



Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

December 5, 2023

The Personnel Board of Jefferson County met on Tuesday, December 5, 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; Leslie Coyne, Legal Counsel for the Personnel Board; Kim Kinder, Employee Services; and Pete Blank, Training and Organizational Development. Attending virtually were: Cynthia Holiness, Business Office; Robert Groce, IT; Brian Bellenger, Testing; 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 1:33 p.m. Chair Moore suspended the public meeting at 1:35 pm.

II. Executive Session

Chair Moore acknowledged the need for an executive session to discuss pending litigation. The regular scheduled meeting resumed at 2:01 pm. Chair Moore dispensed of any opening remarks and proceeded to the action items.

III. Action Items

- A) The Board approved the Board Minutes for the meeting held on October 26, 2023. (Motion made by J. Smoke; Seconded by D. Smith)

- B) The Board approved a contract renewal between the Personnel Board and Ministry Brands formerly named High Ground Solutions. Ministry Brands provides an advanced communication tool for maintaining contact with targeted groups through large-scale emails and alerts. The contract is for one year from January 1, 2024 through December 31, 2024 with a cost of \$1,295.00. (Motion made by J. Smoke; Seconded by D. Smith)

- C) The Board approved a contract renewal between the Personnel Board and Falls Facility, Inc. for professional custodial services for all Personnel Board offices within the 2121 building. This is a one-year contract with an option to renew one additional one-year period. The contract renewal is for February 1, 2024 through January 31, 2025, in the amount of \$28,544.48 per year. (Motion made by J. Smoke; Seconded by D. Smith)

IV. Jurisdiction Contracts

- A) The Board approved a new contract between the City of Trussville and Jefferson County 911 Emergency Communications District, Inc. to provide public safety dispatch services, both staffing and equipment, for police and fire department emergency calls. The work to be provided under this contract is continuous in nature and has traditionally been handled by Merit System employees; however, based on representations by the City of Trussville through the submitted supporting documentation, the work can be performed more economically (estimated at approximately 38% cost reduction or \$2.3M over the life of the contract) at a comparable service level through this contract. The effective date of the contract would be February 1, 2024. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board approved a new contract between the Jefferson County Environmental Services Division and Duke's Root Control, Inc. Duke's will continue to provide root control services through chemical treatment of Jefferson County sewers. This service is necessary to prevent sewer overflows and backups in customer homes and businesses due to the pipes being clogged with roots. This contract includes all equipment, chemicals, supplies, labor and chemical licenses. This contract includes 259,500 linear feet of pipes for initial treatment, to be completed at a cost of \$501,650, in no more than 270 days from the notice to proceed. Based on the services being temporary/intermittent in nature and generally contracted, and the County not possessing the equipment or the licenses to perform the service, the contract is recommended for approval. The Board has approved similar contracts in the past with Duke's Root Control. (Motion made by J. Smoke; Seconded by D. Smith)
- C) The Board approved a new contract between the Jefferson County Budget Management Office and MGT of America Consulting, LLC. The contractor will develop a detailed cost allocation plan in accordance with the policies & procedures of OMB A-87, which provides principles used to establish allowable costs incurred by state and local governments under grants, cost-reimbursement contracts and other agreements ("Federal Awards") with the Federal Government. This is a fixed-fee, three-year contract with a total cost of \$54,770 (Year 1: \$17,720; Year 2: \$18,250; Year 3: 18,800.). The Board has approved similar contracts with MGT of America since 2018. Based on the specialized knowledge required, the fact that the services are performed sporadically, the fact that the services are traditionally contracted and the fact that County does not possess the equipment or staff to perform the services, the contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)

- D) The Board approved a contract between Jefferson County Roads and Transportation and ABC Towing who will provide 24-hour wrecker and towing services, including towing and wrecker services for evidentiary investigations to various locations as directed by the Sheriff's Department. This is a three (3) year contract, at an estimated cost of \$45,000 per year. Based on the fact that services will be sporadic, and the County lacks the equipment and personnel to tow vehicles of more than 10,000 pounds, this contract is recommended for approval. The Board has approved similar contracts since 2014. (Motion made by J. Smoke; Seconded by D. Smith)

- E) The Board approved a new contract between the Jefferson County Youth Detention Center and Levitate Legal and Consulting, who will provide the following services: grant tracking; program development and management; grant writing; grant implementation, monitoring and evaluation; and legal analysis and compliance. This is a 1-year contract at a cost not to exceed \$90,000, and includes an option for the County to renew for two 1-year periods. Based on the sporadic nature of the services, the breadth of resources provided through the team (grants project manager, a researcher/paralegal, and an executive assistant), and the associated cost savings, the contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)

- F) The Board approved a new contract between the City of Leeds and Community Engagement Associates, LLC. who will facilitate the City's website redesign and social media presence, including communication and marketing services. This is a one (1) year contract, at a cost of \$24,000. Based on the temporary and sporadic nature of these services, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)

V. Administrative Leave with Pay

- A) DeMarco Starks, 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)

- B) Katherine Snider, City of Birmingham - Request for 30-Day Administrative Leave with Pay. **APPROVED** (Motion made by J. Smoke; Seconded by D. Smith)

- C) Wendell Major, City of Tarrant - Request for 30-Day Administrative Leave with Pay. Associate Member Jacqueline Smoke recused herself from voting for legal reasons. Judge Moore expressed that this item has no reflection with regards to ongoing litigation. **APPROVED** (Motion made by K. Moore; Seconded by D. Smith)

- D) Jude Washington, 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)

- E) Sean Richardson, Vestavia - Request for 45-Day Administrative Leave with Pay. **APPROVED** (Motion made by J. Smoke; Seconded by D. Smith)

VI. Contested Items

- A) Willie L. Brown, Jr. vs. Jefferson County (Development Services) - Case No. DA-2023-2437-JC (Suspension - 10 days) - Hearing Officer's Report & Recommendation. In attendance was Willie L. Brown Jr., and Attorney Don Carroll for Jefferson County who attended virtually. The Board voted to **UPHOLD** the Hearing Officer's Report (Motion made by J. Smoke; Seconded by K. Moore; opposed D. Smith)
- B) Wendie S. Williams vs. City of Birmingham (Department of Public Works) - Case No. DA-2023-2447-BH (Termination) - Hearing Officer's Report & Recommendation. In attendance was Attorney Ted Smith for the City of Birmingham and Attorney John Goldfarb for Wendi Williams who was also in attendance. The Board voted to **UPHOLD** the Hearing Officer's Report (Motion made by J. Smoke; Seconded D. Smith)
- C) Johnny Oliver vs. City of Birmingham (Department of Public Works) - Case No. DA-2022-2408-BH (Termination) - Hearing Officer's Report & Recommendation. In attendance was Attorney Scott Morro for Johnny Oliver who was also in attendance, and Attorney Pierre Mede for the City of Birmingham. The Board voted to **UPHOLD** the Hearing Officer's Report (Motion made by J. Smoke; Seconded by D. Smith)
- D) Frank Atkins vs. City of Birmingham (Department of Public Works) - Case No. DA-2023-2439-BH (Suspension - 10 days) - Hearing Officer's Report & Recommendation. In attendance was Frank Atkins, and Attorney Pierre Mede for the City of Birmingham. The Board voted to **UPHOLD** the Hearing Officer's Report (Motion made by J. Smoke; Seconded by D. Smith)
- E) Jimmy L. McFarland, Jr. vs. City of Birmingham (Department of Public Works) - Case No. DA-2023-2449-BH (Termination) - Joint Motion to Dismiss Appeal & Settlement Agreement Recommendation. The Board voted to **APPROVE** the agreement. (Motion made by J. Smoke; Seconded by D. Smith)
- F) Carl Endert vs. City of Birmingham (Police Department) - Case No. DA-2023-2445-BH (Termination) - Hearing Officer's Report & Recommendation. In attendance was Attorney Julian Henderson for Carl Endert, and Attorney Ted Smith for the City of Birmingham. The Board voted to **UPHOLD** the Hearing Officer's Report (Motion made by J. Smoke; Seconded by D. Smith)
- G) Tameka Fitzpatrick vs. City of Birmingham (Planning, Engineering & Permits) - Case No. DA-2022-2424-BH (Termination) - Hearing Officer's Report & Recommendation. In attendance was Tameka Fitzpatrick, and Attorney Elizabeth Holly for the City of

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Birmingham. The Board voted to **UPHOLD** the Hearing Officer's Report (Motion made by J. Smoke; Seconded by D. Smith)

- H) Jasmine McGee vs. Jefferson County (Revenue Department) - Case No. DA-2023-2462-JC (Termination) - Joint Motion to Dismiss Appeal and Settlement Agreement Recommendation. The Board voted to **APPROVE** the agreement. (Motion made by J. Smoke; Seconded by D. Smith)

VII. Appeal of Director's Determination

- A) Willie Burgin - Appeal of the Director's determination that the grievance is ineligible for adjustment under Rule 15. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- B) James Shaw- Appeal of Director's determination that the grievance is ineligible for adjustment under Rule 15. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- C) Paul Thomason- Appeal of Director's determination that the grievance is ineligible for adjustment under Rule 15 .The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)

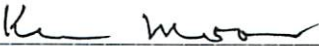
VIII. Information and Discussion Items

Before continuing to the information and discussion items, Director Crenshaw introduced Vanessa Crawford Jones as the Personnel Board's new Human Resources Project Coordinator with the Classification and Compensation Department. Ms. Crawford Jones has 26 years' experience with Compensation and Development and is a former employee of Birmingham Southern College.


- A) The Board acknowledged the City of Pleasant Grove's Resolution 2023-67, which grants an across the board 3% Cost of Living Adjustment to Classified Employees, effective November 7, 2023.
- B) The Board acknowledged the list of Advanced Steps.
- C) The Board acknowledged the following expenditure reports:
- October 14, 2023- October 27, 2023
 - October 28, 2023 – November 10, 2023

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There being no further business the meeting adjourned at 4:46 pm.



L. Kenneth Moore, Chairman
Personnel Board of Jefferson County

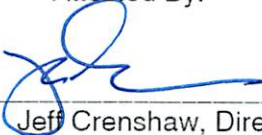


Jacqueline Smoker, Associate Member
Personnel Board of Jefferson County



Donna Smith, Associate Member
Personnel Board of Jefferson County

Attested By:



Jeff Crenshaw, Director
Personnel Board of Jefferson County