

**COMMITTEE MEETING**  
**August 21, 2012**

**(For Commission Approval on August 28, 2012)**

**In Attendance:**

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

**ADMINISTRATIVE SERVICES COMMITTEE**

**Chairman – Commissioner Carrington**

**HUMAN RESOURCES**

*Ms. Demetruiis Taylor*

- 1. Humana Specialty Benefits (Humana, Inc) – Contract #1188**  
Contract renewal with Humana, Inc to provide voluntary group vision insurance coverage to participating employees of the County (100% Employee Paid). This contract is for FY2013 and the effective date is October 1, 2012.

|                   |        |
|-------------------|--------|
| Cost:             | \$0.00 |
| Amount budgeted:  | \$0.00 |
| Remaining budget: | \$0.00 |
- 2. Consulatech Cost Control– Contract #2864**  
Contract renewal with Consulatech Cost Control to provide unemployment cost control services for Jefferson County Commission. This contract is for FY2013 and the effective date is October 1, 2012.

|                   |            |
|-------------------|------------|
| Cost:             | \$5,200.00 |
| Amount budgeted:  | \$5,200.00 |
| Remaining budget: | \$0.00     |
- 3. Dearborn National – Contract #3123**  
Contract renewal with Dearborn national to provide basic life and accidental death & dismemberment insurance services for employees of Jefferson County Commission. This contract is for FY2013 and the effective date is October 1, 2012.

|                   |              |
|-------------------|--------------|
| Cost:             | \$465,546.00 |
| Amount budgeted:  | \$465,546.00 |
| Remaining budget: | \$0.00       |

4. **Chappelle Consulting Group – Contract #2861**  
Contract renewal with Chappelle Consulting Group to provide COBRA/HIPAA administrative services. This contract is for FY2013 and the effective date is October 1, 2012.

Cost: \$5,000.00  
Amount budgeted: \$5,000.00  
Remaining budget: \$0.00

5. **Chappelle Consulting Group – Contract #1189**  
Contract renewal with Chappelle Consulting Group to provide flexible benefits plan administration services for participating employees. This contract is for FY2013 and the effective date is October 1, 2012.

Cost: \$15,000.00  
Amount budgeted: \$15,000.00  
Remaining budget: \$0.00

6. **Behavioral Health Systems, Inc– Contract #1187**  
Contract renewal with Behavior Health Systems, Inc to provide manage care/employee assistance services for employees of Jefferson County Commission. This contract is for FY2013 and the effective date is October 1, 2012.

Cost: Not to exceed \$450,000.00  
Amount budgeted: \$450,000.00  
Remaining budget: \$0.00

7. **Broker of Record – Contract #4066**  
Contract with Molton, Allen & Williams, LLC for soliciting bids on behalf of the Commission for Property & Casualty, Boiler & Pressure Vessel; Excess Workers' Compensation; Crime and Dishonesty; and Professional Liability and General Liability (Malpractice) insurance coverage to mitigate risk of exposure or loss/damage to property owned by the County. This contract is for FY2013 and the effective date is September 1, 2012.

Cost: \$50,000.00  
Amount budgeted: \$50,000.00  
Remaining budget: \$0.00

## **PENSION BOARD**

*Ms. Cathy Crumley*

8. Resolution authorizing payment of pension contribution and County match for the following employees due to granted military leave of absence:

Kenneth Bailey      Sheriff's Department      \$776.40

**PERSONNEL BOARD**

*Mr. Lorren Oliver*

9. **Online Applicant Management System - Contract #3779 (Acknowledgement Only)**

A contract renewal with PeopleAdmin which serves as the Board’s online applicant management system and is web accessible to both applicants and jurisdictions. The system provides the capability for applicants to create online applications and to apply to open jobs. PeopleAdmin also provides the capability for jurisdictions to submit requests for and receive certification lists electronically. The contract period is October 1, 2012 through September 30, 2013.

Cost: \$70,000.00  
Amount budgeted: \$70,000.00  
Remaining budget: \$0.00

10. **Sienna Consulting - Contract #3845 (Acknowledgement Only)**

A three-year contract with Siena Consulting to provide written tests for screening of entry-level Police Officer/Sheriff’s Deputy and Firefighter applicants within the terms of the Police Officer and Firefighter Entry-Level Testing Services proposal (in response to Jefferson County’s Request for Proposal No. 39-12 dated January 25, 2012). The work will be performed from October 1, 2012 through September 30, 2015. The total cost of the contract will not exceed \$35,000.

Cost: \$35,000.00 (first year of contract); 5% discount the second and third year of the contract  
Amount budgeted: \$38,000.00  
Remaining budget: \$3,000.00

11. **Advertising Services to Promote Merit Positions - Contract #4007 (Acknowledgement Only)**

Contract with AL.com to provide banner and skyscraper advertising on 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. Internet postings continue to consistently rank as one of the top three sources for applicants for the Personnel Board. Al.com is the largest single media company in the state with over 3.4 million unique monthly visitors generating over 55 million page views. Al.com serves as the newspaper-related site for three major newspapers in Alabama; The Birmingham News, The Huntsville Times, the Press Register and has content from other state-wide media. Positions posted on Al.com are automatically posted to Indeed.com and SimplyHired.com. Indeed.com is currently the most visited internet job board in the United States. The contract period is October 1, 2012 through September 30, 2013.

Cost: \$17,700.00  
Amount budgeted: \$17,700.00  
Remaining budget: \$0.00

12. **Annual Maintenance for Perceptive Software - Contract #4045 (Acknowledgement Only)**

Contract renewal with Perceptive Software to provide maintenance for Image Now, the PBJC's document imaging and management software tool. Perceptive Software, Inc. provides the Board with document imaging capability. Electronic imaging eliminates physical storage requirements, enhances document security, is web accessed, and provides a much more efficient process of document storage and retrieval. The contract period is October 1, 2012 through September 30, 2013

|                   |             |
|-------------------|-------------|
| Cost:             | \$12,418.00 |
| Amount budgeted:  | \$12,418.00 |
| Remaining budget: | \$0.00      |

**ENVIRONMENTAL SERVICES**

*Mr. David Denard*

13. **B.L. Harbert International, LLC - Contract #4238**

Construction contract award for the Valley Creek WWTP Final Clarifier Drive Renewal Project. All work shall be completed within 150 calendar days from the date of Notice-to-Proceed.

|                   |              |
|-------------------|--------------|
| Cost:             | \$654,000.00 |
| Amount budgeted:  | \$654,000.00 |
| Remaining budget: | \$0.00       |

14. **Baird Contracting Co., Inc. - Contract #4198**

Construction contract award for the 2012 Sanitary Sewer Repair and Replacement, Contract 1. The project consists of 44 repair areas located throughout Jefferson County. All work shall be completed within 365 calendar days from the date of the Notice-to-Proceed.

|                   |                |
|-------------------|----------------|
| Cost:             | \$3,409,181.06 |
| Amount budgeted:  | \$3,409,181.06 |
| Remaining budget: | \$0.00         |

15. **Hazen and Sawyer, P.C. - Contract #3897**

Termination of the agreement to provide professional engineering services for the Valley Creek WWTP Energy and Process Optimization Improvements Project

16. **Atkins North America, Inc. - Contract #3677**

Termination of the agreement to provide professional services for the engineering survey of sanitary sewer manholes

**COUNTY ATTORNEY**

*Mr. Jeff Sewell*

17. Resolution approving payment of plumber reimbursement claim by LaTanya Marshall in the amount of \$455.00.
18. Resolution denying claim by Julie A. Johnson, Personal Representative of Estate of Golda E. Jordan, Deceased.
19. Resolution approving payment of sewer backup claim by Jeffery Battle in the amount of \$4,376.00.
20. Resolution approving payment of sewer backup claim by Kinsey Oglesby in the amount of \$4,100.05.
21. Resolution approving payment of sewer backup claim by Lee Budgess in the amount of \$763.00.
22. Resolution approving payment of plumber reimbursement claim by Eddie Dansby, Jr. in the amount of \$4,085.00.
23. Resolution approving payment of reimbursement claim by William E. Garner in the amount of \$606.61.
24. Resolution approving payment of sewer backup claim by Richard High in the amount of \$1,246.33.
25. Resolution denying claim by Robin Barrett.
26. Resolution denying vehicle damage claim by Debra Cook.
27. Resolution approving payment of sewer backup claim by Stringfellow Properties in the amount of \$975.40.
28. Resolution approving payment of sewer backup claim by Marland Holding, LLC in the amount of \$1,330.47.
29. Resolution denying vehicle damage claim by Barbara Andrzejewski.
30. Resolution denying claim by Terry Meza.
31. Resolution denying claim by Denise McNear, Representative of the Estate of Kanecia McNear.

32. Resolution approving payment of sewer backup claim by State Farm Insurance Company in the amount of \$6,257.97.
33. Resolution denying medical malpractice claim of Leonard Thomas.
34. Resolution approving payment of sewer backup claim by Nicole Watters in the amount of \$5,736.03.
35. Resolution approving payment of sewer backup claim by Bruce Knight in the amount of \$11,518.94.
36. Resolution approving payment of property damage claim by Betty Stano in the amount of \$360.00.

**COUNTY MANAGER**

*Mr. Tony Petelos*

*No items submitted.*

**OTHER BUSINESS**

*Commissioner David Carrington*