting held on August 14, 2007.
 - b) Recommendation that the Board approve an interim contract extension between The Personnel Board and BlueStar Solutions. The Personnel Board has a need to extend its contract with BlueStar Solutions, a.k.a. ACS, to host the Lawson System until such time a Request for Proposal (RFP) process can be completed. The Personnel Board has developed and submitted to Jefferson County Purchasing a Request for Proposal soliciting bids to host the Board's Lawson System. The current hosting contract with BlueStar Solutions expires September 30, 2007. Due to the County's SAP implementation, the Board's RFP has been delayed; consequently, there is a need to contract with BlueStar Solutions on a month by month basis until such time a successful bidder has been identified.
 - c) Recommendation that the Board approve a contract extension between The Personnel Board and PeopleAdmin in the amount of \$33,250.00. The Personnel Board currently contracts with PeopleAdmin for its online application services. This contract expired on August 31, 2007. Due to the County's SAP implementation, the Board's Request for Proposal has been delayed; consequently, it is necessary to extend the current contract until such time the RFP can be released, responses analyzed and new contract signed. The contract period is September 1, 2007 through February 2008.
 - d) Recommendation that the Board approve a new classification of Facilities Manager-Health Department. The Jefferson County Health Department has requested to create a new classification, Job Code 8694, Facilities Manager, with a proposed Pay Grade 27. This classification currently exists at Jefferson County and the City of Birmingham at a Grade 30; however, the recommendation for a Grade 27 is based on the relative size and scope of the position as compared to the positions in Jefferson County and Birmingham.
 - e) Recommendation that the Board approve the Personnel Board's revised Emergency Preparedness and Response Plan. The Emergency Preparedness and Response Plan is a guide to enhance the protection of persons and property at The Personnel Board of Jefferson County during emergencies related to fire, tornado, earthquake, inclement weather, medical, terrorism and bomb threats. The Three Member Board approved the original plan last year. The revised plan includes modifications to fire wardens due to staffing changes, as well as minor

wording changes.

- f) Recommendation that the Board approve a contract between Jefferson County Commission (Sanitation Administration) and Anderson Williams in the amount of \$7,637.50. Contractor to provide professional video production services for Jefferson County Environmental Services Department Grease Control Program. The video will educate the public on the Grease Control Program Ordinance adopted October 3, 2006. The contractor currently provides audio/visual services to departments within Jefferson County. Jefferson County does not have the facility, equipment or personnel to perform these services and no comparable position exists in the Merit System. The contract period is August 6, 2007 through December 31, 2007.
- g) Recommendation that the Board approve a contract between Jefferson County Commission (Risk Management: Administration) and St. Vincent's Occupational Health in the amount of \$15,000.00. Contractor to provide Fitness for Duty examinations as needed when an employee injury occurs. A written advice of the physical examination will be provided to the Jefferson County Occupational Health Manager. Merit system employees are not available to perform this work since County physicians are contracted. Additionally, use of an outside contractor maintains third-party objectivity. Utilization of the contract will be intermittent since it is only performed when services are needed. The contract period is August 1, 2007 through July 31, 2008.
- h) Recommendation that the Board approve a contract between Jefferson County Commission (Sheriff Department) and The Moser Group in the amount of \$24,000.00. Contractor to provide on-site management and leadership training course, Legacy of Leadership, for employees in the Sheriff's Department. The contractor will facilitate 6 training meetings for a total of 18 class hours as well as provide all training materials. This is a proprietary training program; consequently, Merit System employees are not available to perform the work. The contract period is August 1, 2007 through December 1, 2007.
- i) Recommendation that the Board approve a contract between Jefferson County Commission (Family Court) and Jefferson Blount St. Clair Mental Health/Retardation Authority in the amount of \$329,750.00. Vendor provides case management services to the Family Court, assisting children transitioning from the Alabama Youth Correction Center back into their communities. Jefferson - Blount - St. Clair Mental Health/Retardation Authority is a political subdivision of the State of Alabama created to provide state-wide mental health services to Alabama residents; consequently, they have a well-developed infrastructure to provide mental health services of a broad nature as required by the Family Court of Jefferson County. Jefferson County does not have a mental health infrastructure and creating such services internally would be needlessly duplicative of services already provided by the State. The contract period is October 1, 2007 through September 30, 2008. The contract ends on September 30, 2008 or whenever \$329,750.00 is expended, whichever comes first.
- j) Jefferson County Department of Health vs. Kingsley Sathiakumar (DA-2006-1613)
- k) City of Bessemer (Bessemer Utilities) vs. James Farris (DA-2006-1621)
- l) Jefferson Rehabilitation & Health Center vs. Jeanetta Jones (DA-2007-1641)

- m) Jefferson County Department of Health vs. Natalie Williams (DA-2006-1619)
- n) Cheryl Green vs. City of Tarrant (DA-2006-1601)
- o) Birmingham Department of Public Works vs. Ericka White (DA-2007-1639)
- p) Catherine Guin vs. Birmingham Police Department (GR-2007-05-155)
- q) Toni Williams vs. Birmingham Police Department (GR-2007-06-0158)
- r) Appointment to Jefferson County Pension Board

IV. INFORMATION AND DISCUSSION ITEMS

- a) Firefighter Agreements
- b) Primer for New Appointing Authority orientation
- c) Advance Step Requests

V. EXECUTIVE SESSION