

Board Packet - 11/18/2025 Agenda

I. Opening Remarks

II. Operational Updates

III. Action Items

- A. Recommendation to approve the minutes of the September 23, 2025 meeting of the Three-Member Board.
- B. Recommendation that the Board approves a contract renewal between the Personnel Board and Alta Language Services for language proficiency assessments. Contract is for one-year renewal, effective January 1, 2026, at a cost of \$69.00 per assessment (estimated fewer than 100 assessments during the contract period.)
- C. Recommendation that the Three-Member Board approves the renewal contract between the Personnel Board and Ministry Brands (formerly High Grounds) for one year from December 1, 2025, through November 30, 2026, with a cost of \$3,588.00. Ministry Brands provides an advanced communication tool for maintaining contact with targeted groups through large-scale emails and alerts. The Board has used Ministry Brands to send mass emails to communicate such information as rule changes, survey information as well as meeting dates to employees within the Merit System.
- D. Recommendation that the Board approves a new Administration and Innovation Director job for the City of Vestavia Hills that will support the administrative, planning, and GIS functions within their jurisdiction. The position works under the City Manager.
- E. Recommend approval of City of Kimberly's Resolution No. 2025-11 authorizing entry into the Personnel Board Merit System and the corresponding salary schedules.
- F. Recommend approval of a Memorandum of Understanding (MOU) between the Personnel Board and Jefferson County Commission outlining a collaborative arrangement between the Personnel Board and County Commission to facilitate efficient and effective human resources employment selection processes through cooperative alignment of staff, responsibilities, and effective use of physical space in the 2121 Building.

IV. Jurisdiction Contracts

No items in this section

V. Administrative Leave with Pay

No items in this section

VI. Contested Items

- A. Amber Pettway vs. City of Birmingham (Information Management System)- Case No. DA-2525-2571-BH (ALWOP)- Respondent's Motion to Stay
- B. Antonio Hall vs. Jefferson County (Environmental Services)- Case No. DA-2025-2572-JC (Termination) - Joint Motion to Dismiss Appeal & Settlement Agreement
- C. Stephanie Scroggins Clemann vs. Jefferson County (Human Resources Department)- Case No. DA-2024-2529-JC (Suspension - 10 Days)- Joint Motion to Dismiss Appeal & Settlement Agreement
- D. Addrienna Lark vs. Jefferson County (Roads & Transportation) - Case No. DA-2025-2564-JC (Suspension - 80 Hours)- Joint Motion to Dismiss Appeal & Settlement Agreement
- E. Benjamin Mercer vs. Jefferson County (Environmental Services)- Case No. DA-2024-2533-JC (Termination)- Hearing Officer's Findings of Fact, Law, and Recommended Decision
- F. James Jackson vs. City of Birmingham (Police Department) - Case No. GR-2025-BH-01-0474 (Grievance)- Hearing Officer's Findings of Fact, Law, and Recommended Decision
- G. Eddie Dowdell vs. City of Birmingham (Department of Transportation)- Case No. DA-2025-2559-BH (Termination)- Hearing Officer's Report & Recommendation
- H. Chasity Bascomb vs. City of Birmingham (Department of Public Works)- Case No. DA-2025-2551-BH (Termination)- Hearing Officer's Report & Recommendation
- I. Daysha Hall vs. Jefferson County Sheriff's Office - Case No. DA-2025-2561-JC (Termination)- Hearing Officer's Report & Recommendation

VII. Appeal of Director's Determination

- A. Julian Anderson - Appeal of the Director's Decision to Disqualify Application
- B. Gracia Patterson - Appeal of the Director's Decision to Disqualify Application

C. Karen Phillips -Appeal of the Director's Decision to Disqualify Application

D. Christy Seals -Appeal of the Director's Decision to Disqualify Application

E. Rachel Thursby - Appeal of the Director's Decision to Disqualify Application

F. Gary Alan Fendley -Appeal of the Director's Decision to Disqualify Application

G. Dezmond Clopton - Appeal of the Director's Decision to Disqualify Application

H. Daysha Hall - Appeal of the Director's Decision to Disqualify Application

VIII. Information and Discussion Items

A. Recommend that the Board acknowledges a new contract between the Jefferson County and ClasTran. The vendor will continue to provide transportation services to and from fifteen senior centers to adult day care facilities, dialysis centers, medical and dental appointments, shopping trips, workshops, and up to fifty group field trips per year. This is a one (1) year contract, effective upon Commission Approval and ending September 30, 2026, at a cost of \$401,000 (the cost has remained the same since 2019). Based on the fact that the County does not possess the personnel or equipment to perform these services, and the represented savings achieved through contracting the services, this contract is recommended for acknowledgment. This contract was administratively approved by the director on October 13, 2025.

B. Recommendation that the Board acknowledges the request from the City of Mountain Brook to increase its salary schedules by 2.5%, effective October 7, 2025. This item was administratively approved by the Director on October 22, 2025.

C. Recommendation that the Board acknowledges the resolution from the City of Gardendale which increases their salary schedule by 3%, effective October 12, 2025. This item was administratively approved by the Director on October 8, 2025.

D. Recommendation that the Board acknowledges the request from the City of Homewood to increase its salary schedules by 4.5%, effective October 8, 2025. This item was administratively approved by the Director on October 22, 2025.

E. Recommendation that the Board acknowledges the list of Advanced Steps.

F. Administrative Approval of Reinstatement to Eligibility List

G. Recommendation that the Board acknowledge the Jefferson County Sheriff's Office request for a 30-Day Extension of Administrative Leave with Pay for Cerell Cole. The Director administratively approved this request on September 25, 2025.

- H. Recommendation that the Board acknowledge the Jefferson County Sheriff's Office request for a 30-Day Extension of Administrative Leave with Pay for Marquintis Knox. The Director administratively approved this request on October 1, 2025.
- I. Recommendation that the Board acknowledge the Jefferson County Sheriff's Office request for a 30-Day Extension of Administrative Leave with Pay for Kajacqueline Sanders. The Director administratively approved this request on October 17, 2025.
- J. Recommendation that the Board acknowledge the Jefferson County Sheriff's Office request for a 30-Day Extension of Administrative Leave with Pay for Jordan Agee. The Director administratively approved this request on October 30, 2025.
- K. Recommendation that the Board acknowledge the Jefferson County Sheriff's Office request for a 30-Day Extension of Administrative Leave with Pay for Shamonte Lanfair. The Director administratively approved this request on October 30, 2025.
- L. Recommendation that the Board acknowledge the Jefferson County Sheriff's Office request for a 30-Day Extension of Administrative Leave with Pay for Ashton Bagley. The Director administratively approved this request on October 30, 2025.
- M. Recommendation that the Board acknowledges the following expenditure reports:
- August 30, 2025 through September 12, 2025
 - September 13, 2025 through September 26, 2025
 - September 27, 2025 through October 10, 2025
 - October 11, 2025 through October 24, 2025

IX. Executive Session