

REVISED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

June 10, 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 May 13, 2008.
- b) Recommendation that the Board approve the 2007-2008 Annual Classification Survey.
- c) Recommendation that the Personnel Board approve the Jefferson County Cooper Green Hospital recommendation to revise the Shift Differential Rates for Medical Personnel as outlined in the attachment and 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. Evening shift includes an eight hour shift that begins at 3:00 p.m. while the eight hour night shift begins at 11:00 p.m. Jefferson County Cooper Green Hospital request to increase the flat rate shift differentials for specified medical personnel based on prevalent market data. The recommended shift differential changes are competitive with current market conditions and should assist Jefferson County Cooper Green Hospital with their recruiting efforts to attract qualified applicants in highly competitive and hard to fill positions.
- d) Recommendation that the Personnel Board of Jefferson County approve the revision of Premium Code 11, to include a one step or 5% increase above the regular rate of pay for Pharmacy Technicians who obtain or possess a current designation of Certified Pharmacy Technician (CPhT) from the Pharmacy Technician Certification Board.
- e) Recommends that the Personnel Board of Jefferson County approve the 2008-2009 Salary Administration and Classification Plan.
- f) Recommendation that the Board approve a contract between the Personnel Board and High Ground Solutions in the amount not to exceed \$6,500. The Personnel Board of Jefferson County has a need to contract services for a hosted IVR (Interactive Voice Response) outbound dialing system. The current in-house IVR system utilized by the Personnel Board does not have the capability to recognize voice mail boxes or answering machines. High Ground Solutions Rapid Alert and Notification System will be used to purge registers and to remind applicants of test dates, times, and locations. The purpose of this contract is to acquire and implement a solution that will deliver messages to applicants and recognize voice mail boxes and answering machines.
- g) Recommendation that the Board approve a contract between Jefferson County

Commission (Roads and Transportation) and American Acquisition Group in the amount of \$928,813.60 (project is 80% federally funded). American Acquisition Group, LLC will provide right of way services including appraisals, review appraisals, relocation services and negotiations for 82 right of way parcels for the widening of Morgan Road from I-459 to South Shades Crest Road. The duration of the project is for 18 months. The current staff is not sufficient due to the required specialized experience, expertise and licensures required by the Alabama Department of Transportation (ALDOT). Federal guidelines must be adhered to and the merit system classifications do not require the specialized relocation assistance training or active Alabama Certified General Licenses. There is an active register for Land Acquisition Agents and Senior Land Acquisition Agents. The Jefferson County Roads & Transportation Department has certification requests in process and is currently recruiting for three Land Acquisition Agents and one Senior Land Acquisition Agent. Due to the nature and scope of this project, the short term duration and the lack of qualified merit system employees (it is not feasible to hire and train employees for a sporadic 18 month project) it is recommended that the contract be approved.

- h) Recommendation that the Board approve a contract between Jefferson County Commission (Cooper Green Hospital) and Medical Data Systems, Inc. in the amount of \$150,000 (\$7.00 per claim). Medical Data Systems, Inc. is to provide billing services for the Cooper Green Emergency Room Physicians. The prior contractor, Team Health/Inphynet, provided both Emergency Room Physicians and billing services, however, the contract was terminated by Jefferson County in March 2008 and ER Physician billing services will continue through August 31. Other Cooper Green billing services are handled by University Fidelity and Care Professional Services whose contracts were approved by The Board on November 11, 2007. Neither of these companies provides services to process physician bills which are governed by the Official Coding Guidelines for CPT-4 Coding published by the American Medical Association. The Board approved the use of credit and collection contractors in July of 2006 based on the financial information provided by CGH indicating the activity could be more economical if performed by a professional collections agency. It is recommended the Board approve the contract with Medical Data Systems, Inc. since this service is related to credit and collections activities. The contract period is July 1, 2008 through June 30, 2009.
- i) Recommendation that the Board approve a contract between City of Leeds and Lakeland Cemetery Services, Inc. in the amount of \$65,000. Lakeland Cemetery Services, Inc. provides grounds maintenance and grass cutting services for the City of Leeds which includes 10 different properties. Resolution No. 2008-04-10 detailing the services was adopted and approved by the City Council on April 21. This type of work is customarily and generally performed by contractors and there are not merit system classifications available to perform the functions. It is recommended that the Board approve the Resolution and Bid submitted by The City of Leeds.
- j) Jefferson County Department of Revenue vs. Shaquita Matthews (DA-2007-1648)
- k) City of Hueytown vs. Douglas M. McBee (DA-2007-1668)
- l) Jefferson County Environmental Services vs. Bradley Dale Norris (DA-2008-1670)
- m) City of Birmingham Vs. Frederick Alexander (DA-2008-1674)

n) Karen D. Jaynes vs. City of Birmingham (IWP-2008-1682)

o) Toni D. Williams vs. City of Birmingham Police Department (GR-2007-06-0158)

IV. INFORMATION AND DISCUSSION ITEMS

a) Advance Step Requests

b) May Board Bi-weekly Expenditure Reports

V. EXECUTIVE SESSION