

**COMMITTEE MEETING**  
**September 18, 2012**

**(For Commission Approval on September 25, 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. Blue Cross Services – Contract #4326**

Contract with Blue Cross Services to provide excess insurance coverage for medical insurance claims exceeding \$250,000.00.

Contract Term:	10/1/12 to 9/30/13.
Original Budget:	\$647,000.00
Current Remaining Budget:	\$00.00
Requested Amount:	\$647,000.00
Remaining Budget After Requested Amount:	\$00.00

**2. Lexington Insurance, Co. (Property), National Union Fire Insurance Co. (Crime), Safety National Casualty Co. (Excess Workers' Comp), and Darwin Select Insurance Co. (Professional and General Liability) Contracts through broker Molton, Allen & Williams #4365**

Contracts to provide Property & Casualty, Boiler & Pressure Vessel, Excess Workers' Compensation, Crime and Dishonesty, Professional and General Liability insurance coverage.

Contract Term:	10/1/12 to 9/30/13.
Original Budget:	\$1,263,200.00
Current Remaining Budget:	\$00.00
Requested Amount:	\$1,263,200.00
Remaining Budget After Requested Amount:	\$00.00

**3. Hill Administrative Services – Contract #0615**

Amendment to contract with Hill Administrative Services to extend contract for three months to provide administration of the County's workers' compensation program.

Contract Term:	10/1/12 to 12/31/12.
Original Budget:	\$18,000.00
Current Remaining Budget:	\$00.00
Requested Amount:	\$18,000.00
Remaining Budget After Requested Amount:	\$00.00

4. Resolution adopting the FY 2011-2012 Annual Classification survey.

**PENSION BOARD**

*Ms. Cathy Crumley*

*No items submitted.*

**PERSONNEL BOARD**

*Mr. Lorren Oliver*

5. **International Business Machines Corporation (SPSS) – Contract #4044 (Acknowledgement Only)**

Contract renewal for the maintenance and support with International Business Machines Corporation for technical support of SPSS. SPSS is a statistical software package that is used frequently by the Performance Measurement Division to conduct various statistical analyses. The existing technical support will expire on September 30, 2012. The contract renewal period is October 1, 2012 through September 30, 2013.

Contract Term for FY2013: October 1, 2012 through September 30, 2013  
Original FY 2013 Budget: \$332,157.00 (account code 1725-511540)  
Current Remaining FY 2013 Budget: \$332,157.00  
Requested Amount for FY 2013: \$8,390.22  
Remaining Budget After Requested Amount for FY2013: \$323,766.78.00

6. **Official Payment Holdings (formerly known as Tier Technologies) – Contract #4042 (Acknowledgement Only)**

Contract renewal for the maintenance and support with Official Payment Holdings (formerly known as Tier Technologies) for technical support of the Board's IVR system. The vendor provides the Board with IVR capabilities 24 hours a day, seven days a week. Callers use the IVR system to obtain information on their rank on an eligible register, test scores, user names for online systems, classification recommendations, among other things. The contract renewal period is October 1, 2012 through September 30, 2013.

Contract Term for FY2013: October 1, 2012 through September 30, 2013  
Original Budget for FY2013: \$332,157.00 (account code 1725-511540)  
Current Remaining FY2013 Budget: \$323,766.78  
Requested Amount for FY2013: \$3,948.00  
Remaining Budget After Requested Amount for FY2013: \$319,818.78

7. **First Advantage Enterprise Screening – Contract #4161 (Acknowledgement Only)**

Contract renewal to secure professional services of First Advantage for on-line skills testing. First Advantage agrees to provide this service for data entry, keyboarding, and other skills testing for a number of Merit System clerical, administrative, and call center jobs. This service shall include: 1) providing on-line training for Personnel Board staff in the use and administration of skills tests; 2) providing a client support team to address

and resolve all issues with the on-line assessments (based on a Monday through Friday, 8:00 a.m. to 7:00 p.m. schedule); 3) and providing access to standard reporting of test usage and candidate scores for all on-line skills tests. The contract period is August 14, 2012 through September 30, 2013.

Contract Term for FY2013: August 14, 2012 through September 30, 2013  
Original Budget for FY2013: \$47,000.00 (account code 1750-514505)  
Current Remaining FY2013 Budget: \$47,000.00  
Requested Amount for FY2013: \$12,000.00  
Remaining Budget After Requested Amount for FY2013: \$35,000.00

## **ENVIRONMENTAL SERVICES**

*Mr. David Denard*

### **8. ABB, Inc. – Contract #3614**

Maintenance and repair contract to reconfigure two ASC1000 variable frequency drives at the Valley Creek WWTP.

Contract Term: 2 months from the date of Notice-to-Proceed  
Original Budget \$982,978.00  
Current Remaining Budget \$982,978.00  
Cost: \$11,965.00  
Amount budgeted: \$11,965.00  
Remaining budget: \$971,013.00

### **9. United States Geological Survey – Contract #4357**

Joint Funding Agreement to continue the operation of ten continuous-record stream flow gaging stations with data-collection platforms in Jefferson County, including water quality monitoring of temperature, specific conductance, and dissolved oxygen at seven of those stations. Data is necessary for NPDES permitting evaluation.

Contract Term: October 1, 2012 to September 30, 2013  
Original Budget \$238,500.00  
Current Remaining Budget \$238,500.00  
Cost: \$132,700.00  
Amount budgeted: \$132,700.00  
Remaining budget: \$105,800.00

## **COUNTY ATTORNEY**

*Mr. Jeff Sewell*

10. Resolution approving settlement of subrogation claim against Geico Insurance Company in the amount of \$6,112.60, said amount to be paid to the County.

11. Resolution approving settlement of subrogation claim against Allstate Insurance Company in the amount of \$16,859.35, said amount to be paid to the county.

12. Resolution approving payment of vehicle damage claim by AAA Insurance in the amount of \$1,622.97.

**COUNTY MANAGER**

*Mr. Tony Petelos*

*No items submitted.*

**OTHER BUSINESS**

*Commissioner David Carrington*

13. Resolution designating official holidays for County employees for FY 2013.
14. Resolution setting ad valorem receipts to be paid to the Jefferson County Health Board.
15. Resolution authorizing the president to adopt the Commuting Vehicle Usage by Department Authorization Forms Summary for Fiscal Year 2011-2012.