



# Personnel Board of Jefferson County

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## **MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY**

December 20, 2022

The Personnel Board of Jefferson County met on Tuesday, December 20, 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; Leslie Coyne, Legal Counsel for the Personnel Board; and Kim Kinder, Employee Services. Attending virtually were Cynthia Holiness, Business Office; Guy Dewees, Applicant Services and other Personnel Board staff.

### **I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR**

Chair Moore called the meeting of the Three-Member Board to order at 1:00 p.m. Chairman Moore stated that the meeting is for the purposes of appointing a new Director of the Personnel Board. He noted that it has been nearly twenty years since the Board has had to appoint a Director and commended the previous Director, Lorren Oliver, for his 20 years of excellent work in the role. Chairman Moore stated that after Mr. Lorren Oliver retired, a selection process was established by the Three-Member Board, and it is their obligation and responsibility to select and hire the Executive Director. Chairman Moore also stated that the Board Members took the responsibility very seriously.

Chairman Moore outlined the recruitment and resume review process in which the Personnel Board engaged for finding qualified candidates, including multiple posting periods and additional application period to ensure a wide and broad scope of candidates. From this recruitment process, 34 applications were received and reviewed. He informed the public that the work provided by the Personnel Board is specialized, and requires related education and experience. A total of six candidates were identified as best meeting the requirements of the Board and invited to interview. Four of the six accepted the invitation and were interviewed. Chairman Moore indicated that all interviewees were well-qualified and performed very well in the interview process.

Chair Moore also noted that his fellow Board Members played a significant role in the process, including Board Member Guin Robinson who will be ending his time on the Board next month.

Associate Member Robinson stated that the Personnel Board does important work and there is nothing more important than transferring the "gavel". He agreed with Chairman Moore that they had a strong process, and wanted to assure the public, they did everything in their power to select the best candidate. Associate Member Robinson stated that he was satisfied with the pool of applicants. He also mentioned that the Board Members did their due diligence and he was confident in choosing a candidate.

Associate Member Smoke agreed with the other Board Members, and wanted to emphasize that she was confident that the Board was diligent in their duty, and could identify the best person for the position.

Chairman Moore thanked Associate Member Smoke for her influence and significant impact on the process. He stated that she spent a lot of time, was heavily involved and brought her expertise to the process, as well as Associate Member Robinson.

## **II. Action Items**

- a) The Board voted to hire Jeffrey Crenshaw as the new Personnel Board Executive Director. (Motion made by G. Robinson; Seconded by J. Smoke)

Chairman Moore commended Dr. Crenshaw regarding his interview stating that in every answer he placed the Board's interests above his own interests. Chairman Moore asked Dr. Crenshaw to make a few comments.

Dr. Crenshaw thanked the Three-Member Board for all of their comments and thanked everyone who attended the special meeting. He also thanked the Board Members for their support, their efforts and their diligence during the selection process, and the confidence that they shown in him to ensure the organization continued to move forward effectively and productively. He also thanked the Personnel Board staff and managers for all of their hard work, collaboration and support he has received. He stated that he could not do the job effectively without each and everyone on staff. Dr. Crenshaw also expressed his appreciation to the preceding Director, Lorren Oliver, for mentoring him and preparing him for the job. He thanked Mr. Oliver for the strong foundation that he had created at the Board, and he will strive to uphold it. He also stated that the organization and staff meant a tremendous amount to him, and the confidence they have shown him is truly appreciated. In closing, he stated that he hoped to move the organization forward productively and effectively, and do the best he can to improve the services that the

Personnel Board provides.

Chairman Moore opened the floor of the meeting to accept any comments from the public regarding the Boards' decision. None were made.

**VIII. Executive Session**

Leslie Coyne, Legal Counsel for the PBJC did not need to call an Executive Session.

There being no further business, the meeting adjourned at 1:14 p.m.



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L. Kenneth Moore, Chairman  
Personnel Board of Jefferson County



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Jacqueline Smoke, Associate Member  
Personnel Board of Jefferson County



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Donna Smith, Associate Member  
Personnel Board of Jefferson County

Attested By:



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Jeff Crenshaw, Director  
Personnel Board of Jefferson County