



Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

June 22, 2023

The Personnel Board of Jefferson County met on Thursday, June 22, 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; Cynthia Holiness, Business Office; and Leslie Coyne, Legal Counsel for the Personnel Board. Attending virtually were: Robert Groce, IT; Brian Bellenger, Testing; and other Personnel Board staff.

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

- A) Chair Moore called the meeting to order at 1:30 p.m. He dispensed of any opening remarks and proceeded to the Action Items.

II. ACTION ITEMS

- A) The Board approved the Board Minutes for the meeting held on June 5, 2023. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board approved the City of Birmingham's request to create the position of Chief Organizational Compliance Officer, job code 94030, in the Exempt Executive Service. (Motion made by J. Smoke; Seconded by D. Smith)
- C) 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 Department of Health and Bragg Risk & Compliance Services, LLC, who will provide expert advice and recommendations to the Department of Health in designing and implementing a Compliance Program. The contractor will temporarily provide consultants to act in compliance roles while establishing a compliance program. Bragg Risk & Compliance personnel will be paid based on hourly rates, and the estimated cost of the one-year

contract is \$150,000. Based on the fact that this contract is temporary, and services will be sporadic in nature, this contract is recommended for approval. Any renewals/extensions must be approved by the Three-Member Board. (Motion made by J. Smoke; Seconded by D. Smith)

- B) The Board approved contracts with the following three vendors for services associated with voting machine and related equipment delivery and setup for elections in Jefferson County. 1. Move & Store, LLC dba New Latitude Moving & Storage - will serve as the primary contractor. 2. Coleman Worldwide Moving LLC – will serve as secondary. 3. Armstrong Transfer and Storage Co., Inc./Armstrong Relocation – will serve as secondary contractor. The contractors will deliver, assemble and return voting and election systems at approximately 180 voting precincts throughout Jefferson County during municipal, general and special elections throughout the term of the contract. This is a 3-year contract effective July 26, 2023 – July 25, 2026, with no option to extend, at an estimated cumulative cost for all three contracts of \$810,000 (\$270,000 per year). The Board has previously approved similar contracts for these services. Based on the fact that the work is generally contracted and sporadic in nature (used to offset a spike in the volume of work during elections), these contracts are recommended for approval. (Motion made by D. Smith; Seconded by J. Smoke)

IV. ADMINISTRATIVE LEAVE WITH PAY

In one vote the Board approved Administrative Leave with pay A, B & C:

- A) Caleb Jefferson, Jefferson County Sheriff's Office - Request for 30-Day Extension of Administrative Leave with Pay **APPROVED** (Motion made by J. Smoke; Seconded by D. Smith)
- B) Jimmy McFarland, City of Birmingham - Request for 5-Day Extension of Administrative Leave with Pay **APPROVED** (Motion made by J. Smoke; Seconded by D. Smith)
- C) Derrick Williamson, City of Tarrant - Request for 30-Day Extension of Administrative Leave with Pay **APPROVED** (Motion made by J. Smoke; Seconded by D. Smith)

V. CONTESTED ITEMS

- A) Jisele McCain vs. Jefferson County (Environmental Services) - Case No. DA-2023-2433-JC (Termination) - Hearing Officer's Report & Recommendation. In attendance virtually was Attorney Donald Carroll for Jefferson County. The Board voted to **UPHOLD** the Hearing Officer's Report (Motion made by J. Smoke; Seconded by D. Smith)

- B) Jimmy Brown vs. City of Birmingham (Police Department) - Case No. DA-2022-2421-BH (Termination) – Respondents Emergency Motion to Stay. In attendance was Attorney Elizabeth Young for Jimmy Brown, Attorney Pamela Jones for the City of Birmingham attended virtually. The Board voted to **DENY** the Stay. (Motion made by J. Smoke; Seconded by D. Smith)

VI. APPEAL OF DIRECTOR'S DETERMINATION

- A) Christopher Thompson- Appeal of Disqualification of Applications Based on Past Merit System Employment Record. In attendance virtually was Christopher Thompson. The Director's determination was **UPHELD** (Motion made by J. Smoke; Seconded by D. Smith)

VII. INFORMATION AND DISCUSSION ITEMS

- A) The Board acknowledged the lease agreement with the Bessemer Civic Center for the purpose of administering the Firefighter Test.
- B) The Board acknowledged the following expenditure reports:
- May 20, 2023 – June 2, 2023


Before convening into an executive session, Judge Moore asked Director Jeff Crenshaw to explain to the Board the legislation that had passed. Director Crenshaw explained that one of the proposed legislations did pass and had been signed by the Governor. The City of Trussville was the only city that met the criteria for the new legislation.

VIII. EXECUTIVE SESSION


The Board convened an executive session at 2:04 pm to discuss pending litigation.

The executive session ended at 2:14 pm.

There being no further business, the meeting adjourned at 2:15 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