

**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*