

**COMMITTEE MEETING**  
**August 13, 2013**

**(For Commission Approval on August 15, 2013)**

**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. **Humana Specialty Benefits (Humana, Inc) Amendment #2 – Contract #1188**  
Contract renewal with Humana, Inc to provide voluntary group vision insurance coverage to participating employees of the County (**100% Employee Paid**).

Contract Term:	10/1/13 –9/30/14
Original Budget:	NA
Current Remaining Budget:	NA
Requested Amount:	NA
Remaining Budget After Requested Amount:	NA
30 Day Cancellation:	Yes

2. **Corporate Cost Control Amendment #2 – Contract #2864**  
Contract renewal with Corporate Cost Control formally Consultech Cost Control to provide unemployment cost control services for Jefferson County Commission.

Contract Term:	10/1/13 –9/30/14
Original Budget:	\$5,200.00
Current Remaining Budget:	\$5,200.00
Requested Amount:	\$5,200.00
Remaining Budget After Requested Amount:	\$0.00
30 Day Cancellation:	Yes

3. **Dearborn National Amendment #2 – Contract #3123**  
Contract renewal with Dearborn National to provide basic life and accidental death & dismemberment insurance services for employees of Jefferson County Commission which is County sponsored, and supplemental life and accidental death & dismemberment which is 100% employee paid.

Contract Term:	10/1/13 –9/30/14
Original Budget:	\$303,600.00
Current Remaining Budget:	\$303,600.00
Requested Amount:	\$303,600.00
Remaining Budget After Requested Amount:	\$0.00
30 Day Cancellation:	Yes

4. **Chappelle Consulting Group Amendment #2 – Contract #2861**  
 Contract renewal with Chappelle Consulting Group to provide COBRA/HIPAA administration services.

Contract Term:	10/1/13 –9/30/14
Original Budget:	\$4,000.00
Current Remaining Budget:	\$4,000.00
Requested Amount:	\$4,000.00
Remaining Budget After Requested Amount:	\$0.00
30 Day Cancellation:	Yes

5. **Chappelle Consulting Group Amendment #2 – Contract #1189**  
 Contract renewal with Chappelle Consulting Group to provide flexible benefits plan administration services for participating employees.

Contract Term:	10/1/13 –9/30/14
Original Budget:	\$8,500.00
Current Remaining Budget:	\$8,500.00
Requested Amount:	\$8,500.00
Remaining Budget After Requested Amount:	\$0.00
30 Day Cancellation:	Yes

6. **Behavioral Health Systems, Inc. Amendment #2 – Contract #1187**  
 Contract renewal with Behavior Health Systems, Inc. to provide managed care/employee assistance, mental health, substance abuse services for employees of Jefferson County Commission.

Contract Term:	10/1/13 –9/30/14
Original Budget:	\$450,000.00
Current Remaining Budget:	\$450,000.00
Requested Amount:	\$450,000.00
Remaining Budget After Requested Amount:	\$0.00
30 Day Cancellation:	Yes

**PENSION BOARD**

*Ms. Cathy Crumley*

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

Chantel Crosby	Sheriff	\$2,082.32
William Pharr	Sheriff	\$462.24
David Floyd, Jr.	Nursing Home	\$2,616.62

**PERSONNEL BOARD –**

*Mr. Lorren Oliver*

- 8. **Official Payments Holdings, Inc. – Contract #5390**  
Contract renewal between the Personnel Board and Official Payments Holdings, Inc. (“OPAY”) for maintenance on the Board’s Interactive Voice Response (IVR) system. This is a renewal contract with the contractor previously named Tier Technologies, Inc. Official Payments Holdings, Inc. provides the PBJC with IVR capabilities 24 hours a day, seven days a week. **Acknowledgement Only.**

Contract Term:	10/1/13 – 9/30/14
Original Budget:	\$239,305.86
Current Remaining Budget:	\$239,305.86
Requested Amount:	\$3,948.00
Remaining Budget After Requested Amount:	\$235,357.86
30 Day Cancellation:	Yes

- 9. **International Business Machines Corporation – Contract #5423**  
Renewal of contract with International Business Machines Corporation for technical support of SPSS. SPSS is a statistical software package that is used frequently by the PBJC to conduct various statistical analyses. **Acknowledgement Only.**

Contract Term:	10/1/13 – 9/30/14
Original Budget:	\$239,305.86
Current Remaining Budget:	\$235,357.86
Requested Amount:	\$9,229.22
Remaining Budget After Requested Amount:	\$226,128.64
30 Day Cancellation:	Yes

- 10. **First Advantage Enterprise Screening Corporation – Contract #5419**  
Contract with First Advantage to provide on-line skills testing services to the PBJC. Several clerical and call center jobs require keyboarding and data entry testing that is more efficiently administered using an external vendor. **Acknowledgement Only.**

Contract Term:	9/28/13-9/28/14
Original Budget:	\$43,250.00
Current Remaining Budget:	\$43,250.00

Requested Amount:	\$12,000.00
Remaining Budget After Requested Amount:	\$31,250.00
30 Day Cancellation:	Yes

11. **Tutwiler Hotel Hampton Inn & Suites – Contract #5401**

Contract with the Tutwiler Hotel Hampton Inn & Suites within the terms of the hotel accommodation proposal dated March 21, 2013 (in response to Jefferson County's Invitation to Bid No. 70-13, dated March 1, 2013). The purpose of the contract is to provide hotel accommodations and services for individuals traveling to Birmingham to provide volunteer work for the Personnel Board's assessment center processes.

**Acknowledgement Only.**

Contract Term:	10/1/13 – 9/30/14
Original Budget:	\$149,924.00
Current Remaining Budget:	\$149,924.00
Requested Amount:	\$120,000.00
Remaining Budget After Requested Amount:	\$29,924.00
30 ay Cancellation:	Yes

12. **Sheraton Birmingham Hotel – Contract #5402**

Contract with the Sheraton Birmingham Hotel within the terms of the hotel accommodation proposal dated March 21, 2013 (in response to Jefferson County's Invitation to Bid No. 70-13, dated March 1, 2013). The purpose of the contract is to provide hotel accommodations and services for individuals traveling to Birmingham to provide volunteer work for the Personnel Board's assessment center processes. **Acknowledgement Only.**

Contract Term:	10/1/13 – 9/30/14
Original Budget:	\$149,924.00
Current Remaining Budget:	\$29,924.00
Requested Amount:	\$29,924.00
Remaining Budget After Requested Amount:	\$0.00
30 Day Cancellation:	Yes

**ENVIRONMENTAL SERVICES**

*Mr. David Denard*

13. **Alabama Power Company - Contract #5367**

This agreement provides for the acquisition of existing Alabama Power equipment installed at the Cahaba River WWTP. The ownership of the equipment by the County will allow the County to save \$580 per month in equipment fees.

Contract Term:	1 day
Original Budget:	\$3,638,248.00
Current Remaining Budget:	\$1,463,334.42

Requested Amount:	\$ 1.00
Remaining Budget after Requested Amount:	\$1,463,333.42
30 Day Cancellation (Yes or No):	No

**COUNTY ATTORNEY**

*Ms. Carol Sue Nelson*

14. Resolution approving payment of sewer backup claim by John Regal in the amount of \$73,508.59.
15. Resolution approving payment of sewer backup claim by Clyde A. Bush, Sr., in the amount of \$95,301.76.
16. Resolution denying personal injury claim of Carrie Dooley.
17. Resolution denying personal injury claim of Darlene McLemore.
18. Resolution approving payment of sewer backup claim by Regina Blanding in the amount of \$8,430.73.
19. Resolution denying claim of Bobbie Jean Williams.
20. Resolution approving payment of sewer backup claim by Neisey Findley in the amount of \$100,000.00.
21. Resolution to approve the Petition for Annexation by the Mt. Olive Fire district for the parcels described in the resolution.

**OTHER BUSINESS**

*Commissioner David Carrington*

22. Securities law disclosure training provided by Foster Clark of Balch & Bingham, LLP and John McNally of the Washington D.C. firm of Hawkins, Delafield, & Wood, LLP.