

PROPOSED AGENDA  
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

December 11, 2007

- I. OPENING REMARKS BY BUDDY SMITH
- II. OPERATIONAL UPDATES
  - Personnel Director's comments
  - Overview of Training – Pete Blank & Josh Gilliam
  - HR Information and Technology Services – Roger McCullough
  - Workforce Development & Applicant Services – Guy Dewees
  - Performance Measurement – Jeff Crenshaw
  - Business Office – Cynthia Holiness
- III. ACTION ITEMS
  - a) Board minutes for meeting held on November 13, 2007.
  - b) Procedure for Certifying People with Disabilities
  - c) Recommendation that the Personnel Board approve a contractual agreement between the PBJC and Lamar Companies in the amount of \$28,460.00. The current contract with Lamar Companies to provide this service will expire on January 15, 2008. The current billboard campaign utilizes two large vinyl boards in static locations. These boards rotate between marketing medical, entry-level firefighter, and law enforcement positions. Given the notable level of interest and the positive reactions from both applicants and jurisdiction authorities, a new contract is proposed to continue the use of this advertising.
  - d) Recommendation that the Personnel Board approve a new classification of 2074 Deputy Director of Board of Registrars. The purpose of this classification is to assist the Chairman of the Board of Registrars in a wide range of activities dealing with voter registration and compliance with laws and regulations. The Chairman of the Board of Registrars is a Grade 38 with direct reports varying in grade levels up to a Grade 29. Internal comparisons with similar reporting relationships include Deputy Director of Risk Management, G-34, Deputy Director of Community Development, G-32 and Assistant Director of Revenue, G-33.
  - e) Recommendation that the Board approve a contract between Jefferson County Commission (Risk Management: Administration) and Blakenship & Seay Consulting Group in the amount of \$50,000.00 (Executive Assessment including written report - \$1600/person evaluated. Additional Consultation Services - \$350/hour). Blakenship & Seay Consulting Group provides a pre-employment assessment process to the Jefferson County Human Resources Department to aid in the selection of senior executives. The process, known as the Executive Assessment Process, evaluates leadership, critical thinking, social characteristics and other factors to match the needs and demands of a specific job with the appropriate applicant. The contract is not renewable, as once the positions are filled or the maximum amount of \$50,000 has been spent, the contract ends.

- f) Recommendation that the Board approve a contract between Jefferson County Commission (Family Court) and Avalon Language Services in the amount of \$1,000.00. Avalon Language Services provides language interpretation and translation services to Jefferson County Family Court. Occasional interpreter services are needed for both the Birmingham and Bessemer Divisions. The work is sporadic in nature and is on an as needed basis. There is not a qualified merit employee available for appointment to this type of limited and infrequent work. The contract period is October 1, 2007 through September 30, 2008.
- g) Recommendation that the Board approve a contract between Jefferson County Commission (Jefferson County Senior Citizens Services) and The City of Fairfield in the amount of \$10,900.00. The City of Fairfield provides a senior center for residents sixty years or older, giving priority to economically and socially disadvantaged, in the Fairfield and surrounding areas. Services offered include serving meals, nutrition education, recreation, health promotion, outreach, and other social services. Existing senior centers are located throughout Jefferson County cities and the services are provided 20 hours a week. The contract period is October 1, 2007 through September 30, 2008.
- h) Recommendation that the Board approve a contract between Jefferson County Commission (Jefferson County Senior Citizens Services) and The City of Graysville in the amount of \$9,865.00. The City of Graysville provides a senior center for residents sixty years or older, giving priority to economically and socially disadvantaged, in the Graysville and surrounding areas. Services offered include serving meals, nutrition education, recreation, health promotion, outreach, and other social services. Existing senior centers are located throughout Jefferson County cities and the services are provided 20 hours a week. The contract period is October 1, 2007 through September 30, 2008.
- i) Recommendation that the Board approve a contract between Jefferson County Commission (Jefferson County Senior Citizens Services) and New Hope Baptist Church – South Avondale in the amount of \$9,867.00. New Hope Baptist Church provides a senior center for residents sixty years or older, giving priority to economically and socially disadvantaged, in South Avondale and surrounding areas. Services offered include serving meals, nutrition education, recreation, health promotion, outreach, and other social services. Existing senior centers are located throughout Jefferson County cities and the services are provided 20 hours a week. The contract period is October 1, 2007 through September 30, 2008.
- j) Recommendation that the Board approve a contract between Jefferson County Commission (Jefferson County Senior Citizens Services) and New Hope Baptist Church – West End in the amount of \$10,351.00. New Hope Baptist Church in West End provides a senior center for residents sixty years or older, giving priority to economically and socially disadvantaged, in West End and surrounding areas. Services offered include serving meals, nutrition education, recreation, health promotion, outreach, and other social services. Existing senior centers are located throughout Jefferson County cities and the services are provided 20 hours a week. The contract period is October 1, 2007 through September 30, 2008.
- k) Recommendation that the Board approve a contract between Jefferson County Commission (Jefferson County Senior Citizens Services) and Western Area Family Branch YMCA in the amount of \$11,475.00. The Western Area Family Branch YMCA provides a senior center for residents sixty years or older, giving

priority to economically and socially disadvantaged, in the western area of Birmingham and surrounding areas. Services offered include serving meals, nutrition education, recreation, health promotion, outreach, and other social services. Existing senior centers are located throughout Jefferson County cities and the services are provided 20 hours a week. The contract period is October 1, 2007 through September 30, 2008.

- l) Recommendation that the Board approve a contract between Jefferson County Commission (Jefferson County Senior Citizens Services) and Jefferson County Commission for Economic Opportunity in the amount of \$13,632.00. Jefferson County Committee for Economic Opportunity provides a senior center for residents sixty years or older, giving priority to economically and socially disadvantaged, in Ensley and surrounding areas. Services offered include serving meals, nutrition education, recreation, health promotion, outreach, and other social services. Existing senior centers are located throughout Jefferson County cities and the services are provided 20 hours a week. The contract period is October 1, 2007 through September 30, 2008.
- m) Recommendation that the Board approve a contract between Jefferson County Commission (Jefferson County Senior Citizens Services) and Jefferson County Commission for Economic Opportunity in the amount of \$13,286.00. Jefferson County Committee for Economic Opportunity (JCCEO) provides a senior center for residents sixty years or older, giving priority to economically and socially disadvantaged, in the Hooper City/Collegeville areas. Services offered include serving meals, nutrition education, recreation, health promotion, outreach, and other social services. Existing senior centers are located throughout Jefferson County cities and the services are provided 20 hours a week. The contract period is October 1, 2007 through September 30, 2008.
- n) Recommendation that the Board deny a contract between Jefferson County Commission (Jefferson County Senior Citizens Services) and Jefferson County Council of Aging in the amount of \$50,263.00. 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 12/11/2007 to classify the new position and hire from an existing register. An active register for the Network Systems Administrator I classification exists and was released on 7/18/06.
- o) Recommendation that the Board deny a contract between Jefferson County Commission (Jefferson County Senior Citizens Services) and Vivian Miles in the amount of \$8,605.00. 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 12/11/2007 to classify the new position and hire from an existing register.
- p) Recommendation that the Board approve a contract renewal between Jefferson County Commission (Cooper Green Hospital: St. George Clinic) and Melissa Mullins in the amount of \$20,000.00. Melissa Mullins provides therapeutic dietician consultation services on an as needed basis to the patients of Cooper Green HIV/AIDS St. George Clinic. These services require a specialized knowledge not otherwise available through the hospital staff and are of a sporadic nature. The contract allows for the Contractor to provide a maximum of 500 hours of service.
- q) Recommendation that the Board approve a contract renewal between Jefferson

- County Commission (Cooper Green Hospital: St. George Clinic) and Meredith M. Atwater in the amount of \$20,000.00. Meredith M. Atwater provides therapeutic dietician consultation services on an as needed basis to the patients of Cooper Green HIV/AIDS St. George Clinic. These services require a specialized knowledge not otherwise available through the hospital staff and are of a sporadic nature. The contract allows for the Contractor to provide a maximum of 500 hours of service.
- r) Recommendation that the Board approve a contract renewal between Jefferson County Commission (Cooper Green Hospital) and Fareeda Saulawa in the amount of \$20,000.00. Fareeda Saulawa provides services related to the Deep South Partnership for Prevention of CVD Disparities Project to include medical chart abstraction, interviews with study participants and data entry of questionnaire results. The Board was not a party to the original contract and has been informed this is the third and final year of the grant program provided by the National Institute of Health. These services have been provided by the vendor for the past two years and the specialized knowledge and training is not otherwise available through the hospital staff. The contract period is October 1, 2007 through September 30, 2008.
  - s) Recommendation that the Board deny a contract renewal between Jefferson County Commission (Jefferson County Senior Citizens Services) and Sr. Citizens Svcs. of Alabama in the amount of \$18,745.50. Denial of this contract is recommended. Contract was conditionally approved in February of 2007, as the nature of the duties outlined would justify employing Merit System employees. The conditional approval further stated that the Program Coordinator be integrated into the Merit System at the time of contract renewal. Since the contract expired September 30, 2007, it is not recommended to approve a three month extension.
  - t) Recommendation that the Board deny a contract renewal between Jefferson County Commission (Jefferson County Senior Citizens Services) and Alabama Department of Senior Services in the amount of \$18,172.00. Denial of this contract is recommended. Contract was conditionally approved in February of 2007, as the nature of the duties outlined would justify employing Merit System employees. The conditional approval further stated that no more than 90 days from 2/6/07 would be granted to allow sufficient time to classify the new positions and hire from Merit System Registers. Since approximately 8 months have been allowed, it is not recommended to approve a three month extension.
  - u) Recommendation that the Board deny a contract renewal between Jefferson County Commission (Cooper Green Hospital: Physical Therapy) and Dr. Nancy Bowling Marshall in the amount of \$35,000.00. The nature of the duties outlined in this contract are not such that would justify employing Non-Merit System employees. The Personnel Board will initiate the process to create the classification of Speech Therapist in the Merit System within the next 30 days. Jefferson County Cooper Green Hospital will have no longer than 120 days from 1/07/08 to hire from an existing register.
  - v) Homewood Police Department vs. Marti Abernathy (GR-2007-09-0165)
  - w) Birmingham Police Department vs. Sander Slaughter (GR-2007-09-0167)
  - x) Bessemer Street and Sanitation Department vs. Michael Hall (DA-2006-1584)

- y) Homewood Police Department vs. Juan Rodriguez (DA-2007-1642)
- z) Homewood Police Department vs. Michael Jackson (GR-2007-09-0166)

#### IV. INFORMATION AND DISCUSSION ITEMS

- a) CPS Human Resource Services Outstanding Invoices
- b) Resolution from the Emergency Management Agency granting a three percent (3%) salary increase for all eligible employees, effective October 13, 2007.
- c) Advance Step Requests

#### V. EXECUTIVE SESSION