

REVISED PROPOSED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

February 12, 2008

- I. OPENING REMARKS BY BUDDY SMITH

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

- III. ACTION ITEMS
 - a) Board minutes for meeting held on January 8, 2008.

 - b) Recommendation that the Board approve a maintenance agreement between the Personnel Board and Data Business Systems in the amount of \$795.00. Data Business Systems will provide service and maintenance of the Board's Formax Pressure Sealer for one year. The service agreement period is April 1, 2008 through March 31, 2009.

 - c) Recommendation that the Board approve a contract between the Personnel Board and AL.com in the amount of \$12,000. The Board will be able to produce and display banner and skyscraper advertising throughout the Jobs section of AL.com to include 400,000 guaranteed monthly impressions as well as design and production.

 - d) Recommendation that the Board approve a contract between the Personnel Board and Lawson in the amount of \$42,600 for licenses and \$10,000 for maintenance. The Personnel Board is in the process of upgrading its Lawson Version 8 to Lawson LSF9. This is a required upgrade for all Lawson customers. LSF9 serves as the technology foundation for the post-Version 8.0 Lawson product. Version 8.0 will be decommissioned in 2009. Upgrading to LSF9 will be a twelve to eighteen month process.

 - e) Recommendation that the Board approve a contract between the Personnel Board and PeopleAdmin in the amount of \$33,250. The Personnel Board of Jefferson County utilizes a hosted Applicant Management System to provide its online application, position requisition, and position description functionality. These services have been provided by PeopleAdmin since 2004. This contract expired on August 31, 2007, and was extended by the Three-Member Board at its September 11, 2007 meeting to allow sufficient time for the system to be re-bid and the bid responses analyzed. After reviewing the bids from Sigma and PeopleAdmin, it is recommended that the contract be awarded to PeopleAdmin in the amount of \$33,250 semi-annually for the period of March 1, 2008 through September 30, 2008. At the time of demonstration, it was determined that the functionality of the PeopleAdmin product was superior to that of Sigma. This contract can be renewed for an additional two-year period without requiring re-bid.

 - f) Recommendation that the Board approve a two-year contractual agreement between the Personnel Board and Thomson West (WestLaw). WestLaw is an online legal research service. It provides quick, easy access to a vast collection

of statutes, case law materials, public records, and other legal resources, along with current news articles and business information. Access to this information is vital for the Board's General Counsel and Paralegal. The contract period is for two years.

- g) Procedure for Certifying People with Disabilities
- h) Recommendation that the Board approve a contract between Jefferson County Commission (Cooper Green Hospital: Radiology) and Radiology Relief, Inc. in the amount of \$90,000. Radiology Relief, Inc. provides temporary imaging personnel to Cooper Green Hospital on an emergency basis only to fill positions during periods of vacation, unexpected absences, leaves of absences or to address critical staff shortages during periods of recruitment. There is an existing register for Diagnostic Imaging Technologist that was sent to Cooper Green Hospital containing five names. The Certificate of Eligibles was sent January 22, 2008 and is being reviewed by Cooper Green Hospital. Utilization of this contract will be controlled by Jefferson County Human Resources (JCHR) who will provide utilization reports to the Personnel Board on a regular basis so that usage may be monitored and evaluated by the Personnel Board. Based on the 2007 Monthly Monitoring Reports provided by JCHR, Radiology Relief was only utilized for a limited number of assignments during periods of recruitment. 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. Contract renewal period is October 1, 2007 through September 30, 2008.
- i) Recommendation that the Board deny a contract between Jefferson County Commission (Cooper Green Hospital: Medical Records) and Transformance Technology in the amount of \$64,000. Transformance Technology provides transcription and dictation services to Cooper Green's Medical Records Department using existing equipment and 3 full time transcribers. During 2005, merit system employees were utilized by Cooper Green to fulfill the duties outlined in the contract. After the attrition of 2 of the employees, the contract was established in September of 2005, which the Board was not privy to, and apparently has been renewed, without the Board's review. There is an active register for the classification of Medical Transcriber containing 19 names. Based on the nature of the duties and available merit system employees to perform the function, it is recommended the contract be denied.
- j) Recommendation that the Board approve a contract renewal between Jefferson County Commission (CO Home: Human Resources) and Element Health, Inc. in the amount of \$50,000. Element Health, Inc. provides temporary dietary personnel to Jefferson Rehabilitation and Health Center (JRHC) on an emergency basis only to fill positions during periods of vacation, unexpected absences, leaves of absences or to address critical staff shortages during periods of recruitment. There is an existing register for Dietician that was sent to JRHC containing two names. One of the two declined to interview and JRHC has requested additional names. Utilization of this contract will be controlled by Jefferson County Human Resources (JCHR) who will provide utilization reports to the Personnel Board on a regular basis so that usage may be monitored and evaluated by the Personnel Board. Based on the 2007 Monthly Monitoring Reports provided by JCHR, Element Health was only utilized for a limited number of assignments during periods of recruitment. 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. Contract period is October 1, 2007 through September 30, 2008.

- k) Recommendation that the Board approve a conditional contract between Jefferson County Commission (Cooper Green Hospital: Administration) and Sandral Hullett in the amount of \$30,000. Dr. Sandral Hullett to provide the duties of a Chief Executive Officer for the Cooper Green Mercy Hospital. Jefferson County requests a 60 day extension from the expiration date of February 28, 2008, due to the change in command of the Jefferson County Commissioner of Health and Human Services. While the current contract allows for an extension by a mutual agreement of the parties with the approval of the Personnel Board, the Personnel Board was not a party of or privy to the original contract. There is an active register from which a Certificate of Eligibles was sent to Jefferson County Commission on February 8, 2008. It is recommended the Personnel Board approve a 30-day contract to allow sufficient time for recruitment and selection.
- l) Recommendation that the Board approve a new classification of Speech Language Pathologist. Jefferson County Cooper Green Mercy Hospital contracted the services of a qualified Speech Therapist for evaluating and treating patients with communication disorders. The nature of the duties outlined in the contract were not such that would justify employing Non-Merit System employees. The contract was denied and the classification of Speech Language Pathologist was created. Market data for Speech Language Pathologists suggest an average rate of pay of \$58,885. Cooper Green Hospital requests the creation of a new classification of Speech Language Pathologist (Job Code 7280), with a proposed pay grade of G-27 and a salary range of \$52,582.40 - \$81,536.
- m) Recommendation that the Board approve a new classification of Nurse Supervisor. Jefferson County Cooper Green Mercy Hospital request to create a new classification, 7063 Nurse Supervisor, with a proposed pay grade G-27. The purpose of this classification is to plan, direct and coordinate the work schedules of professional and paraprofessional nursing staff for all shifts at the hospital to ensure quality patient care by providing adequate staffing levels. This classification functions as the Senior Hospital Manager during evening and night shifts. Market data for a Nurse Supervisor suggests an average rate of pay of \$62,266. Cooper Green Hospital requests the creation of a new classification of Nurse Supervisor (Job Code 7063), with a proposed pay grade of G-27 and a salary range of \$52,582.40 - \$81,536.
- n) Jefferson County Sheriff's Department vs. Shajuana Perdue (DA-2008-1669)
- o) Birmingham Police Department vs. Theress Smith (DA-2005-1491)
- p) Jefferson Rehabilitation and Health Center vs. Tracy Winston (DA-2007-1653)
- q) Birmingham Public Works Department vs. Gregory Kamps (DA-2007-1658)
- r) Charles P. Cates vs. Jefferson County Tax Assessor's Office, et.al (CV-2007-2149)

IV. INFORMATION AND DISCUSSION ITEMS

- a) Chief Butch Wilson – Vestavia Police Department
- b) Advance Step Requests

- c) Resolution No. 2007R52 from the City of Irondale granting a three percent (3%) pay increase for both classified and unclassified employees effective at the beginning of business on January 2, 2008.
- d) January Board Bi-weekly Expenditure Reports

V. EXECUTIVE SESSION