



Personnel Board of Jefferson County

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MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

October 26, 2023

The Personnel Board of Jefferson County met on Thursday, October 26, 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; Kim Kinder, Employee Services Division Manager; and Leslie Coyne, Legal Counsel for the Personnel Board. Attending virtually were: Robert Groce, IT Division Manager; Brian Bellenger, Employment Testing Division Manager; and other Personnel Board staff.

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

Chair Moore called the meeting to order at 1:33 p.m. He 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 October 3, 2023.
(Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board approved one new internal Personnel Board policy and one revised Personnel Board policy for adoption effective October 26, 2023:
 - a) Break Time for Nursing Mothers Law, amended to include Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act - new
 - b) Workplace Accommodation - revised(Motion made by J. Smoke; Seconded by D. Smith)
- C) The Board approved a new job class of Workday Systems Specialist (#02524). This position will be used by the Personnel Board of Jefferson County and be responsible for performing critical quality control reviews to ensure appropriate and accurate processing of Merit System records within Workday, calculating and maintaining Merit System agencies' salary schedules, reviewing jurisdictions' payroll records for

certification purposes, ensuring records are consistent with the Rules and Regulations, educating and training agency end users on Workday processes, and troubleshooting and ensuring resolution of any system or business processing errors. Based on available market and internal comparison data, this job is set at a grade 25 (salary range of \$56,069 - \$85,078). (Motion made by J. Smoke; Seconded by D. Smith)

III. Jurisdiction Contracts

- A) The Board approved a new contract between the Jefferson County Information Services Department and WGI Geospatial for aerial photography services to produce new scale mapping and imagery for 1,124 square miles of Jefferson County. This information will be used by various Jefferson County departments and partners. This is a three (3) year contract with no extension option, at a cost of \$1,292,559.53. The Board previously approved a similar contract in 2019 for these services. Based on the fact that these services are specialized in nature, and are normally contracted, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)

- B) The Board approved a new contract between the Jefferson Environmental Services Department and Building and Earth Sciences, Inc. The contractor will provide geotechnical, material testing and special inspection services to be utilized for various sewer line, pump station, and water reclamation facility projects and will vary according to each project's needs. These services may be required during design and/or construction and include both field and laboratory services. This is a three-year contract, with a cost not to exceed \$300,000, and services will be performed on an as-needed basis and linked to public works construction projects. Given that the services provided are sporadic in nature, and not Merit System work, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)

- C) The Board approved a new contract between the Jefferson County Roads and Transportation Department and LaBella Associates. LaBella Associates will develop Shannon Landfill cap repair construction drawings, a Project Manual for the bidding and construction of cap repairs at the landfill, conduct the pre-bid conference to provide clarity to bidders regarding the technical specifications and drawings, and correspond and meet with the County, the Alabama Department of Environmental Management (ADEM) and the US Fish and Wildlife Service as needed. This contract will not exceed \$55,000, and services are expected to be completed within six months. Based on the temporary and sporadic nature of this contract, it is recommended for approval. (Motion made by D. Smith; Seconded by J. Smoke)

IV. Administrative Leave with Pay

No items in this section

V. Contested Items

- A) Michael Williams vs. Jefferson County (Roads & Transportation) - Case No. DA-2023-2440-JC (Termination) - Hearing Officer's Report & Recommendation. The Board voted to **DISMISS** Mr. Williams appeal due to lack of prosecution. (Motion made by J. Smoke; Seconded by D. Smith)
- B) Gabriel Richard vs. City of Birmingham (Fire & Rescue Service) - Case No. DA-2023-2451-BH (Termination) - Hearing Officer's Report & Recommendation. In attendance was Attorney Pamela Jones with the City of Birmingham. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by D. Smith; Seconded by K. Moore)
- C) Marcus Matthews-Levins vs. City of Birmingham (Police Department) - Case No. DA-2023-2454-BH (Termination) - Joint Motion to Dismiss Appeal & Settlement Agreement. The Board voted to **GRANT** the Joint Motion to Dismiss. (Motion made by J. Smoke; Seconded by D. Smith)

VI. Appeal of Director's Determination

- A) Lisa Potts - 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) Neicko White - Appeal of Director's disqualification of application based on past Merit System employment record. (Secondary Employment). In attendance virtually was Neicko White. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- C) Tiffany Peterson - Appeal of Director's disqualification of application based on past Merit System employment record. In attendance virtually was Tiffany Peterson. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- D) Quincy Coleman - Appeal of Director's disqualification of application based on past Merit System employment record. In attendance was Attorney Lashetta Coleman who represented Quincy Coleman. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- E) Kevin Stanley - Appeal of Director's determination regarding submitted grievance. In attendance was Kevin Stanley. The Board voted to not vote on the determination at this Board Meeting pending further investigation.


VII. Information and Discussion Items

- A) The Board acknowledged the City of Bessemer's Ordinance #3666 which grants an across-the-board 2% Cost of Living Adjustment to Classified Employees, effective October 17, 2023.
- B) The Board acknowledged City of Bessemer Resolution #839-23 authorizing one-time bonus payments (equivalent to 10% of salary) effective November 10, 2023 for two positions with the City (Finance Director and Community Development Director) as a result of assignment of additional duties and responsibilities stemming from the American Rescue Plan Act.
- C) The Board acknowledged the list of Advanced Steps.
- D) The Board acknowledged the following expenditure reports:
 - September 9, 2023 - September 22, 2023
 - September 23, 2023 - October 13, 2023

VIII. Executive Session

An executive session was held at 2:15pm.


There being no further business the meeting adjourned at 2:35 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