

Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

February 27, 2024

The Personnel Board of Jefferson County met on Tuesday, February 27, 2024. 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; Kim Kinder, Employee Services; and Brian Bellenger, Testing. Attending virtually were: Robert Groce, IT; Guy Dewees, Applicant Services; and other Personnel Board staff.

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

Chair Moore called the meeting to order at 2:04 p.m. Chair Moore 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 February 1, 2024. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board approved a contract between the Personnel Board and the Barber Vintage Motorsports Museum to host a training session scheduled on August 7, 2024. The rental cost of the space is \$500.00. (Motion made by J. Smoke; Seconded by D. Smith)
- C) The Board approved three (3) new jobs requested by the City of Birmingham:

Architecture Aide (#03074). This position will be responsible for assisting Architects and Building Specialists in conducting construction progress observations, administrative paperwork, scheduling activities, documenting existing conditions with photographs, measuring existing conditions for ADA compliance, taking and transcribing field dimension measurements, and facilitating construction communications. Based on our analysis, including internal comparators and reporting structure, this job is set at a grade 14, and a salary range of \$32,344 - \$50,190, for the City of Birmingham.

Building Specialist (#03073). This position will be responsible for examining problems reported in public buildings, facilities, structures, properties, etc. to help determine the

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cause of the problem and recommend a solution. Based on our analysis, including internal comparators and reporting structure, this job is set at a grade 24, and a salary range of \$52,686 - \$81,744, for the City of Birmingham.

Grants Manager (#02014). This position will be responsible for managing the City's Grants Department, and will oversee the administration of all grant funds in support of the various departments within the City. Based on our analysis, including internal comparators and reporting structure, this job is set at a grade 34, and a salary range of \$85,821 - \$133,141, for the City of Birmingham. (Motion made by D. Smith; Seconded by J. Smoke)

In one vote the Board approved Action Items D & E.

- D) The Board approved a new job, Compliance Officer - Health Department (#02804), grade TBD, that will report to the Health Officer and be responsible for overseeing the compliance program within the organization to ensure programs, policies, procedures, actions, etc., are compliant with established federal, state and local laws, and regulatory requirements. (Motion made by J. Smoke; Seconded by D. Smith)
- E) 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)

II. Jurisdiction Contracts

- A) The Board approved a contract between the City of Birmingham and HireQuest, who will provide waitstaff, food runners, and bussers for various events held at the Arlington Antebellum Home & Gardens throughout the year. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board approved a contract between the Jefferson County Commission Environmental Services Department and Pace Analytical Services to conduct specialized lab testing services at the County's water reclamation facilities. (Motion made by J. Smoke; Seconded by D. Smith)

IV. Administrative Leave with Pay

- A) Brandon Gurley, 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) Christopher Goodman vs. City of Birmingham (Police Department) - Case No. DA-2023-2459-BH (Suspension - 19 Days & 2 Days). In attendance was Attorney Pamela Jones for the City of Birmingham and Attorney Elizabeth Young for Christopher

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Goodman. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)

- B) Vincent Larry, Jr. vs. City of Birmingham (Police Department) - Case No. DA-2023-2460-BH (Termination) In attendance was Attorney Scott Morro for Vincent Larry Jr. and Attorney Pamela Jones for the City of Birmingham. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded D. Smith)
- C) Toraine Norris vs. City of Bessemer (Economic & Community Development) - Case No. DA-2023-2465-BS (Suspension - 10 Days). Associate Board Member Jacqueline Smoke recused herself from voting on this matter. In attendance was Attorney Aaron Killings Jr for the City of Bessemer and Attorney Scott Morro for Toraine Norris. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by D. Smith; Seconded by K. Moore)
- D) Stanley Thomas vs. City of Bessemer (Police Department) - Case No. DA-2019-2251-BS (Termination) - Notice to Remove Case from Stay. In attendance was Attorney Aaron Killings Jr. for the City of Bessemer and Stanley Thomas. The Board voted to **REMOVE** the stay. (Motion made by J. Smoke; Seconded by D. Smith)

VI. Appeal of Director's Determination

- A) Jaylon Evans - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- B) Larvell Green - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- C) Steven Foy - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- D) Rickytha Davis vs. Jefferson County Sheriff's Office - Grievance No. GR-2023- JC-10-0464 - Appeal of Director's determination that the grievance is ineligible for adjustment under Rule 15. In attendance was Rickytha Davis and Attorney Scott Morro. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)


VII. Information and Discussion Items

- A) The Board acknowledged an engagement agreement between the Personnel Board and Capitol Resources LLC to provide governmental affairs services to the Personnel Board from February 8, 2024 through February 7, 2025.
- B) The Board acknowledged a contract between the Personnel Board and Vestavia Hills Civic Center to host multiple training sessions of the Board's Maxwell Leadership Series classes. This is a no-cost contract.
- C) The Board acknowledged the list of Advanced Steps.
- D) The Board acknowledged the following expenditure reports:
 - January 13, 2024 – January 26, 2024
 - January 27, 2024 – February 9, 2024

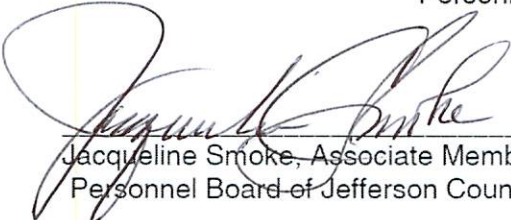
Before going into an Executive Session, Director Jeff Crenshaw introduced the Personnel Board's new Test Administration and Assessment Coordinator Sarah Freed. She is a graduate of North Alabama and the University of South Tennessee, and SHRM certified. She is also a transfer from Jefferson County.

VIII. Executive Session


An executive session was called to order at 3:14 pm for pending litigation. There being no further business the meeting adjourned at 3:28 pm.



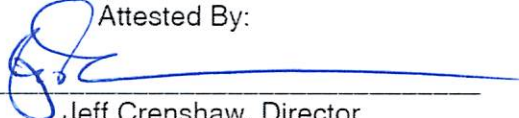
L. Kenneth Moore, Chairman
Personnel Board of Jefferson County



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