COMMITTEE MEETING
May 17, 2012

(For Commission Approval on May 22, 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. Demetruis Taylor

1. **IVR WebEncore Upgrade – Contract #3678**
   Amendment to the agreement with Official Payments Holdings, Inc. formerly known as Tier Technologies, Inc. to upgrade the WebEncore Benefit Enrollment System. The WebEncore software allows employees to access the benefits election system via computer to make additions, changes, or deletions to their benefit options.

   Cost: $20,500.00
   Amount budgeted: $50,000.00
   Remaining budget: $29,500.00

2. **Pre-Employment Physical Examination & Substance Abuse Services – Contract #2346**
   To renew the contract for pre-employment physicals and substance abuse services including random drug screening for the employees of Jefferson County

   Cost: $40,000.00 (estimate depending on the number of physicals and drug tests)
   Amount Budgeted: $65,000.00
   Remaining Budget: $0.00

PENSION BOARD
Ms. Cathy Crumley

No items submitted.

PERSONNEL BOARD
Mr. Lorren Oliver

No items submitted.
ENVIRONMENTAL SERVICES
Mr. David Denard

3. **Installation of Franklin Miller Open Channel Comminutors – Contract #3754**
   Agreement with Global Construction and Engineering, Inc. to provide labor only to install comminutors at the Republic, McAlpine, Southpark, and Collegeville pump stations

   Cost: $68,900.00
   Amount budgeted: $68,900.00
   Remaining budget: $0.00

COUNTY ATTORNEY
Mr. Jeff Sewell

*No items submitted.*

COUNTY MANAGER
Mr. Tony Petelos

*No items submitted.*

OTHER BUSINESS
Commissioner David Carrington