

PROPOSED AGENDA  
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

March 8, 2011

- I. OPENING REMARKS BY KENNETH L. MOORE, CHAIR
- II. OPERATIONAL UPDATES
  - Personnel Director's comments – Lorren Oliver
  - Deputy Director's comments – Jeff Crenshaw
  - HR Information and Technology Services & City of Birmingham I-1 Project Update – Roger McCullough
  - Workforce Development & Applicant Services – Guy Dewees
  - Performance Measurement – Brian Bellenger
  - Business Office – Cynthia Holiness
- III. ACTION ITEMS
  - a) Board minutes for meeting held on February 8, 2011.
  - b) Recommendation that the Board renew the Business Liability Insurance with Hartford Casualty Insurance Company in the amount of \$7,170. The Personnel Board's current Business Liability Insurance will expire on April 1, 2011. The policy includes the same coverage as last year for Accounts Receivable, Brands and Labels, Claim Expenses, Computer Fraud, Computers and Media, Debris Removal, Employee Dishonesty/ERISA, Fine Arts, Forgery, Laptop Computers, Outdoor Signs, Personal Property of Others, Property at Other Premises, Temperature Change, Tenant Building and Business Personal Property, Unauthorized Business Card Use, Valuable Papers and Records and Terrorism. The annual premium is \$7,170 (increase of \$458 from last year's premium which is due to the inflation of replacing business property. The replacement cost for business property last year was \$845,200. This year the replacement cost for business property is \$883,200).
  - c) Recommendation the Board approves the contract between Jefferson County (community Dev-Workforce Invest) and Jefferson County Office of Senior Citizens. Jefferson County Office of Senior Citizens Services (OSCS) is a local sponsor of the Alabama Department of Senior Services and Senior Service America, Inc. operated under Title V of the Older Americans Act. OSCS will provide senior citizens the opportunity to train and be oriented to various employment activities through the Community Development Department of Jefferson County. The seniors will be answering phones, copying documents and entering data into the computer while being trained alongside a Merit System employee. There will be up to five (5) seniors in the department working no more than 20 hours/week. The seniors will not be occupying any budgeted headcount positions. Should a classified position become available, seniors will apply through normal channels. This contract may not be used to substitute for emergency, temporary, or provisional appointments which may be practically accomplished pursuant to Merit System Rules and Regulations. Due to the limited and sporadic nature of the services provided, it is recommended that the

Personnel Board approve this contract. The contract period is March 8, 2011 through June 30, 2011.

- d) Jefferson County Rehabilitation & Health Center vs. Aldonia Noland (DA-2010-1797)
- e) City of Birmingham Public Works Department vs. Damian Carr (DA-2010-1807)
- f) City of Bessemer Municipal Court vs. Cynthia Lewis (DA-2010-1795)

#### IV. INFORMATION AND DISCUSSION ITEMS

- a) Walter Malone's review of the Personnel Director's decision
- b) Proposed Rules & Regulations Revisions – Public Comment Period and Public Hearing Date
- c) Advance Step Requests
- d) February Board Bi-Monthly Expenditure Reports

#### V. EXECUTIVE SESSION