

PROPOSED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

September 9, 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

Employee Introduction – Vincent Curtis from Data Management Department

Workforce Development & Applicant Services – Guy Dewees

Performance Measurement – Jeff Crenshaw

III. ACTION ITEMS

- a) Board minutes for meeting held on August 12, 2008
- b) Recommendation that the Board approve the Employee Mileage Reimbursement Policy for the Personnel Board
- c) Recommendation that the Board approve with condition eight (8) Jefferson County Commission (General Services) custodial contracts (listed below). Jefferson County General Services Department has requested to contract with providers of janitorial services for the various buildings throughout the County - Center Point, Tom Gloor, Office of Senior Citizens Services, Forestdale, Cahaba Heights, Mount Olive, County Courthouse, North Annex, Bridge and Parking Deck, 2121 Building, Workforce Development, Domestic Relations, Homewood Satellite, Forestdale Satellite, Criminal Justice Center, North Jefferson Satellite, Family Court, Youth Detention, Bessemer Courthouse and Annex.

Because there are several outstanding questions, the PBJC is recommending that the contracts be conditionally approved for a period not to exceed four (4) months. During the four month conditional contract period, the PBJC will follow up on the outstanding issues outlined, determine which duties or positions should be in the Classified Service, and continue dialogue with Jefferson County to assure that the contracts are not being used where there are qualified applicants available for hire in the Classified Service.

The eight custodial contracts include:

- Contractual agreement between Jefferson County Commission (General Services – Homewood Satellite and Forestdale) and Atlanta Building Maintenance, Inc.
- Contractual agreement between Jefferson County Commission (General Services – 2121 Building and Domestic Relations Building) and Atlanta Building Maintenance, Inc.
- Contractual agreement between Jefferson County Commission (General Services – County Courthouse, North Annex, Bridge and Parking Deck) and Atlanta Building Maintenance, Inc.
- Contractual agreement between Jefferson County Commission (General Services – Center Point Courthouse, Tom Gloor Building, OSCS Building, Forestdale Substation, Cahaba Heights Substation and Mt. Olive Substation) and Atlanta Building Maintenance, Inc.
- Contractual agreement between Jefferson County Commission

(General Services – Criminal Justice Center) and Falls Janitorial Services, Inc.

- Contractual agreement between Jefferson County Commission (General Services – Bessemer County Courthouse) and Atlanta Building Maintenance, Inc.
- Contractual agreement between Jefferson County Commission (General Services – North Jefferson Satellite – Gardendale) and Professional Choice, Inc.
- Contractual agreement between Jefferson County Commission (General Services – Family Court and Youth Detention) and ProTek Cleaning.

- d) Recommendation that the Board approve a contractual agreement between the PBJC and Cathy Milazzo for \$115,000 per year. The Personnel Board is in need of hiring an independent contractor to assist with the efforts of resolving the outstanding data record issues with the City of Birmingham (CoB) I-1 interface. The overall objective of the Project Coordinator is to resolve as many of the outstanding data issues preventing the proper recording of CoB Personnel Action records in the Lawson system. The Project Coordinator will work with PBJC staff to determine the best strategies for data reconciliation and interface with CoB staff to guide and direct the steps toward resolution.
- e) Recommendation that the Personnel Board approve a contractual agreement between the PBJC and KPI Latino in the amount of \$4,600.00. KPI Latino has provided marketing to attract Hispanic and bilingual applicants for our most recent public safety recruiting campaigns. These campaigns significantly enhanced our ability to reach Hispanic applicants attracting nearly three times as many as Firefighter and Police Officer/Deputy Sheriff candidates as recruiting efforts which did not include a partnership with KPI Latino. A similar marketing approach is proposed for the 2008 Firefighter and ongoing Law enforcement recruiting drive to attract bilingual and Hispanic applicants. KPI Latino will provide: (1) design and translation of radio commercials, promos, and newspaper advertising; (2) distribution of flyers to a minimum of 100 collaborative Mexican Stores and community-based organizations; (3) newsprint - two 1/4 page advertisements in Latino USA (bi-weekly newspaper); (4) radio - 120 thirty second commercial spots to run during KPI Latino Radio shows on WPSB 1320 AM (5000 watts) as well as streaming internet and Hola Alabama (eight live sponsorship mentions and weekly live interviews with law enforcement and fire personnel); and (5) television - sixteen (thirty second commercial) spots to run during Hola Amigos on Charter Media cable and PAX cable and satellite covering a twenty county area of central, northeast, and western Alabama and Hola Amigos (two feature story segments (2.5 minutes) covering firefighter and law enforcement recruiting in Jefferson County).
- f) Recommendation that the Personnel Board approve a contractual agreement between the PBJC and Fiesta 2008/KPI Latino in the amount of \$2,615.00. Fiesta 2008 is an opportunity to reach a large concentration of Hispanic and bilingual applicants. Fiesta 2007 attracted 22,000 people making the largest Hispanic festival in the State of Alabama last year. KPI Latino manages and markets this event. The Personnel Board has the need to engage the services of KPI Latino to secure sponsorship and promote our participation. KPI will provide (1) exhibitor location with internet access and electricity; (2) two week promotion of the Personnel Board's participation on eight Spanish radio stations throughout the state; and (3) two bilingual staff to assist with on-site recruiting, promotion, and applications.

- g) Recommendation that the Board approve a new classification for Jefferson County Commission, 1095 Chief Financial Officer with a proposed pay grade G-49 and a salary range of \$150,910.66 - \$234,175.03, assuming a three percent cost of living adjustment in October of 2008. The purpose of this classification is to plan, direct and coordinate Jefferson County financial and administrative operations including accounting, auditing, financial reporting, debt management, investments, purchasing, revenue, financial planning and analysis, budget management and the related financial, budget and accounting systems.
- h) Jefferson County Revenue Department vs. Eric Pruitt (DA-2008-1701)
- i) Joseph Poitras vs. Birmingham Fire Rescue Services (IWP-2008-1697)
- j) Jefferson County Sheriff's Office vs. Valorie Winn (DA-2007-1657)
- k) Birmingham Police Department vs. James Kendrick (DA-2008-1672)
- l) Birmingham Public Works vs. Larry Battle (DA-2008-1689)
- m) Eric McAdory

IV. INFORMATION AND DISCUSSION ITEMS

- a) Advance Step Requests
- b) August Board Bi-weekly Expenditure Reports

V. EXECUTIVE SESSION