



# Personnel Board of Jefferson County

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

October 3, 2023

The Personnel Board of Jefferson County met on Tuesday, October 3, 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; and Kim Kinder, Employee Services Division Manager; Leslie Coyne, Legal Counsel for the Personnel Board and Alfred "Buddy" Smith, Legal Counsel for the Personnel Board. Attending virtually were Robert Groce, IT Division Manager; Brian Bellenger, Testing Division Manager; and other Personnel Board staff.

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

Chair Moore called the meeting to order at 1:31 p.m. and dispensed of any opening remarks

### **II. Executive Session**

Chair Moore acknowledged the need for an executive session to be briefed by Alfred "Buddy" Smith, Legal Counsel for the Personnel Board, regarding pending litigation. Chair Moore suspended the public meeting at 1:32 pm to enter into executive session.

The meeting was reconvened at 1:51 pm by Chair Moore and he proceeded to the Action Items.

### **III. Action Items**

- A. The Board approved the Board Minutes for the meeting held on August 24, 2023. (Motion made by J. Smoke; Seconded by D. Smith)
- B. The Board approved the Resolution for Board staff to receive a five percent cost of living adjustment effective October 7, 2023. (Motion made by J. Smoke; Seconded by D. Smith)

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- C. The Board approved the renewal of a Personnel Board contract with eSkills to provide computer-based skills testing to job candidates for October 1, 2023 through September 3, 2024. The contract is based on an estimate of 2,000 on-line tests administered with no additional costs should the number of tests exceed this number. The contract amount will not exceed \$10,000 (same cost as last year). (Motion made by J. Smoke; Seconded by D. Smith)
- D. The Board approved the renewal of a contract with One Diversified, LLC. to provide routine maintenance and support for the 2nd Floor Testing Facility for October 1, 2023 through September 30, 2024. The contract amount is \$21,387. (Motion made by J. Smoke; Seconded by D. Smith)
- E. The Board approved a contractual agreement between the Personnel Board and Ms. Concetta Lewis (Vice President of Talent at Daxko) to serve as a guest speaker and facilitator during the Personnel Board's In-Service Day. The contract amount is \$500. (Motion made by J. Smoke; Seconded by D. Smith)
- F. The Board approved a contract between the Personnel Board and ACT WorkKeys. The contract will allow the Personnel Board to become an authorized administrator of the ACT WorkKeys BAT test, a test required by the State for some Police Officer applicants to be eligible to attend the Police Academy. Engaging in this contract will allow the Personnel Board to administer the test at no cost to the candidate (i.e., the Personnel Board will cover the cost) in an effort to help remove a significant obstacle to applicants desiring to be considered for the position of Police Officer or Deputy Sheriff. The contract covers the term of November 1, 2023 - September 30, 2024 at a cost of \$40.50 per test (total cost for three individual components at \$13.50 per test). (Motion made by J. Smoke; Seconded by D. Smith)
- G. The Board approved the City of Birmingham's request to appoint the position of Capital Projects Director for the Capital Projects Department to the Exempt Executive Service. (Motion made by J. Smoke; Seconded by D. Smith)
- H. The Board approved the new job class of Chief District Attorney's Investigator (#06477), with a pay grade of 28, and a salary range of \$67,142 to \$104,166 for Jefferson County District Attorney's Office. This position will b will oversee and lead investigative operations within the District Attorney's Office. (Motion made by J. Smoke; Seconded by D. Smith)
- I. The Board approved the new job class of Park Ranger (#06550), with a pay grade of 18, and a salary range of \$39,312 - \$61,006 for the City of Birmingham. This position will be used by the Birmingham Police Department and will be responsible for patrolling assigned parks on foot or by vehicle to guard against vandalism, fire, theft, unlawful entry and other pertinent dangers to the park and park visitors. (Motion made by D. Smith; Seconded by J. Smoke)

- J. The Board approved a new job class of Social Media Specialist (#02520) at a pay grade of 22. This position will be used by the Personnel Board of Jefferson County and will be available to any Merit System agency that needs a social media position. The job is intended to enhance an Agency's online presence, engage with its target audience, and drive awareness of Agency activities and career and employment opportunities through various social media platforms. The job will also design, plan, and execute all social media and digital marketing content including websites, system graphics, social media, and electronic marketing materials, as well as occasional printed marketing materials. (Motion made by J. Smoke; Seconded by D. Smith)
- K. The Board approved the new job class of Marketing and Branding Coordinator (#02094), with a pay grade of 19, and a salary range of \$41,288 - \$64,043 for the City of Birmingham. This position will be used by the Birmingham Human Resources Department and will be responsible for creating and posting flyers, developing and refining messaging in accordance with internal brand, managing social media accounts, coordinating swag orders and maintaining swag inventory logs. (Motion made by J. Smoke; Seconded by D. Smith)
- L. 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)
- M. The Board approved the City of Mountain Brook's Resolution 2023-147, which grants an across-the-board 3% Cost of Living Adjustment to Classified Employees, effective October 10, 2023. (Motion made by J. Smoke; Seconded by D. Smith)

#### **IV. Jurisdiction Contracts**

- A. The Board approved an amendment to a contract between the Jefferson County Roads and Transportation Department and Central Alabama Asphalt & Construction Company. The original contract was approved Board approved in September, 2022 and executed by the Jefferson County Commission on October 20, 2022. This amendment is put forth to accommodate an increase in paving to 6,173 tons resulting from the request of a City for additional paving. The County is staffed and scoped to hit internal targets, and this contract amendment allows flexibility and capacity to meet the needs and requests of other municipalities. The estimated cost of the contract now shall not exceed \$740,760.00 on an annual basis. All remaining elements of the contract remain unchanged. (Motion made by J. Smoke; Seconded by D. Smith)

In one vote the Board approved contracts B&C.

- B. The Board approved a new contract between the Jefferson County Department of Health and The Bloom Group to provide consulting and government relations services

to the Board of Health by monitoring legislative and regulatory activities related to the Board of Health, or having a potential to impact the Board of Health's mission or interest, by using its extensive network of contacts and access to engage and educate key decision makers regarding the Board of Health's mission and its interests, with the goal of protecting and furthering the same. The Bloom Group will also provide written monthly updates and, when requested, present in-person or virtual updates to the Board, the County Health Officer, or his designee(s). This is a 1-year contract costing \$42,000 (plus a maximum of \$5,000 for expenses). The Board has approved contracts for these services since March 8, 2022. Based on the fact that the services are temporary and sporadic in nature, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)

- C. The Board approved two new contracts between the Jefferson County Department of Health and The Force Law Enforcement and Security Company who will continue to provide security services on a part-time, as-needed basis. Unarmed guard services under this contract will be used primarily to provide coverage on weekends at the Guy M. Tate Building at \$18 per hour (\$44,928); additional coverage to be provided during holidays, special events, and when Classified Guards are absent due to illness or vacation at a rate of \$22.50 per hour. The services provided under the contract for unarmed guards are not exceed \$50,000. Law enforcement services under this contract will be located at Central, Eastern, and Western clinics Monday – Friday between the hours of 7:30 a.m. and 4:30 p.m. at \$40 per hour (\$395,200); additional coverage to be provided during special events at a rate of \$50 per hour. The services provided under the contract for armed guards (APOST certified police officers) are not exceed \$400,000. These are one (1) year contracts, effective October 1, 2023 – September 30, 2024, with no extension option. Based on the sporadic nature of the guard services, and the fact that the JCDH has no authority to directly hire law enforcement officers, these contracts are recommended for approval. (Motion made by D. Smith; Seconded by J. Smoke)

**V. Administrative Leave with Pay**

- A. Trevor Coar, 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)

**VI. Contested Items**

- A. Tiffany Reed vs. City of Birmingham (Department of Public Works) - Case No. DA-2023-2436-BH (Termination)- Hearing Officer's Report & Recommendation. In attendance was Attorney Ted Smith for the City of Birmingham. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)

- B. Verlisa J. Coachman vs. City of Birmingham (Community Development) - Case No. DA-2023-2434-BH (Termination)- Hearing Officer's Report & Recommendation. In attendance was Attorney Joseph Abrams for the City of Birmingham, and Attorney Ramon Martin for Verlisa Coachman. The Board voted to **REVERSE** the Hearing Officer's Recommendation and **UPHOLD** the Termination. (Motion made by D. Smith; Seconded by K. Moore)
- C. Jimmy Brown vs. City of Birmingham (Police Department) - Case No. DA-2022-2421-BH (Termination) - Hearing Officer's Report & Recommendation. In attendance was Attorney Pamela T. Jones for the City of Birmingham, and Attorney Scott Morro for Jimmy Brown. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- D. Stephon Green vs. City of Birmingham (Police Department) - Case No. DA-2019-2254-BH (Termination) - Hearing Officer's Report & Recommendation. In attendance was Attorney Joseph Abrams for the City of Birmingham, and Attorney Scott Morro for Stephon Green. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by D. Smith; Seconded by J. Smoke)
- E. Chandra Brown vs. Jefferson County Department of Health - Case No. DA-2023-2443-JC (Termination)- Hearing Officer's Report & Recommendation. In attendance was Attorney Whitney Brown for Jefferson County Department of Health. The Board voted to **DISMISS** Ms. Brown's appeal due to abandonment and failure to participate on the part of Ms. Brown. (Motion made by J. Smoke; Seconded by D. Smith)
- F. Carletra Jackson vs. Jefferson County Sheriff's Office - Case No. DA-2023-2443-JC (Termination)- Hearing Officer's Report & Recommendation. In attendance was Latanishia W. Hunter for the Jefferson County's Sheriff's Office, and Attorney Scott Morro for Carletra Jackson. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- G. Wayne Curry vs. City of Tarrant (Police Department) - Case No. DA-2023-2448-TC (Termination)- Hearing Officer's Report & Recommendation. In attendance was Attorney Michael Brymer for the City of Tarrant, and Attorney Adam P. Morel for Wayne Curry. The Board voted to **UPHOLD** the Hearing Officer's Recommendation to reinstate officer Wayne Curry. (Motion made by D. Smith; Seconded by J. Smoke)

## VII. Appeal of Director's Determination

- A. Derrick Williamson, Jr. vs. City of Tarrant (Police Department) - Grievance No. GR-2023- TC-06-0459 - Appeal of Director's determination that the grievance is ineligible for adjustment under Rule 15 (Grievances) In attendance was Derrick Williamson. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)

**VIII. Information and Discussion Items**

- A. The Board acknowledged the City of Homewood's Resolution 23-121, which grants an across-the-board 4% Cost of Living Adjustment to Classified Employees, effective October 1, 2023.
- B. The Board acknowledged the Jefferson County Commission Resolution, which grants an across-the-board 3.5% Cost of Living Adjustment to Classified Employees, effective October 7, 2023.
- C. The Board acknowledged this one-time lump-sum longevity payment for full-time classified Jefferson County Health Department employees.
- D. The Board acknowledged the City of Irondale's Resolutions Number 2023-R-92 and 2023-R-119, which grant a 7.5 % Cost of Living Adjustment for regular Classified Employees (non-Public Safety) and a 5% Cost of Living Adjustment for employees paid under the Public Safety salary schedule, effective October 4, 2023.
- E. The Board acknowledged the City of Trussville's Resolution 2023-61, which grants an across-the-board 3% Cost of Living Adjustment to Classified Employees (non-Public Safety), effective October 7, 2023.
- F. The Board acknowledged the City of Vestavia Hills' Resolution 5473, which grants an across-the-board 4% Cost of Living Adjustment to Classified Employees (non-Public Safety), and a 9% Cost of Living Adjustment to its Executives, effective October 1, 2023.
- G. The Board acknowledged the City of Fultondale's Resolution 2308, which grants an across-the-board 3% Cost of Living Adjustment to Classified Employees, effective October 1, 2023.
- H. The Board acknowledged the City of Gardendale's Resolution, which grants an across-the-board 3% Cost of Living Adjustment to Classified Employees, effective October 15, 2023.
- I. The Board acknowledged the City of Leeds' Resolution 2023-09-10, which grants an across-the-board 10% Cost of Living Adjustment to Classified Employees, effective the next available pay period in October, 2023.
- J. The Board acknowledged the list of Advanced Steps.
- K. The Board acknowledged the following expenditure reports:

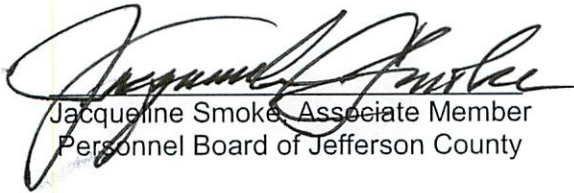
Board Meeting for October 3, 2023

- August 12, 2023 - August 25, 2023
- August 26, 2023 - September 8, 2023

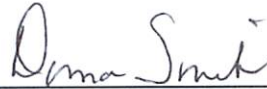
There being no further business the meeting adjourned at 4:06 pm



L. Kenneth Moore, Chairman  
Personnel Board of Jefferson County

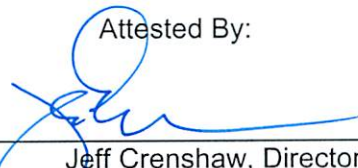


Jacqueline Smoke, Associate Member  
Personnel Board of Jefferson County



Donna Smith, Associate Member  
Personnel Board of Jefferson County

Attested By:



Jeff Crenshaw, Director  
Personnel Board of Jefferson County