



Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

February 1, 2024

The Personnel Board of Jefferson County met on Thursday, February 1, 2024. 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; Brian Bellenger, Testing; and Pete Blank, Training and Development. 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 1:31 p.m. Chair Moore 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 December 5, 2023. (Motion made by J. Smoke; Seconded by D. Smith)

- B) The Board approved the updated 2024 Salary Administration Guide and Pay Plan. The Salary Administration Guide and Pay Plan is approved at least annually and periodically updated as needed. Only two changes have been made to the plan: Modifying the one-step premium for English & Spanish Proficiency (Premium #62) to be available for use in all job classes (it was formerly only allowable for Public Safety jobs) and adding School Resource Officer to Tactical and Specialty Assignment (Premium #8). Upon approval of the Pay Plan, these premiums would be available for use at the discretion of the Appointing Authority with approval of the Personnel Board. (Motion made by J. Smoke; Seconded by D. Smith)

- C) The Board approved the renewal of the Public Officials and Employment Practices Liability Insurance Policy between the Personnel Board of Jefferson County and Chubb (Ace American Insurance Company). The annual premium is \$22,998 (\$233 higher than last year's premium). The presented policy is for sixteen months (resulting in a

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total premium of \$30,664) in order to place the policy on the same renewal cycle as our business liability and cyber protection insurance policy renewals. The policy coverage period is January 31, 2024 through May 31, 2025. (Motion made by J. Smoke; Seconded by D. Smith)

- D) The Board approved the Personnel Board's expenditures for fiscal year 2023 in the amount of \$9,202,565.29. (Motion made by J. Smoke; Seconded by D. Smith)
- E) The Board approved a new Personnel Board Workplace Investigations Policy. This policy is an organizational policy applicable only to the Personnel Board and its employees (i.e., not the Merit System as a whole). (Motion made by J. Smoke; Seconded by D. Smith)
- 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 D. Smith)
- G) The Three-Member Board approved the roster of qualified individuals to serve as Hearing Officers for public hearings of disciplinary appeals in 2024. Pursuant to Section 22 of the Enabling Act and Rule 12 of the Rules and Regulations, the Personnel Board may appoint a Hearing Officer to conduct a public hearing for disciplinary appeals. (Motion made by J. Smoke; Seconded by D. Smith)

III. Jurisdiction Contracts

In one vote the Board approved Jurisdiction Contracts A & B.

- A) The Board approved a new contract between the Jefferson County General Services Department and Johnson Controls. Johnson Controls will continue to provide 24/7 monitoring, and maintenance services for a wide range of equipment and systems located in Jefferson County facilities. These services cover METASYS™ controls, YORK™ chillers, CCure™ / P2000™ card access, ABB variable frequency drives, and cooling tower cleaning and sanitation. Maintenance and service on these systems requires specialized knowledge, training, and manufacturer-specific certifications, as well as proprietary software. Johnson Controls has been providing these services to Jefferson County for many years, and the Board has approved similar contracts in the past. This is a one (1) year contract, effective April 1, 2024 – March 31, 2025, with no extension option, at a cost of \$1,208,565. Based on the specialized nature of the services to be performed, including remote monitoring and parts, and the sporadic and limited nature of the services, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board approved an amendment to an existing contract (approved by the Board on July 13, 2021) that modifies the existing contract between Jefferson County and

Premier Boiler and Combustion, LLC to add monthly maintenance for 25 additional boilers at 8 locations within Jefferson County. This amendment adds \$28,000 to the total contract amount, which is now \$114,145. Based on the fact that these services are generally contracted, the fact that the services performed are of a sporadic nature, and the fact that County does not possess the equipment or supplies to perform the services, this contract amendment is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)

- C) The Board approved two new contracts between Jefferson County and Mauldin & Jenkins.

Contract 1: As consultants, Mauldin & Jenkins will provide assessments of departmental functions, workflow/business processes, and milestones to help the Board of Equalization optimize operations and ensure alignment of internal and external service delivery to the mission of the JeffCo Way. The scope of work will include reviewing the Department of Equalization's current taxonomy and core functions, service delivery models by core function, key processes, workflows, inputs/outputs, controls, use of technology, timeliness, levels of review, and governing requirements. Additionally, Mauldin & Jenkins will review organizational structure, customer service and process consistency at various customer serving locations, and develop meaningful recommendations to improve/enhance Finance and Revenue operations. This is a one (1) year contract that will not exceed \$49,360, with an estimated resource requirement of between 200 - 250 hours, and will be effective following approval by the Board and County Commission. The Board previously approved a similar contract for the Revenue and Finance departments. Based on the limited (temporary) and sporadic nature of these services, this contract is recommended for approval.

Contract 2: As consultants, Mauldin & Jenkins will provide ad hoc tasks related to various audits aimed at helping the County's Compliance Department ensure compliance through well-established standards, procedures, policies, internal controls, and training. Mauldin will assist the Compliance Department in developing a solid audit process, including, for example, development of scope, approach, workplan, resource requirements, interview request lists, meeting-specific interview questions, reviewing documentation, data analysis, and conducting anonymous electronic surveys and assessing the results. This is a two (2) year contract that will not exceed \$60,000 (\$30,000 per year). Per the hourly rates shown in the contract, it is estimated that 103 – 181 hours will be required per year for these services. The contract will be effective following approval by the Board and County Commission. The Board previously approved a similar contract for the Revenue and Finance departments. Based on the temporary and sporadic nature of these services, this contract is recommended for approval. 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)

IV. Administrative Leave with Pay

- A) Lynn Cooper, 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)

In one vote the Board approved items B & C.

- B) Erwin M. Sanchez, 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)
- C) Cerell Cole, 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)

V. Contested Items

- A) Ernie Watson vs. Jefferson County (Environmental Services) - Case No. DA-2023-2455-JC (Termination) - Joint Motion to Dismiss Appeal & Settlement Agreement. The Board voted to **APPROVE** this agreement. (Motion made by J. Smoke; Seconded by D. Smith)
- B) Julian Anderson vs. Jefferson County (Youth Detention Center) - Case No. DA-2023-2458-JC (Termination) - Joint Motion to Dismiss Appeal & Settlement Agreement. The Board voted to **APPROVE** this agreement. (Motion made by J. Smoke; Seconded D. Smith)
- C) Natalyn Tucker vs. Jefferson County Department of Health - Case No. GR-2023-HD-08-0462 (Grievance) - Hearing Officer’s Report & Recommendation. Attorney Leslie Coyne informed the Board that this Grievance has been resolved. The Board voted to **DISMISS** the contested item since it was resolved. (Motion made by J. Smoke; Seconded by D. Smith)

- D) Michelle Tate vs. City of Birmingham (Communications Department) - Case No. DA-2023-2463 (Termination) - Joint Motion to Dismiss Appeal & Settlement Agreement. The Board voted to **APPROVE** this agreement. (Motion made by J. Smoke; Seconded by D. Smith)
- E) Keniquia Rutledge vs. City of Birmingham (Communications Department) - Case No. DA-2023-2456-BH - Hearing Officer's Report & Recommendation. In attendance was Attorney Scott Morro for Keniquia Rutledge and Attorney Pamela Jones for the City of Birmingham. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)

VI. Appeal of Director's Determination

- A) Kelvin King - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record. In attendance was Attorney Scott Morrow for Kelvin King who was also in attendance. Attending virtually was Police Chief Erving from the City of Leeds. The Board agreed to **DELAY** the Board's decision until the next Board meeting to view paperwork supplied by Police Chief Irwin. (Motion made by J. Smoke; Seconded by D. Smith)
- B) Daryl Brown, Jr. - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record. In attendance was Daryl Brown Jr. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- C) Imani Dumas - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record. In attendance virtually was Imani Dumas. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- D) Taurus Pyles - 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)
- E) Domonique Mann - 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)
- F) Tequisha Witherspoon - 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)


VII. Information and Discussion Items

Before continuing into the information and discussion items Director Crenshaw introduced Caroline Browning as the Personnel Board's new Assessment and Development Specialist. She graduated from Auburn University in May of 2023 with a degree in Industrial & Organizational Psychology. She was also a previous intern of the Personnel Board.

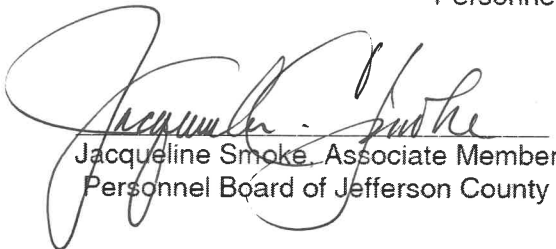
- A) The Board acknowledged the list of Advanced Steps.
- B) The Board acknowledged the following expenditure reports:
 - November 11, 2023 – December 1, 2023
 - December 2, 2023 - December 15, 2023
 - December 16, 2023 - December 29, 2023
 - December 30, 2023 - January 12, 2024

VIII. Executive Session

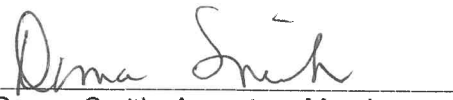
An executive session was called to order at 2:28 pm for pending litigation.
There being no further business the meeting adjourned at 3:06 pm.



L. Kenneth Moore, Chairman
Personnel Board of Jefferson County

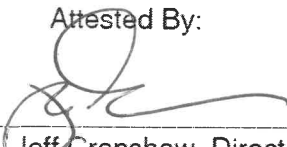


Jacqueline Smoke, Associate Member
Personnel Board of Jefferson County



Donna Smith, Associate Member
Personnel Board of Jefferson County

Attested By:



Jeff Crenshaw, Director
Personnel Board of Jefferson County