

REVISED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

March 9, 2010

I. OPENING REMARKS BY BUDDY SMITH

II. OPERATIONAL UPDATES

Personnel Director's comments
Classification & Compensation Survey Process – Kim Kinder
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 February 9, 2010.
- b) Jefferson County Allocation of Personnel Board Expenditures – Fiscal Year 2009
- c) Recommendation that the Board approve the Personnel Board's Policy on Receipt of Gifts and Hospitality from Outside Sources for employees. To comply with Alabama law Section 36-25-1 et. seq (1975) which prohibits public employees from soliciting or receiving "a thing of value" for the purpose of influencing official action. The policy will ensure that PBJC employees are aware of state law and their ethical responsibilities to avoid any appearances of impropriety when dealing with outside sources.
- d) Recommendation that the Board approve another contract extension between the Personnel Board and Technical Innovations. The original six month contract extension expires on March 31, 2010. Staff is in the process of evaluating our system to update our capabilities, and system specifications will be submitted to begin the bid process required by the State of Alabama. The purpose of this contract is to secure the professional services of Technical Innovations for the continued maintenance of the audio, video, and computer equipment located within the PBJC Test Administration Facility and the Hearing Room. The services are to include on-site labor to perform prescheduled routine cleaning, adjustments, alignment and labor to replace consumable parts (cost of consumables parts not covered) per manufactures published schedule. The Contractor will work with the Board to schedule three visits (one every three months) for preventative maintenance performed by qualified field service technicians to the aforementioned equipment during the period covered by the contract. Contractor will provide response for maintenance in emergency situations within one (1) hour by telephone support and four (4) hours on site support. This is based on a Monday through Friday 8:00 AM to 5:00 PM work schedule. Loaner equipment to replace malfunctioning equipment is subject to availability and will be similar in fit, form, and function to restore the system to

optimum performance. The service terms in this contract extension are identical to the previous contract extension approved by the Three-Member Board in October 2009 with one noted exception. The Board will receive one additional maintenance visit. The cost for the services over the nine month period covering April 1, 2010 through December 31, 2010 is \$25,124.94 (\$2,791.66 per month).

- e) Recommendation that the Board renew the Business Liability Insurance with Hartford Casualty Insurance Company in the amount of \$6,712. The Personnel Board's current Business Liability Insurance will expire on April 1, 2010. 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 (including credit cards, currency and money orders), 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 \$6,712 (increase of \$145 from last year's premium which is due to inflation).
- f) Recommendation that the Board approve the contract between Jefferson County (Risk Mgmt: Administration) and Hill Administrative Services in the amount of \$47,000. Hill Services, Inc. provides workers' compensation services to Jefferson County to include case management, investigations, litigation and payment of claims. Jefferson County has Occupational Health Nurses who are involved with workers compensation claims. Hill Services will provide services for claims that are referred to them that involve actual or alleged loss. This work is customarily and traditionally given to an independent contractor. The contract period is January 1, 2010 through December 31, 2010.
- g) Recommendation that the Board approve the contract between Jefferson County (County Home: Dietary) and Augmentation, Inc. in the amount of \$10,000. Augmentation, Inc. provides temporary dietary services to Jefferson Rehabilitation and Health Center (JRHC) on an emergency basis only to fill in when the Dietician, who is a merit system employee, is out due to vacation, illness or unexpected absences. In order to comply with health industry rules, access to dietary staff must be available. This service was previously performed by Element, Inc. and the Board approved the contract on 2/21/2008. Due to the limited and sporadic nature of the services provided, it is recommended that the Personnel Board approve this contract. Utilization of this contract will be controlled by Jefferson County Human Resources (JCHR) who will provide utilization reports to the Personnel Board per established procedures so that usage may be monitored and evaluated by the Personnel Board. 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. The contract period is February 1, 2010 through January 1, 2011.
- h) Recommendation that the Board approve the contract between Jefferson County (CGH: Nuclear Medicine) and SACS, Inc. in the amount of \$15,000. SACS, Inc. provides Electroencephalographic Technologist (EEG) services to Cooper Green Hospital on an "as needed" basis. The need for these services does not warrant a part-time or full-time employee. This service was previously performed by

SACS, Inc. and the Board approved the contract on 1/9/2007. Due to the limited and sporadic nature of the services provided, it is recommended that the Personnel Board approve this contract. Utilization of this contract will be controlled by Jefferson County Human Resources (JCHR) who will provide utilization reports to the Personnel Board per established procedures so that usage may be monitored and evaluated by the Personnel Board. 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. The contract period is February 1, 2010 through January 31, 2011.

- i) Recommendation that the Board approve the contract between Jefferson County (Risk Management: Administration) and Consultech in the amount of \$5,200 (\$1,300 per quarter). Consultech provides unemployment cost control services to Jefferson County Human Resources. The services include quarterly charge analysis, handling claims, participating in hearings and other administrative services. The need for these services does not warrant a part-time or full-time employee and have proved beneficial to the County by recognizing savings of \$10,000 - \$20,000 per quarter in claims. Due to the limited and sporadic nature of the services provided, it is recommended that the Personnel Board approve this contract. Utilization of this contract will be controlled by Jefferson County Human Resources (JCHR) who will provide utilization reports to the Personnel Board per established procedures so that usage may be monitored and evaluated by the Personnel Board. 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. The contract period is October 1, 2009 through September 30, 2010.
- j) Recommendation that the Board deny the contract between Jefferson County (Jefferson County Senior Citizens Service) and Element Health, Inc. in the amount of \$25,200. The nature of the duties outlined in this contract are not such that would justify employing Non-Merit System employees. The Office of Senior Citizens Services shall be allowed no longer than 120 days from 3/9/2010 to classify the new position and hire from an existing register. An active register for the Dietician classification exists and there are individuals who indicated interest in part time employment.
- k) Request for Extension of Administrative Leave with Pay - Stephen Zales, Police Sergeant - Vestavia Hills Police Department
- l) Birmingham Police Department vs. Anthony J. Wallace (DA-2009-1724)
- m) Jefferson Rehabilitation & Health Center vs. Sandra Jackson (DA-2009-1753)
- n) Birmingham Police Department vs. Demingia T. Thomas (DA-2009-1762)
- o) Jefferson County Information Technology vs. Allen Franklin (ADM LV WOP-2009-0013)
- p) Jefferson County Finance Department vs. Dorothea Pruitt (ADM LV WOP-2009-0016)

- q) Jefferson County Sheriff's Office vs. Tabitha Williams (ADM LV WOP-2009-0026)
- r) City of Birmingham – Malcolm Pirnie, Inc. Contract

IV. INFORMATION AND DISCUSSION ITEMS

- a) City of Bessemer - Malcolm Pirnie, Inc. Contract
- b) Reinstatement of Kenneth L. Brooks
- c) January/February Board Bi-Monthly Expenditure Reports

V. EXECUTIVE SESSION