



Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

April 23, 2024

The Personnel Board of Jefferson County met on Tuesday, April 23, 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. 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 1:33 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 March 28, 2024. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board adopted revisions to the Administrative Appeal Procedures governing the process related to appeals of disciplinary actions, administrative leave without pay, and grievances. The Administrative Appeal Procedures were last updated in July, 2021. (Motion made by J. Smoke; Seconded by D. Smith)
- C) 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)
- D) The Board approved a contract between the Personnel Board of Jefferson County and Dr. Richard Conroy (dba BlueLine Leadership, LLC). This contract allows for Dr. Richard Conroy to facilitate Emotional Intelligence training in June of 2024 for twenty-two police officers as part of the Master Police Officer training program. Dr. Conroy is certified in Emotional Intelligence, and served as a director of police at the university level, an assistant chief of police at the municipal level, and a special agent in charge at the state level. He facilitated the pilot program in 2023. This contract is for \$5,060 which includes on-site training and travel costs for multiple days. Based on the temporary need of the services provided, the contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)

- E) The Board approved the job class of Climate Pollution Reduction Manager, #03771, Grade 31 (salary range of \$74,152 - \$115,024) for the City of Birmingham. The position will be responsible for planning, implementing, and managing a comprehensive climate action planning process aimed at reducing regional greenhouse gas emissions. The Climate Pollution Reduction Manager's critical job duties includes, among others, establishing a robust planning process leading to effective pollution reduction; gathering necessary resources and support to accomplish change initiatives; collecting and analyzing data; modeling pollution reduction strategies; meeting with stakeholders; and maintaining compliance of all related activities with applicable laws and grant requirements. (Motion made by D. Smith; Seconded by J. Smoke)

III. Jurisdiction Contracts

- A) The Board approved a new contract between the Jefferson County Department of Health and Environmental Engineering and Measurement Services. This contract was recommended by the Environmental Protection Agency and is designed to assist the Health Department's Air Monitoring Program by providing documentation assistance, training, and monthly audits, among other activities. The services are aimed at bringing the Department of Health's program "to standard," and preparing the Department of Health staff to conduct the program in a manner that will allow them to pass EPA site assessments and audits. This is a two year, fixed-fee contract, not to exceed \$407,650, effective May 1, 2024 through April 9, 2026. Based on the temporary and sporadic nature of the services provided, the contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)

IV. Administrative Leave with Pay

- A) Terry O'Neal, 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) Patrick May, Jr. vs. Jefferson County (Roads & Transportation) - Case No. DA2024-2487-JC (Termination) - Joint Motion to Dismiss Appeal & Settlement Agreement. The Board voted to **APPROVE** the agreement. (Motion made by J. Smoke; Seconded by D. Smith)
- B) Traci Jones vs. City of Center Point (City Clerk's Office) - Case No. DA-2023- 2473-CP (Termination) - Hearing Officer's Report & Recommendation. In attendance was Attorney Jim Ferguson for the City of Center Point and Traci Jones. Attorney Ferguson stated they will not press an appeal on the Hearing Officer's recommendation. They also agreed that her payout from her termination will be credited against her backpay and leave restored. The Board voted to **UPHOLD** the

Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)

- C) Cynthia Morrow vs. City of Tarrant (Police Department) - Case No. DA-2024- 2485-TC (Termination) - Respondent's Motion to Stay and Complainant's Renewed Motion to Dismiss Appeal. In attendance was Attorney Rick Bearden for the City of Tarrant and Attorney Scott Morrow who represented Cynthia Morrow. Attorney Wayne Morris who represented the Tarrant City Council was introduced but did not speak. The Board voted to **GRANT THE STAY**. (Jacqueline Smoke recused herself from voting. Motion made by K. Moore; Seconded by D. Smith)

VI. Appeal of Director's Determination

- A) D'Anthony Jones - 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) Jonathan Hood - 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)
- C) Justin Judge - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record. In attendance via telephone was Justin Judge. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- D) Jim Austin - Appeal of Personnel Board Director Decision Under Rule 4.5. In attendance was Jim Austin. 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 a projected increase in the total costs associated with the contract for ACT WorkKeys testing (including candidate prep guides) for Police Officer from \$8,100 to \$11,500.
- B) The Board acknowledged administrative approval of two grant-based contracts between the City of Birmingham and Don Mosely and Devin Tanksley to provide specialized services related to the federal Community-Based Violence Intervention and Prevention Initiative grant.
- C) The Board acknowledged the list of Advanced Steps.


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D) The Board acknowledged the following expenditure reports:

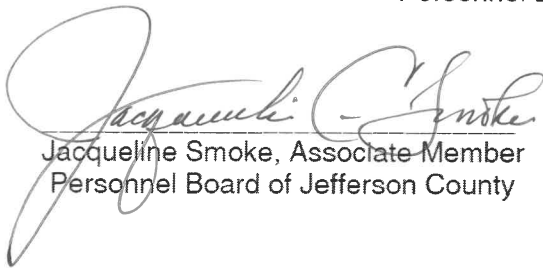
- March 16, 2024 – March 29, 2024
- March 30, 2024 – April 12, 2024

VIII. Executive Session

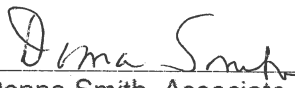
There being no further business the meeting adjourned at 2:29 p.m.



L. Kenneth Moore, Chairman
Personnel Board of Jefferson County

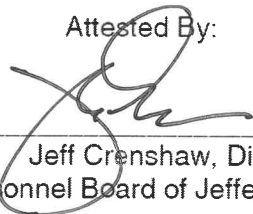


Jacqueline Smoke, Associate Member
Personnel Board of Jefferson County



Donna Smith, Associate Member
Personnel Board of Jefferson County

Attested By:



Jeff Crenshaw, Director
Personnel Board of Jefferson County