



# Personnel Board of Jefferson County

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

March 28, 2024

The Personnel Board of Jefferson County met on Thursday, March 28, 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; and Brian Bellenger, Testing. Attending virtually were: 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 1:34 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 February 27, 2024. (Motion made by J. Smoke; Seconded by D. Smith)
  
- B) The Board approved a contract between the Personnel Board and the Birmingham Barons, LLC. for One (1) 11' x 15' outfield fence sign and Sponsorship of Emergency Responders Night (Friday, May 3rd, 2024) for \$17,500. (Motion made by J. Smoke; Seconded by D. Smith)

### **III. Jurisdiction Contracts**

In one vote the Board approved contract items A,B, C (conditionally), and D. (Motion made by J. Smoke; Seconded by D. Smith)

- A) The Board approved a new contract between Jefferson County General Services and Johnson Controls Fire Protection. Johnson Controls will provide inspection, testing, and preventive maintenance of Jefferson County's automatic re-sprinkler systems located in fourteen (14) locations. This is a three (3) year contract, effective upon Commission approval, with no extension option and at an estimated cost of \$93,000 (fee based; \$31,000 estimated annual price for inspection and testing). The Board has approved

similar contracts in the past for these services. Based on the fact that these services must be performed by certified technicians using special equipment, are sporadic in nature, and are generally contracted, this contract is recommended for approval.

- B) The Board approved a new contract between the Jefferson County General Services Department and Poole and Company Architects. The contractor will provide professional architectural services and consultants for the modifications of four locations found on the 7th Floor of the Bessemer Annex, the Lower Level of the Bessemer Criminal Justice Center, and the Operations Building in Tarrant to create storage areas for file boxes. The Board has approved similar contracts before. Each project is not to exceed \$20,000, with a total cost of \$80,000. Based on the temporary and sporadic nature of the services, this contract is recommended for approval.
- C) The Board conditionally approved a new contract between the Jefferson County General Services Department and a Contractor to be determined. The County is seeking pre-approval to engage in a contract that will provide a registered professional architect to design and develop the contract specifications required for use of a qualified architect and an independent contractor to perform office space improvements for the Roads and Transportation Department located at the Birmingham Courthouse Annex, and a registered professional general contractor to complete the construction work. The Board has approved similar contracts in the past. This is a one-year contract to be executed upon approval, at an estimated cost of \$4,000,000. Based on the temporary and sporadic nature of the services, this contract is recommended for conditional approval, predicated on the following: 1) the County must submit the final contract for Board records, and 2) the contract does not deviate in any substantial manner from the representations made in this submission.
- D) The Board approved a new contract between the Jefferson County Environmental Services Department and the Galardi Rothstein Group. The contractor will provide specialized utility consulting services for the development of the Customer Assistance Program, including implementation support, monthly billing data analysis, revenue analysis & budgeting, strategic financial planning, and industrial waste rate analysis. The Board has approved similar contracts for specialized consulting services in the past with the same vendor. This is an 18-month contract, not to exceed \$197,900. Based on the fact that these services are temporary, are generally contracted, and require specialized utility services management knowledge, this contract is recommended for approval.

In one vote the Board approved contract items E & F. (Motion made by J. Smoke; Seconded by D. Smith)

- E) The Board approved two (2) new contracts between the Jefferson County Department of Health, and Daphne Ballard and Alayisa Gurley, both of whom will provide WIC Peer

Counseling services to Health Department patients who participate in the Jefferson County WIC Program by telephone or by clinic visits. The Board has approved contracts for WIC peer counseling since 2017. These contracts are for one (1) year that will begin April 1, 2024 (Ballard) and May 1, 2024 (Gurley) at a cost of \$13.50 per hour (not to exceed \$22,000 each). Based on the fact that services will be performed sporadically, and must be performed by a participant in the WIC program, this contract is recommended for approval.

- F) The Board approved a new contract between the Jefferson County Department of Health and Carrier Corporation. Using certified Carrier technicians, the contractor will provide annual inspection of all chillers, emergency repairs, and remote diagnostics and analytics as needed. This is a \$28,460 two (2) year contract (\$14,230 per year), effective May 1, 2024 through April 30, 2026. Based on the sporadic nature of the services provided, and the cost savings to the agency, the contract is recommended for approval.

#### IV. Administrative Leave with Pay

- A) Tara Smith, 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) Jackie Henderson vs. Jefferson County Department of Health - Case No. DA-2023-2467-HD (Termination) – Hearing Officer's Report and Recommendation. In attendance was Attorney Whitney Brown for JCDH. In attendance virtually was Attorney Jay E. Tidwell for Jackie Henderson. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- B) Robert Eaton vs. Jefferson County (Roads & Transportation) - Case No. DA-2023-2468-JC (Termination ) - Joint Motion to Dismiss Appeal & Settlement Agreement. In attendance virtually was Attorney Philip Petersen for Robert Eaton. The Board voted to **APPROVE** the agreement. (Motion made by J. Smoke; Seconded D. Smith)
- C) Cynthia Morrow vs. City of Tarrant (Police Department) - Motion to Dismiss & Complainant's Response to Motion to Dismiss. In attendance was Attorney David Glenn for the City of Tarrant, Mayor Wayman Newton and Chief Wendell Major. Attorney Scott Morrow who attended virtually represented Cynthia Morrow. The Board voted to **DENY** the City's Motion to Dismiss the employee's appeal, as well as the Complainant's motion to dismiss requested within her response, and assign this item to a Hearing Officer. The (Jacqueline Smoke recused herself from voting. Motion made by K. Moore; Seconded by D. Smith)

**VI. Appeal of Director's Determination**

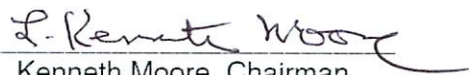
- A) Ernie Watson - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)

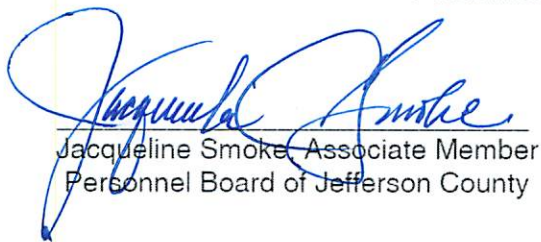
**VII. Information and Discussion Items**

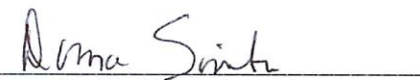
- A) The Board acknowledged the list of Advanced Steps.
- B) The Board acknowledged the following expenditure reports:
  - February 10, 2024 – February 23, 2024
  - February 24, 2024 – March 15, 2024

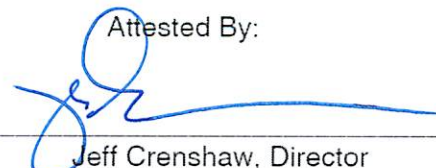
**VIII. Executive Session**

There being no further business the meeting adjourned at 2:45 p.m.

  
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