

COMMITTEE MEETING
October 21, 2013

For Commission Approval on October 21, 2013

All items appearing have been approved by the County Attorney and County Manager unless otherwise designated.

In Attendance:

___	Commissioner Carrington	___	Commissioner Knight
___	Commissioner Stephens	___	Commissioner Brown
___	Commissioner Bowman	___	County Manager Petelos

ADMINISTRATIVE SERVICES COMMITTEE

Chairman – Commissioner Carrington

HUMAN RESOURCES

Ms. Demetruis Taylor

Critical Needs

The Court has approved the initiation of the following certification(s) but the parties to the consent decree have not agreed upon the selection procedures to fill the position(s):

1. **Youth Detention – General Fund**

(2) Juvenile Detention Officers (JDO) Replacement*

* Indicates the salary range for the Juvenile Detention Officer (Grade 17) is \$32,073.60 - \$49,628.80

NOTE: 6 JDO positions have been court approved. Funding was available to fill 2 of the 6 positions previously (which were approved by the Commission). Since that time, 2 additional JDO positions will be vacated on 10/18/13. Therefore, funding is available to fill 4 of the 6 positions at this time.

Salary requested by department head – Grade 17/Step 2 - \$33,633.60 annually and approximately \$44,335.81 annually with benefits for each position

2. **General Services – General Fund**

(2) HVAC Refrigeration Technicians Replacement*

* Indicates the salary range for the HVAC Refrigeration Technician (Grade 24) is \$47,278.40 - \$57,408.00

Salary requested by department head – Grade 24/Step 4 - \$52,104.00 annually and approximately \$68,683.49 annually with benefits for each position

The Court has not approved the initiation of the following certification(s) or the selection procedures, and the following positions will not be filled until Court approval is received and selection procedures are agreed upon:

3. **Probate – General Fund**

(1) Accountant Fill*

* Indicates the salary range for the Accountant (Grade 21) is \$38,916.80 - \$60,361.60

Salary requested by department head – Grade 21/Step 3 - \$42,889.60 annually and approximately \$56,537.07 annually with benefits for the position

(1) Elections Coordinator Replacement*

* Indicates the salary range for the Elections Coordinator (Grade 22) is \$40,872.00 - \$63,377.60

Salary requested by department head – Grade 22/Step 4 - \$47,278.40 annually and approximately \$62,322.39 annually with benefits for the position

The following are appointed/non-merit positions:

4. **County Attorney’s Office – General Fund**

(1) Assistant County Attorney VII New*

* Indicates position is new and requires additional funds and court approval

5. **Family Court – General Fund**

(1) Chief Probation Officer (Family Court Administrator) Replacement*

* Indicates position is court approved

6. Resolution that Ronald Truss has been appointed to the existing appointed at-will position of Chief Probation Officer (Family Court Administrator) by Judge Raymond Chambliss. This position shall be compensated at a bi-weekly salary of \$4,824.00 and shall receive the same benefits available to employees in the classified Service. The Directors of Budget Management and Human Resources are hereby authorized and directed to make all necessary personnel record changes.
7. Resolution adopting and implementing the restructuring of the Administrative Series effective November 1, 2013.
8. Resolution adopting and implementing the restructuring of the Civil Engineering Series effective November 1, 2013.
9. Resolution approving the shift differential rates of pay approved by the Personnel Board of Jefferson County and included on the 2013 and 2014 pay plan for Maintenance Repair Worker and Senior Maintenance Repair Worker at Cooper Green Mercy Health Services, and directing Payroll Manager to implement said rates.

PENSION BOARD

Ms. Cathy Crumley

No items submitted.

PERSONNEL BOARD

Mr. Lorren Oliver

10. **Alabama Media Group– Contract #5669**
 Contract with Alabama Media Group to provide behaviorally targeted leaderboard and rectangle advertising throughout the Al.com website and to provide a service to automatically pull all positions posted on the Board’s recruiting website, JobsQuest.org, to the jobs classified section of Al.com. **For acknowledgement only.**

Contract Term:	10/1/13-9/30/14
Original Budget:	\$116,100.00
Current Remaining Budget:	\$81,321.49
Requested Amount:	\$23,100.00
Remaining Budget After Requested Amount:	\$58,221.49
30 Day Cancellation:	Yes

ENVIRONMENTAL SERVICES

Mr. David Denard

11. **Garver, LLC – Contract #3652**
 Amendment No. 1 provides for a change in scope of the engineering design services associated with the Morgan Greenwood Pump Stations #1 and #2. There are no additional funds required.

Contract Term:	12 months
Original Budget:	\$23,337,495.00
Available Budget:	\$18,192,507.40
Requested Amount	\$ 0.00
Remaining budget:	\$18,192,507.40
30 Day Cancellation	Yes

12. **Baird Contracting Co., Inc. – Contract #5683**
 2014 Sewer Line Point Repair, Contract 1. This project consists of 80 sanitary sewer point repairs located throughout Jefferson County. The repairs are needed to properly maintain the sewer system and to prevent overflows.

Contract Term:	270 Days
Original Budget:	\$2,502,484.00
Available budget:	\$2,881,185.00
Requested Amount:	\$1,155,679.50
Remaining budget:	\$1,725,505.50
30 Day Cancellation:	Yes

COUNTY ATTORNEY

Ms. Carol Sue Nelson

13. Resolution approving settlement of a claim by Jefferson County against Brian’s Tree Service in the amount of \$2,307.34.

14. Resolution approving payment of property damage claim by Teresa Vaughn in the amount of \$300.00.
15. Resolution approving payment of sewer backup claim by Tina Ligon in the amount of \$2,242.35.
16. Resolution approving payment of vehicle damage claim by ALFA Insurance Company on behalf of Linda Reid in the amount of \$2,244.11.
17. Resolution denying claim of Shawanda Davis, Shaforia Kines and Jada Green.
18. Resolution denying personal injury claim of Tyrone Rudolph.
19. Resolution to create the unclassified position of Assistant County Attorney VII. The starting salary for Assistant County Attorney VII will be in the range of \$68,000.00 to \$72,000.00.

OTHER BUSINESS

Commissioner David Carrington