



Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

July 27, 2023

The Personnel Board of Jefferson County met on Thursday, July 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; 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 1:33 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 22, 2023. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board approved the proposed 2023-2024 budget of \$10,790,716 which is an increase of \$221,044 (or 2.1%) from the 2022-2023 budget. (Motion made by J. Smoke; Seconded by D. Smith)
- C) The Board approved the 2023-2024 Holiday Schedule. (Motion made by J. Smoke; Seconded by D. Smith)

In one vote the Board approved Action Items D,E,F,G,H,I, & J:

- D) The Board approved an engagement letter with each of the following firms to provide legal services to the Personnel Board for October 1, 2023 through September 30, 2024: Coyne Counsel & Consulting, LLC. Bainbridge, Mims, Rogers & Smith, LLP. (Motion made by J. Smoke; Seconded by D. Smith)
- E) The Board approved a contract renewal with IBM SPSS maintenance agreement for the amount of \$13,325.07 for the period August 1, 2023 through July 31, 2024. SPSS is a statistical software package that is used frequently by the Employment Testing Division

to conduct various statistical analyses. These analyses include test score calculations, questionnaire/survey analyses, adverse impact calculations, significance testing of group differences, item analyses, reliability and interrater agreement analyses, and analyses to support test development (e.g., factor analysis). Without this software, the PBJC would be unable to accurately evaluate the properties of the tests it administers and would fail to be able to comply with professional and legal standards. (Motion made by J. Smoke; Seconded by D. Smith)

- F) The Board approved a contract renewal with Intecrowd for Workday support and configuration consulting services. The contract term is one year beginning November 1, 2023 through October 31, 2024. Intecrowd is a Certified Workday Partner authorized to provide system consulting and configuration services on Workday systems to maximize Workday platform resources. Intecrowd will assist the Board's staff with troubleshooting and resolving system issues, as well as evaluating and providing suggestions and recommendations for improving functionality for Merit System agencies and employees. The consulting service contract scope includes coaching/training sessions and "how-to" guidelines to help Personnel Board staff. The existing consulting contract will expire on October 31, 2023. The contracted services will be billed at a rate of \$165 per hour - contract amount not to exceed \$20,000 for fiscal year 2024. (Motion made by J. Smoke; Seconded by D. Smith)

- G) The Board approved an Interpreter Service Agreement with the Alabama Institute of Deaf and Blind (AIDB) to provide sign language services on an as-needed basis. This is an interpreter service agreement/contract to use the Alabama Institute for Deaf and Blind (AIDB) to provide ASL interpretation for training classes and other Personnel Board services (testing, hearings) on an as-needed basis. The rate is \$55.00 per hour. (Motion made by J. Smoke; Seconded by D. Smith)

- H) The Board approved the contract renewal with Workday for hosting and maintenance support. Workday was implemented in 2018. It is an industry leading HCM solution that provides a fully integrated system that replaced our previous HR information system (Lawson) and application system (PeopleAdmin). Workday provides a full service HCM solution that eliminates the need for custom built integration between multiple systems (as we had with our previous systems) which enhances efficiency and creates more streamlined processes. This enables faster innovation, easier upgrades, and dynamic peer-to-peer collaboration within the Workday system. Workday provides additional functionality for the Board and its member agencies beyond what was viable with our previous systems, including performance management, job description management, and enhanced reporting capabilities, among other functionality. The current contract with Workday will expire September 30, 2023. The contract renewal is October 1, 2023 through September 30, 2028, in the amount of \$575,979 for years one through four, and the amount of the fifth year is \$575,982. (Motion made by J. Smoke; Seconded by D. Smith)

- I) The Board approved the contract renewal with Hampton Inn & Suites Birmingham Downtown-Tutwiler to provide hotel accommodations and services for the Personnel Board. The contractor will provide hotel accommodations for individuals traveling to Birmingham in support of the business operations of the Personnel Board. The current contract will expire September 30, 2023. The period of the renewal is October 1, 2023 through September 30, 2024. The 2024 budget for this service is \$84,390. (Motion made by J. Smoke; Seconded by D. Smith)
- J) The Board approved a contract with AdTrav Travel Management to provide air travel services for ongoing business operations of the Personnel Board. The contract will cover the period of October 1, 2023 through September 30, 2024. The contract has the option for renewal for two additional one-year periods. The FY 2024 budget for this service is \$49,680.(Motion made by J. Smoke; Seconded by D. Smith)
- K) 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 the County to engage in a contract between Jefferson County General Services and a Contractor to be determined. The contractor will provide architectural services related to the design and construction/renovation of an existing breakroom located at the Center Point Multi-Services Center and include services of an independent contractor to perform the designed renovations. This is a one-year contract to be executed upon approval, at an estimated cost of \$500,000. Based on the temporary and sporadic nature of the services, this contract is recommended for approval conditioned on the executed contract being filed with the Board and consistent with representations made in this submission. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board approved the City of Birmingham to engage in contracts between individuals who will serve as either investigators or mediators in support of the Mayor's new Public Safety Advisory Committee, which is being created to improve relationships between the community at large and the City's Police Department. Contractors will either investigate complaints presented to the Committee, or mediate the matters with an eye toward finding a solution. The City wants to engage vendors as needed, for the next twelve months, and expects to spend no more than an aggregate amount of \$150,000. Based on the sporadic nature of the services, and the need for anyone in these roles to remain independent, these contracts are recommended for approval conditioned on the established contracts being submitted for file upon execution and being consistent with representations made in this submission. (Motion made by D. Smith; Seconded by J. Smoke)

- C) The Board approved a new contract between the Jefferson County Compliance Department and Pages and Posts. The contractor will assist with the development of multiple County-wide organizational/governance program documents, including producing a Code of Conduct & Ethics, Compliance Framework, County Rules, a JeffCo Way document, a Safety Manual, and a new Employee Handbook, etc. Final comprehensive documents and marketing tools are expected to be completed as sub-projects (phases), and each sub-project is expected to last 7 to 10 weeks. Once the documents are produced and implemented, they will be maintained and updated on an ongoing basis by County staff. The overall project is expected to be completed no later than 12/30/2025, at a cost not to exceed \$85,000. Based on the fact that the contract is being used to address critical business needs, and will be temporary and sporadic in nature, this contract is recommended for approval. (Motion made by D. Smith; Seconded by J. Smoke)
- D) The Board approved a new contract between the City of Homewood and the Cahaba Solid Waste Authority for the collection and treatment (disposal) of the City's solid waste and refuse (including single-family residential garbage, infectious waste, trash, hazardous waste, recyclables, leaves, and storm debris) for the residents and certain municipal-owned buildings and parks within the corporate limits. This is an 8-year contract, with an anticipated cost of approximately \$1,577,436.80 per year (\$12,619,494.40 total). Based on the fact that these services are generally contracted and due to the anticipated annual savings, this contract is 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 & D:

- A) Caleb Machen, 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) Robert Boyd, 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)
- C) Cedric Smith, 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)

- D) Dennis Blackmon, 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)

V. CONTESTED ITEMS

- A) Anthoneria McElroy vs. Jefferson County (Workforce Development) - Case No. DA-2023-2431-JC (Termination) - Hearing Officer's Report & Recommendation. In attendance was Attorney Terrell E. McCants for Anthoneria McElroy and Attorney Donald Carroll for Jefferson County attended virtually. The Board voted to **UPHOLD** the Hearing Officer's Report. (Motion made by J. Smoke; Seconded by D. Smith)
- B) Dexter Hubbard vs. Jefferson County (Environmental Services) - Case No. DA-2023-2435-JC (Termination) - Parties' Joint Motion to Dismiss Appeal and Settlement Agreement. The Board voted to **APPROVE** the agreement. (Motion made by J. Smoke; Seconded by D. Smith)

VI. APPEAL OF DIRECTOR'S DETERMINATION

- A) Tequisha Witherspoon - Appeal of Director's Disqualification of Application based on past Merit System employment record. In attendance virtually was Tequisha Witherspoon. The Director's determination was **UPHELD**. (Motion made by J. Smoke; Seconded by D. Smith)

VII. INFORMATION AND DISCUSSION ITEMS

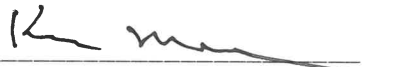
- A) The Board acknowledged that at the June 5, 2023 board meeting, the Three-Member Board approved the renewal of the Board's Cyber Protection Insurance with Beazley in the amount of \$9,080 for June 13, 2023 through June 13, 2024. Board staff were informed last week that taxes were added to the coverage once the policy had been bound. Alabama taxes are six percent which added an additional \$544.80 to the cost of the insurance renewal.
- B) The Board acknowledged the City of Birmingham's Ordinance 23-71, granting a 5% Cost of Living Adjustment to its Sworn Public Safety Personnel (Fire and Police).
- C) The Board acknowledged the list of Advanced Steps.
- B) The Board acknowledged the following expenditure reports:
- June 3, 2023 – June 17, 2023
 - June 18, 2023 – July 7, 2023

Director Jeff Crenshaw introduced the Personnel Board's undergraduate summer interns Sydney Lange and Ty Bell. He acknowledged the contributions that they made with pulling together social media graphics and defining brand developments. Director Crenshaw also explained the process of how interns are selected. Judge Moore and the Board thanked the interns for their work.


VIII. EXECUTIVE SESSION

There was no need for an executive session. Attorney Leslie Coyne did report that the circuit court upheld the Board's decision in the matter of David Stewart vs. the City of Bessemer.

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



L. Kenneth Moore, Chairman
Personnel Board of Jefferson County

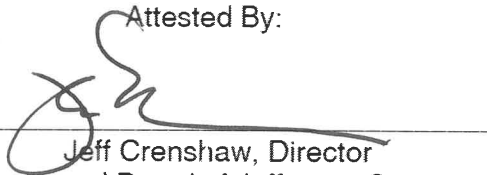


Jacqueline Smoke, Associate Member
Personnel Board of Jefferson County



Donna Smith, Associate Member
Personnel Board of Jefferson County

Attested By:



Jeff Crenshaw, Director
Personnel Board of Jefferson County