

**FINANCE AND INFORMATION TECHNOLOGY COMMITTEE**  
**Chairman – Commissioner Stephens**

**FINANCE**

*Mr. Travis Hulseley (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  
 Nashville, TN – April 13-15, 2012  
 (Continuing Education Speech Language Pathology License)
  
5. **EMA**  
 Allen Kniphfer                      \$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 Kniphfer                      \$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 Hulse*

*No items submitted.*

**INFORMATION TECHNOLOGY**

*Mr. Wayne Cree*

**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 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.