



Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

April 27, 2023

The Personnel Board of Jefferson County met on Thursday, April 27, 2023. Present at the meeting were: L. Kenneth Moore, Chair; Jacqueline Smoke, Associate Member; and Donna Smith, Associate Member. Present from the Personnel Board were: Jeff Crenshaw, Director; Leslie Coyne, Legal Counsel for the Personnel Board, and Pete Blank Training. Attending virtually were: Robert Groce, IT; Cynthia Holiness, Business Office; Brian Bellenger, Testing; and other Personnel Board staff.

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

Chair Moore called the meeting to order at 1:30 p.m. He dispensed of any opening remarks, but wanted to welcome the old and new attendees. He asked the public if everyone had an agenda so they could follow along with the meeting, and then he proceeded to the Action Items.

II. ACTION ITEMS

- A. Public Hearing on Proposed Rules Changes - Receive Public Comments on proposed rule changes to the rules listed below. No one in attendance indicated a desire to comment, so no verbal comments were received during the meeting.
- 1.3 DEFINITIONS (addition of one definition and edit of one definition)
 - 9.6 METHODS OF RECRUITMENT (subsection a.(3) only)
 - 9.8 RATING EXAMINATIONS (subsection b. only)
 - 9.14 FRAUD (subsection a.(1) only) 11.3 TYPES OF APPOINTMENTS (subsection g. only)
 - 11.10 TRANSFERS (subsection b. only)
- B. The Board approved the proposed revisions to the Rules & Regulations of the Personnel Board of Jefferson County for the following Rules:
- 1.3 DEFINITIONS (addition of one definition and edit of one definition)
 - 9.6 METHODS OF RECRUITMENT (subsection a.(3) only)

- 9.8 RATING EXAMINATIONS (subsection b. only)
 - 9.14 FRAUD (subsection a.(1) only) 11.3 TYPES OF APPOINTMENTS (subsection g. only)
 - 11.10 TRANSFERS (subsection b. only)
(Motion made by J. Smoke; Seconded by D. Smith)
- C. The Board approved the Board Minutes for the meeting held on March 13, 2023. (Motion made by J. Smoke; Seconded by D. Smith)
- D. The Board approved a new job class of Medical Billing Clerk (#00332). with a pay grade of 14 and a salary range of \$36,109 to \$56,014. This job will be used by the Jefferson County Department of Health and will be responsible for patient administration in the clinic, creating claims, accepting and processing payments, providing excuses and certificate of insurance paperwork, and advising providers of possible coding corrections based on insurance. (Motion made by J. Smoke; Seconded by D. Smith)
- E. The Board approved the new job class of Director of Health Equity (#07697), with a paygrade of 33 and a salary range of \$86,902 - \$134,805. This position will be used by the Jefferson County Department of Health, reporting to the Health Officer, and be responsible for assessing, creating, implementing, supporting, and evaluating frameworks to address public health outcome disparities. (Motion made by J. Smoke; Seconded by D. Smith)
- F. The Board approved the new job class of Real Time Crime Center Specialist (#06487), with a pay grade of 17 and a salary range of \$39,270 - \$60,902. This position will be used by the Jefferson County Sheriff's Office and is responsible for monitoring video camera systems and license plate readers to detect criminal or suspicious activity and threats. (Motion made by J. Smoke; Seconded by D. Smith)
- G. The Board approved a contract between the Personnel Board and Barber MotorSports in the amount of \$500.00 to serve as a host facility for the Personnel Board's MPACT program (a leadership program for upper-management employees within the Merit System). (Motion made by J. Smoke; Seconded by D. Smith)
- H. The Board approved the Director's reinstatement decisions pursuant to Rule 10.3 of the Rules and Regulations. (Motion made by J. Smoke; Seconded by D. Smith)

III. JURISDICTION CONTRACTS

- A. The Board approved a new contract between the Jefferson County Human Resources Department and Blankenship & Seay Consulting Group, to identify and validate a personality assessment, with integrity components, consistent with the Uniform Guidelines on Employee Selection Procedures to supplement the County's current

candidate selection assessment process. This contract will use PhD-level Industrial and Organizational (I/O) Psychologists to develop the tests for the following jobs: Accounting Assistant, Administrative Clerk, Skilled Laborer, Truck Driver, and Construction Equipment Operator. This is a three-year contract, with an initial development/set-up fee of \$130,150. Annual expenses to administer and analyze test results are estimated at \$36,025 (Y1), \$41,025 (y2), and \$41,025 (Y3). The total cost of the contract is estimated at \$248,225. Based on the fact that the staffing element of the contract (i.e., the validation assessment) is temporary and sporadic (the quarterly utility analysis), this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)

- B. The Board approved a new contract between the Jefferson County Roads and Transportation Department and The McPherson Companies to provide maintenance and repair services for the Jefferson County fuel sites. This includes all above ground equipment (including fuel dispensers and fuel pumps) and below ground fuel tank probes as necessary. This is a three (3) year contract, with no extension option, and will be executed upon approval at a cost that is fee based per Exhibit A of the contract. The Board has previously approved a contract with this vendor for the same services based on the fact that the work is performed sporadically, which continues to serve as the basis for the approval recommendation for this new contract. (Motion made by J. Smoke; Seconded by D. Smith)
- C. The Board approved a new contract between the Jefferson County Roads and Transportation Department and Konecranes, Inc., to provide crane and hoist inspection, maintenance, and repair services for Jefferson County's nine (9) water plant facilities. This is a one (1) year contract with an extension option of two (2) one-year periods. This contract will be executed at an estimated cost of \$33,847.02 (estimated amount based on the Price List). The Board previously approved a contract with this vendor for the same services. Based on the fact that the inspections must be performed by certified technicians with equipment not possessed by the County and that the work is performed sporadically and generally contracted, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)
- D. The Board approved a new contract between the Jefferson County Roads and Transportation Department and MXI Environmental Services, to provide collection, identification, sorting, packaging, transportation, and proper disposal of household hazardous waste collected from Jefferson County residents at two locations simultaneously each year in October, at the County's Household Hazardous Waste Day. MXI will provide all staff, equipment and supplies needed to manage the collection, segregation, handling, packaging and transportation of items from the HHWD events in accordance with State and Federal rules and regulations. This is a 3-year contract, the sum of which is \$450,000 (not to exceed \$150,000 per year), and includes an option to renew the contract for two additional 1-year terms, not to exceed five (5) years. Based on the fact that the County does not possess the equipment or facilities to perform these services and the sporadic nature of the services, this contract is recommended for

approval. (Motion made by J. Smoke; Seconded by D. Smith)

- E. The Board approved a new contract between the Jefferson County Roads and Transportation Department and Mullins LLC to provide appraisal services for the Right of Way Division to include both appraisal reports and the review of appraisal reports conducted by the Merit System positions for federally funded roads and transportation projects. All public agencies that accept Federal aid or funding are required to have an independent appraisal review and these contracts satisfy that requirement. This is a 2-year contract with an extension option of one 1-year period. The estimated cost is not to exceed \$100,000 (\$50,000 per year) for the term of the contract. The price per appraisal will be based on a fee sheet. Based on the fact that the work must be performed by an independent party, this contract is recommended for approval. The Board has approved similar contracts for these services previously. (Motion made by J. Smoke; Seconded by D. Smith)

- F. The Board approved a new 3-year contract (with one 2- year renewal option) between the Jefferson County Finance Department and a vendor to be determined. Vendor will provide Code Accuracy Support System (CASS) Certification, Mail Sort, Printing, Cutting, and Mail Processing of an estimated 1,953,300 records per year for the Board of Equalization, Board of Registrars, Revenue, Tax Assessor and Tax Collector offices of Jefferson County. The Board has previously approved similar contracts for these services. Based on the fact that it is more cost effective for the services to be contracted, and the fact that the County does not possess the equipment, the contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)

IV. ADMINISTRATIVE LEAVE WITH PAY

- A. Carletra Jackson, Jefferson County Sheriff's Office - Recommend approval of Appointing Authority request for 30-Day Extension of Administrative Leave with Pay. **APPROVED** (Motion made by J. Smoke; Seconded by D. Smith)

- B. Jordan McCoy - Recommend approval of Appointing Authority request for 30-Day Administrative Leave with Pay. **APPROVED** (Motion made by J. Smoke; Seconded by D. Smith)

V. CONTESTED ITEMS

- A. Cortez Johnson vs. Jefferson County (Environmental Services) - Case No. DA2022-2383-JC (Termination)- Hearing Officer's Report & Recommendation . In attendance was Attorney Don Carroll for Jefferson County. Attorney Charity Gilchrist-Davis for Cortez Johnson attended the board meeting virtually. The Board voted to **UPHOLD** the Hearing Officer's Report and Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)

- B. Reginald L. McCray, Sr. vs. City of Homewood (Information Technology) - Case No. DA-2022-2427-HW (Termination) - Hearing Officer's Report & Recommendation. In attendance was Attorney Michael G. Kendrick for the City of Homewood. The Board voted to **UPHOLD** the Hearing Officer's Report and Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- C. Jaymz Bagby vs. Jefferson County Sheriff's Office - Case No. DA-2022-2418-JC (Suspension - 5 days) - Hearing Officer's Report & Recommendation. In attendance was Attorney Scott Morrow for Jamyz Bagby and Attorney Latanisha W. Hunter for the Jefferson County Sheriff's Office. The Board voted to **UPHOLD** the Hearing Officer's Report and Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- D. Zachary Willis vs. City of Birmingham (Police Department) - Case No. DA2022-2420-BH (Suspension - 240 hours or 10 shifts) - Hearing Officer's Report & Recommendation. In attendance virtually was attorney Elizabeth Young for Zachary Willis, and in person was Attorney Pamela Jones for the City of Birmingham. The Board voted to **UPHOLD** the Hearing Officer's Report and Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- E. Carl Crawley vs. City of Birmingham (Fire & Rescue) - Case No. DA-2022- 2425-BH (Termination) - Joint Motion to Dismiss Appeal & Settlement Agreement. The Board voted to **APPROVE** this agreement. (Motion made by J. Smoke; Seconded by D. Smith)
- F. Antwan Duncan vs. City of Birmingham (Police Department) - Case No. DA2022-2375-BH (Termination) - Joint Motion to Dismiss Appeal & Settlement Agreement. The Board voted to **APPROVE** this agreement. (Motion made by J. Smoke; Seconded by D. Smith)
- G. Brandon Wilson-Creer vs. Jefferson County (Roads & Transportation)- Case No. DA-2023-2428-JC (Termination) - Joint Settlement Agreement. The Board voted to **APPROVE** this agreement. (Motion made by J. Smoke; Seconded by D. Smith)

VI. APPEAL OF DIRECTOR'S DETERMINATION

Before introducing Action Item VI, Chairman Kenneth Moore asked Personnel Director Jeff Crenshaw to explain the rules for eligibility when it comes to rehiring and the director's determination of appeal.

- A. Tequisha Witherspoon - Appeal of Disqualification of Applications Based on Past Merit System Employment Record. The Director's determination was **UPHELD** (Motion made by J. Smoke; Seconded by D. Smith)
- B. Conner Dunn - Appeal of Disqualification of Applications Based on Past Merit System

Employment Record. Mr. Conner Dunn was present and presented his appeal to the Board. It was determined that Mr. Conner may reapply at a later date when he shows more consistency with his recovery. The Director's determination was **UPHELD** (Motion made by J. Smoke; Seconded by D. Smith)

- C. Jonathan Hood- Appeal of Disqualification of Applications Based on Past Merit System Employment Record. The Director's determination was **UPHELD** (Motion made by J. Smoke; Seconded by D. Smith)
- D. Dock Scott - Appeal of Disqualification of Applications Based on Past Merit System Employment Record. In attendance virtually was Dock Scott who requested that his lawyer be present. Chairman Kenneth Moore approved this matter be placed on the May 25, 2023 board agenda. (Motion made by J. Smoke; Seconded by D. Smith)
- E. Quindarus Reeves - Appeal of Disqualification of Applications Based on Past Merit System Employment Record. The Director's determination was **UPHELD** (Motion made by J. Smoke; Seconded by D. Smith)
- F. Sage Barnwell - Appeal of Disqualification of Applications Based on Past Merit System Employment Record. The Director's determination was **UPHELD** (Motion made by J. Smoke; Seconded by D. Smith)

VII. INFORMATION AND DISCUSSION ITEMS

- A. Letter to the Three-Member Board from Sylvia Kimble regarding Personnel Board Rule 8.2. Personnel Director Jeff Crenshaw stated that he has been in contact with different agencies and this rule is on the list for possible revision.
- B. The Board acknowledged the list of Advanced Steps since the last Board meeting.
- C. The Board acknowledged three new contracts between the Jefferson County Department of Health, and Daphne Ballard, Krishanda Williams, and Alayisa Gurley, all of whom will provide WIC Peer Counseling services to Health Department patients who participate in the Jefferson County WIC Program by telephone or by clinic visits, were administratively approved in March due to the date change of the March Board Meeting. The Board has approved contracts for WIC peer counseling since 2017. These are one (1) year contracts, two of which began April 1, 2023; the other will begin May 1, 2023. All three contracts were let at a cost of \$12.50 per hour (not to exceed \$20,000 each). Based on the fact that services are performed sporadically and must be performed by a participant in the WIC program, they were approved.
- D. The Board acknowledged the bi-monthly expenditure reports for:
 - February 11, 2023 - March 3, 2023

- March 4, 2023 - March 17, 2023
- March 18, 2023 - March 31, 2023
- April 1, 2023 - April 7, 2023

Before moving to Action Item VIII, Board employee Pete Blank informed the Board members that an employee, Deandre Anderson requested a determination for her reinstatement request. This action was voted for by the Board Members in Action Item II (H). According to the Director Crenshaw, Mr. Anderson was denied reinstatement due to his incompleteness of his probationary period. Mr. Crenshaw also stated that Mr. Anderson can reapply, but cannot be reinstated. Director Crenshaw informed Mr. Anderson that he would have a Board employee contact him directly.

Also, in attendance was Brenda Thompson, who inquired about the Classification Survey regarding the fingerprint examiner job. Director Crenshaw informed her that this item will be placed on the May 25, 2023 board agenda.

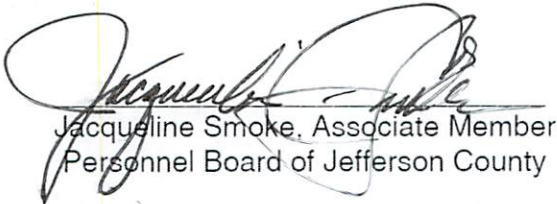
VIII. EXECUTIVE SESSION

Attorney Leslie Coyne stated that no executive session was needed.

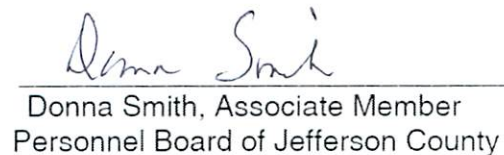
There being no further business, the meeting adjourned at 3:20 p.m.



L. Kenneth Moore, Chairman
Personnel Board of Jefferson County

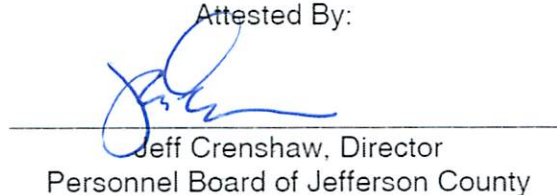


Jacqueline Smoke, Associate Member
Personnel Board of Jefferson County



Donna Smith, Associate Member
Personnel Board of Jefferson County

Attested By:



Jeff Crenshaw, Director
Personnel Board of Jefferson County