



Personnel Board of Jefferson County

The Foundation of Your Merit System Career

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

December 12, 2022

The Personnel Board of Jefferson County met on Monday, December 12, 2022. Present at the meeting were: L. Kenneth Moore, Chair; Jacqueline Smoke, Associate Member; and Guin Robinson, Associate Member. Present from the Personnel Board were: Jeff Crenshaw, Acting Director; Pete Blank, Training; Kim Kinder, Employee Services; and Leslie Coyne, Legal Counsel for the Personnel Board. Attending virtually were Cynthia Holiness, Business Office; 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 1:30 p.m. He dispensed with any opening remarks and proceeded to the Action Items.

II. Action Items

- a) The Board approved the Board Minutes for the meeting held on October 27, 2022. (Motion made by J. Smoke; Seconded by G. Robinson)

- b) The Board authorized the Director to execute a contract renewal between High Ground Solutions and the PBJC for January 1, 2023, through December 31, 2023, for the amount of \$1,240.00. There is a \$440 increase in the contract amount from the preceding year due to the Board's increase in annual quantities for email and SMS transactions. (Motion made by J. Smoke; Seconded by G. Robinson)

- c) The Board authorized the Director to engage in a contract with Richard Conroy, Ph.D., to deliver Emotional Intelligence Training for law enforcement officers. The contract includes Dr. Conroy providing three full-day training sessions (between January 30, 2023 through February 4, 2023) that will include lecture, group and individual discussions, short video clips, individual and group activity completion exercises, pre-class EQ-i 2.0 assessment online, and an extensive personalized individual report of their EQ-i 2.0 assessment results. Cost of the contracted services is \$11,975, plus travel expenses (not to exceed \$3,225). (Motion made by J. Smoke; Seconded by G. Robinson)

- d) The Board authorized the Director to engage in a contract extension with ConvergeOne for the month of January, 2023, if needed, for Voice Over Internet Protocol (VOIP) services in the amount of \$2,356. The Personnel Board has been working with AT&T and ConvergeOne to execute a migration of its VOIP services resulting from RFP # 37-22 "Hosted VOIP solution for the Personnel Board" from ConvergeOne to AT&T. In order to maintain phone services while the migration is being fully executed, the Personnel Board has had to continue services with ConvergeOne through contract extensions executed in November and December, 2022. The Acting Director is seeking authorization to engage in an additional contract month, if needed, to ensure service is not disrupted if migration is not fully completed by the end of December. (Motion made by J. Smoke; Seconded by G. Robinson)
- e) The Board approved two new jobs: Director of Information Technology I, job code #02509, Grade 32, and Director of Information Technology II, job code #02510, Grade 34. These positions will direct activities related to the overall planning, organizing, and execution of information technology functions for the city reporting directly to the Mayor or City Manager. Director of Technology I is for cities with a population of less than 20,000, and Director of Technology II is for cities with a population of 20,000 or more. (Motion made by J. Smoke; Seconded by G. Robinson)
- f) 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 G. Robinson)

III. Jurisdiction Contracts

- a) The Board approved a new contract between the Jefferson County General Services Department and Squeegee Squad to provide window washing services for all exterior windows and designated glass areas at twelve (12) facilities on an annual basis. Squeegee Squad will furnish all equipment and supplies necessary to complete these services. This is a three (3) year contract at a cost of \$71,880 per year, for a total contract cost of \$215,640. Approval was based on the fact that these types of services are sporadic in nature, and generally contracted. (Motion made by J. Smoke; Seconded by G. Robinson)
- b) The Board approved new contracts between the Jefferson County Roads and Transportation Department and the following six contractors: Appraisals, Research & Consultants of Cullman; David W. Darden; Haller Real Estate Advisors; Integra Realty Resources; Real Estate Valuation Advisors; and Tillman Consulting. Said contractors will 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 projects. The preparation of the report and the review of the report must be performed by independent agencies. 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. Approval was based on the fact that the work must be performed by an independent party. (Motion

made by J. Smoke; Seconded by G. Robinson)

- c) The Board approved a new contract between the Jefferson County Information Technology Department and Aspire Technology Partners. Aspire will provide real-time remote monitoring, device management, and incident management across the County's critical infrastructure 24 hours a day, 7 days a week, 365 days a year. The Aspire proprietary platform, VIGILENS™, provides the foundation for delivery of the managed infrastructure and monitoring services. Services include firewall configuration, administration, monitoring, report generation, and support of firewall-related software; incident management that will identify, troubleshoot, and restore normal operational functionality if an incident is detected in a Managed Cisco ASA Firewall; and proactive activities such as trend analysis, health checks, platform tuning, and continual service improvement. This is a 1-year contract at a cost of \$95,344. Approval was based on services of this nature being generally contracted. (Motion made by J. Smoke; Seconded by G. Robinson)

IV. Administrative Leave with Pay

- a) Deputy Sergio Smith, Jefferson County Sheriff's Office (30-day Admin Leave). The Board voted to approve this 30-day extension of leave. (Motion made by J. Smoke; Seconded by G. Robinson)

V. Contested Items

- a) Angel Armstrong vs. City of Birmingham (Fire & Rescue Service)- Case No. DA-2022-2386-BH (Suspension - 14 days (4 shifts) - Hearing Officer's Report & Recommendation. In attendance was Attorney Pamela T. Jones Attorney for the City of Birmingham. Based upon a review of the record, the Board found the Hearing Officer's recommendation should be UPHELD. (Motion made by J. Smoke; Seconded by G. Robinson)
- b) Lee Powell vs. City of Birmingham (Office of the City Attorney) - Case No. DA- 2022-2380-BH & DA-2022-2381-BH (Suspension 10 days & 5 days) – Joint Motion to Dismiss Appeal & Settlement Agreement. The Board voted to approve this dismissal. (Motion made by J. Smoke; Seconded by G. Robinson)
- c) Stephon Green vs. City of Birmingham - Case No. DA-2019-225-BH - Complainant's Motion to Lift Stay. The Board voted to approve the Motion to Lift the Stay. (Motion made by J. Smoke; Seconded by G. Robinson)

VI. Appeal of Director's Determination

- a) Lakeiah Hall - Appeal of Disqualification of Applications Based on Past Merit System Employment Record. The Board voted to uphold the Director's determination (Motion made by J. Smoke; Seconded by G. Robinson)
- b) Telia Hooks - Appeal of Disqualification of Application Based on Past Merit System

Employment Record. Telia Hooks was in attendance virtually. The Board voted to uphold the Director's determination (Motion made by J. Smoke; Seconded by G. Robinson)

- c) Alfonzo Taylor - Appeal of Disqualification of Applications Based on Past Merit System Employment record. The Board voted to uphold the Director's determination (Motion made by J. Smoke; Seconded by G. Robinson)
- d) Jasmine Thornton - Appeal of Disqualification of Application Based on Past Merit System Employment Record. In attendance was Jasmine Thornton who spoke on her own behalf. The Board voted to uphold the Director's determination (Motion made by J. Smoke; Seconded by G. Robinson)
- e) Jasper Wade - Appeal of Disqualification of Applications Based on Past Merit System Employment record. The Board voted to uphold the Director's determination (Motion made by J. Smoke; Seconded by G. Robinson)

VII. Information and Discussion Items

- a) The Board acknowledged the list of Advanced Steps.
- b) The Board acknowledged a Resolution adopted by the City of Irondale placing Public Safety Dispatcher and Public Safety Dispatch Supervisor (00652 and 00654) on their public safety salary schedule, which was effective October 5, 2022. Employees in these jobs will be placed on the public safety salary schedule for the pay period beginning November 3, 2022.
- c) The Board acknowledged a Resolution adopted by the City of Pleasant Grove providing a 3% cost of living increase.
- d) The Board acknowledged a Resolution adopted by the City of Warrior providing a 10% cost of living increase.
- e) The Board acknowledged the following expenditure reports:
 - October 8, 2022 through October 28, 2022
 - October 29, 2022 through November 11, 2022
 - November 12, 2022 through December 2, 2022
- f) Discussion for Board Meeting dates for 2023. January meeting is scheduled for January 26, 2023. The remaining dates in 2023 will be revisited when the new Board Member arrives.

Presentation for outgoing Board Member Guin Robinson - Judge Moore presented Board Member Guin Robinson with a Certificate of Recognition on behalf of himself, Chair Member Jacqueline Smoke and the Personnel Board staff. Judge Moore acknowledged Board Member Robinson's ability to stay civic minded throughout his time served as a Board

Member and his drive to make sure that contracts were not started without Board approval. Chairman Moore also commended Board Member Robinson on balancing his workload while also taking care of his elderly mom. Board Member Robinson stated that it was an honor to serve and thanked his fellow Board Members, the Acting Director and staff.

VIII. Executive Session

Leslie Coyne, Legal Counsel for the PBJC indicated that there was no need to call an Executive Session. However, she notified the Board that there were two decisions from Circuit Court since the last board meeting: (1) denying Roosevelt Foster's motion to reconsider; and (2) upholding the Board's decision in the Cedric Thomas appeal.

There being no further business, the meeting adjourned at 2:19 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, Acting Director
Personnel Board of Jefferson County