FINANCE AND INFORMATION TECHNOLOGY COMMITTEE
Chairman – Commissioner Stephens

FINANCE
Mr. Travis Hulsey (Acting)

1. Unusual Demand Report dated 3/13/12

2. Fixed Asset Transactions – Commission approval is required for Fixed Asset disposals and transfers.

DISPOSAL:

**Inspection Services:**
- 020366  Royal Copier  Auction

**Revenue:**
- 120000001540  Combination Safe  Transfer

**Family Court:**
- 140000001704  Copier  Landfill

BUDGET MANAGEMENT OFFICE
Ms. Tracie Hodge

*The following staff requests have been received in the Budget Management Office. Our analyses of the budgets affected by these requests indicate that sufficient funds are available to make these advances and are in compliance with the Resolution to Restrict Staff Development for Fiscal Year 2010-2011 approved by the Commission December 28, 2010.*

INDIVIDUAL STAFF DEVELOPMENT

2. **Commission**
   - W. David Carrington  $774.80
   - BBA Washington Conference
   - Washington, DC – March 7-8, 2012

3. **Board of Equalization**
   - Robert Graham Key  $419.32 (State Funds)
   - ERING Site Visit – Training for Jefferson County support for CAPture
   - Atlanta, GA – March 7-9, 2012

3. **Community Development**
   - Lynn Smith  $725.84 (Federal Funds)
   - HUD Training: HD420 Rental Housing Development Finance Course
   - Atlanta, GA – March 12-15, 2012
4. **Cooper Green Hospital**
   Nancy B. Marshall $843.50
   Professional Course for Clinical Assessment
   (Continuing Education Speech Language Pathology License)

5. **EMA**
   Allen Knipfer $1,255.34 (EMA Funds)
   E961:NIMS ICS All-Haz Div Grp Superv TTT and E977:
   NIMS ICS All-Haz Supply Lead TTT
   Emmitsburg, MD – February 27 – March 9, 2012
   Allen Knipfer $1,208.14 (EMA Funds)
   E978:NIMS ICS All-Hazards SIT Leaders TTT
   Emmitsburg, MD – March 18-24, 2012

6. **Environmental Services**
   Daniel White $958.78
   Presentation of Technical Paper at the 2012 Alabama Water Environment
   Association Conference
   Orange Beach, AL – April 15-17, 2012
   (To fulfill Continuing Education Requirements)

7. **Family Court**
   Devella Malone $215.00 (Paid from Grant Funds)
   National Leadership on School Justice Partnerships – Keeping Kids in School and
   Out of Court
   New York, NY – March 11-13, 2012

8. **General Services**
   David M. Pendarvis $480.00
   Cross Connection Industries, Inc. Backflow Certification Class
   Leeds, AL – April 17-19, 2012
   (Training required for certification)

9. **Roads and Transportation**
   Michael Mitchell $190.00
   International Society of Arboriculture – North American Tree Conference
   Birmingham, AL – March 17-20, 2012
   (Continuing Education Units)

   E. Wayne Sullivan $1,200.25
   National Association of County Engineers Annual Meeting and Management &
   Technical Conference
   Lexington, KY – March 31 – April 6, 2012
   (To fulfill Continuing Education Requirements)
10. **Tax Assessor**
   Quin Hameen $678.87 (State Funds)
   Real and Personal Property Calculations
   Montgomery, AL – April 17-20, 2012

11. **Personnel Board (For Information Only)**
    Tiffany Owens $300.00
    Alabama State University Spring 2012 Career Fair
    Montgomery, AL – April 12, 2012

    Tiffany Owens $100.00
    Jacksonville State Univ. Nursing Career Fair
    Jacksonville, AL – February 6, 2012

    Tiffany Owens $600.00
    Auburn University General Career Fair
    Auburn, AL – February 9, 2012

    Tiffany Owens $525.00
    University of Alabama General Interest & Business Career Fair
    Tuscaloosa, AL – February 15, 2012

    Tiffany Owens $250.00
    North Alabama Connection: Professional Employment Day
    Huntsville, AL – February 22, 2012

    Tiffany Owens $25.00
    Gadsden State Community College Employment Fair
    Gadsden, AL – February 29, 2012

    Tiffany Owens $125.00
    Jacksonville State University Career Day 2012
    Jacksonville, AL – March 7, 2012

    Tiffany Owens $385.00
    UAB Spring Career Fair
    Birmingham, AL – March 13, 2012

    Tiffany Owens $50.00
    Wallace State Annual Career Fair
    Hanceville, AL – March 20, 2012

    Tiffany Owens $200.00
    UAB Health and Sciences Career Fair
    Birmingham, AL – April 4, 2012
POSITION CHANGES AND/OR REVENUE CHANGES

12. Roads & Transportation $473,215.05
   Increase revenues & expenditures to record an 80% reimbursement from the Alabama Department of Transportation for the purchase of additional Right-of-Way for the Morgan Road Widening Project.

OTHER BUDGET TRANSACTIONS

13. General Services $9,975.00
   Add purchasing memorandum to purchase 1 parking fee computer.

14. Environmental Services $39,000.00
   Shift funds & add purchasing memorandum to purchase 1 UVAS Probe with Controller.

15. Human Resources $155,000.00
   The capital equipment budget was originally approved for computer hardware (530500). Shift funds in the amount of $80,000 to software support services (514950) for electronic interviews and record keeping for the consent decree; $25,000 to data processing services (514700) for benefits enrollment system; and $50,000 to other contractual services (514510) for scanning multi records.

PURCHASING
Mr. Michael Matthews

13. Purchasing Department Reports:

   A. Week of 2/16/12 to 2/22/12
   B. Week of 2/23/12 to 2/29/12
   C. Week of 2/23/12 to 2/29/12 – Addendum 1

REVENUE
Mr. Travis Hulsey

No items submitted.
14. **AccessIT Group – Contract #3422**  
Contract renewal with AccessIT Group for RSA Server maintenance. The RSA Server provides secure connectivity for remote access to Jefferson County’s network.

- **Cost:** $8,498.60  
- **Amount budgeted:** $8,500.00  
- **Remaining budget:** $481,118.63

**SHERIFF’S OFFICE**  
*Sheriff Mike Hale*

*No items submitted.*

**TREASURER’S OFFICE**  
*Hon. Jennifer Champion*

*No items submitted.*

**TAX ASSESSOR**  
*Hon. Gaynell Hendricks/Hon. Andrew Bennett*

*No items submitted.*

**TAX COLLECTOR**  
*Hon. J.T. Smallwood/Hon. Grover Dunn*

*No items submitted.*

**BOARD OF EQUALIZATION**  
*Mr. Bob Rogers*

15. **Critical Needs**  
The Board of Equalization (State Funded) has initiated the following certifications:

- (1) Property Appraisal Supervisor  
  Replacement  
- (1) Senior Property Appraiser  
  Replacement

**COUNTY ATTORNEY**  
*Mr. Jeff Sewell*

*No items submitted.*
OTHER BUSINESS

Commissioner Jimmie Stephens

15. Resolution to appoint Denise Trimmier to the Vacation Leave Bank Committee

16. Resolution that the Commission, District 3 annual salary for the position of Appointed Confidential Secretary – County Commission (classification 094601) be decreased from $55,200 to $41,000 effective March 10, 2012. No additional funds required.

17. Resolution that the Commission, District 3 annual salary for the position of Appointed Administrative Secretary – County Commission (classification 094602) be increased from $32,100 to $41,000 effective March 10, 2012. No additional funds required.