



Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

May 23, 2024

The Personnel Board of Jefferson County met on Thursday, May 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; Kim Kinder, Employee Services; Brian Bellenger, Testing; and Leslie Coyne, Legal Counsel for the Personnel Board. Attending virtually were: Pete Blank; Training; 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 April 23, 2024. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Three Member Board approved the revised 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)
- C) The Three Member approved a new Personnel Board Security and Confidentiality Policy which is a supplement to the Board's Confidentiality of PBJC Information - Special Provisions for Testing Employees 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)
- D) The Board approved the Personnel Board engaging in a contract with Parker Counseling & Consulting to deliver two de-escalation training sessions for law enforcement officers as part of the master police officer training program. The cost of the contract is \$5,000, including on-site training for multiple days and travel costs. (Motion made by J. Smoke; Seconded by D. Smith)

III. Jurisdiction Contracts

- A) The Board approved a new contract between the Jefferson County Department of Health, and Kristin T. Sloan, who 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. This is a one (1) year contract that will begin June 1, 2024 at a cost of \$12.50 per hour (not to exceed \$20,000). 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. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board approved a new contract between Jefferson County Department of Health – Disease Control, and the UAB Board of Trustees, who will continue to provide consultative services to the Department of Health by providing at least 206 full days of direct clinical care to patients being treated for sexually transmitted infections by seeing a minimum of nine (9) patients per day, per provider, providing in-service training regarding sexually transmitted infections to Department of Health staff, and attending regularly scheduled Department of Health meetings. This is a one (1) year contract, effective October 1, 2024 – September 30, 2025, with no extension options, and at a rate of \$99,209. Based on the fact that a significant portion of the services under this contract include providing specialized physicians who are exempted from the Classified Service, and given the highly specialized nature of providing this type of health care, and the fact that contracting with an infectious diseases physician or other physician group is common, 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 Environmental Services Department and Video Industrial Services, Inc., who will provide the necessary labor and equipment to hydro-blast and remove approximately 35,000 gallons of solidified grease from four (4) holding tanks at the Village Creek WRF. This contract is expected to last 8 to 10 days, at a cost not to exceed \$46,000. Based on the fact that these services are temporary, are generally contracted, and require specialized equipment, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)
- D) The Board approved a new contract between the Jefferson County Environmental Services Department and VSC Fire & Security. The contractor will provide quarterly and annual fire-safety inspection and testing services at the Village Creek Water Reclamation Facility, such as fire alarm, fire sprinkler, hydrant, emergency exit lighting, and fire pump inspection and testing. The Board has approved similar contracts for specialized inspection and testing services in the past with the same vendor. This is a one-year contract, not to exceed \$17,745. Based on the fact that these services are temporary, are generally contracted, and require specialized fire safety systems knowledge, this contract is recommended for approval. Chair Moore invited a member

of Environmental Services to give an update on Village Creek in the future. (Motion made by J. Smoke; Seconded by D. Smith)

IV. Administrative Leave with Pay

- A) Larvell Stewart, City of Tarrant - Request for 30-Day Extension of Administrative Leave with Pay - **APPROVED**. (Motion made by J. Smoke; Seconded by D. Smith)

V. Contested Items

- A) Earnesha Woodruff vs. City of Birmingham (Police Department) - Case No. DA-2023-2477-BH (Suspension - 10 Days) - Hearing Officer's Report & Recommendation. In attendance was Attorney Pamela Jones from the City of Birmingham. Attorney Scott Morrow represented Earnesha Woodruff. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- B) Spencer Justice vs. City of Birmingham (Police Department) - Case No. DA-2023-2474-BH (Suspension - 10 Days) - Hearing Officer's Report & Recommendation. In attendance was Attorney Pamela Jones from the City of Birmingham. Attorney Elizabeth Young represented Spencer Justice. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- C) Deandre Brown vs. City of Birmingham Police Department) - Case No. DA-2024-2483-BH (Suspension - 6 Days) - Hearing Officer's Report & Recommendation. In attendance was Attorney Elizabeth Hollie from the City of Birmingham. Attorney Elizabeth Young represented Deandre Brown. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- D) Mark Renfroe vs. Jefferson County (Security Department)-Case No.DA-2023-2470-JC (Termination) - Hearing Officer's Report & Recommendation. In attendance virtually was Attorney Don Carroll from Jefferson County. Attorney Scott Morrow represented Mark Renfroe. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- E) William Jones vs. City of Birmingham (Police Department) - Case No. DA-2023-2476-BH (Suspension - 10 Days & 11 Days) - Hearing Officer's Report & Recommendation. In attendance was Attorney Elizabeth Hollie from the City of Birmingham. Attorney Scott Morrow represented William Jones. The Board voted to **OVERTURN** the Hearing Officer's 10-day suspension and **UPHOLD** the Hearing Officer's 11-day suspension. (Motion made by J. Smoke; Seconded by D. Smith)

- F) Patricia Bunt vs. Jefferson County Sheriff's Office - Case No. DA-2024-2479-JC (Suspension - 25 Days) - Hearing Officer's Report & Recommendation. In attendance was Attorney Latanishia Hunter from Jefferson County Sheriff Office. Also, in attendance was Attorney Joel Brown who represented Patricia Bunt. 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) Samone Powell - 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) Jaylen Carter - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record. The Board voted to **OVERTURN** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- C) Rashad Wilson - 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)
- D) Joseph Brown - 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:
- April 13, 2024 – April 26, 2024
 - April 27, 2024 – May 3, 2024


VIII. Executive Session

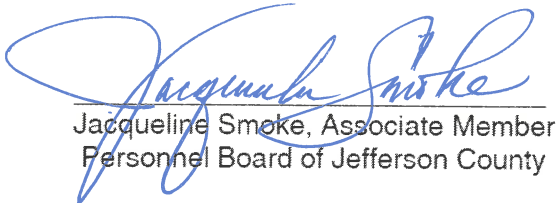
An executive session was called to order at 3:26pm. The executive session was ended and the Board meeting resumed at 3:48 pm.


II. Action Items (continued)

- E) Action Item E was added to the agenda after conclusion of the Executive Session: Jason Rickels vs. City of Tarrant (Fire Department) – Case No. DA-2021-2336-TC Circuit Court order (CV-2022-902602.00). The Board voted to **RE-ASSIGN** the case to the Hearing Officer to address issue related to Ala. Code §11-43-81 and its impact, if any, on the disciplinary action taken against Rickels and what remedy, if any, to which Rickels may be entitled. (Motion made by J. Smoke; Seconded by D. Smith)

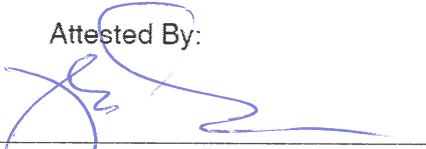
There being no further business the meeting adjourned at 3:53 pm.


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 Orenshaw, Director
Personnel Board of Jefferson County-