



Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

June 26, 2025

The Personnel Board of Jefferson County met on Thursday, June 26, 2025. 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; Cynthia Holiness, Business Office; Guy Dewees, Application and Development; Kim Kinder, Employee Relations; Pete Blank, Training; Robert Groce, Information and Technology; and Leslie Coyne, Legal Counsel for the Personnel Board. Attending virtually were Marty Alber, Organizational Effectiveness & Communications, and other Personnel Board staff.

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

Chair Moore called the meeting to order at 1:33 pm and dispensed with any opening remarks.

II. Operational Updates

A) Cynthia Holiness – Organizational Effectiveness and Communications Division Manager

The Budget Office is still in the process of finalizing the budget for fiscal year 2026. By the end of next week, we will reach out to each Board Member to schedule one-on-one meetings with the Director to review and discuss the proposed budget. Following those meetings and the incorporation of any recommended changes, we intend to present the budget at the July Board meeting.

B) Robert Groce –Division Manager

The IT department is currently transitioning several virtual servers to the Oracle Cloud. This move is expected to enhance control, improve security, and address ongoing building infrastructure issues. The migration will ensure that the Board's systems and websites remain fully operational and that staff continue to have access to the critical information needed to support agencies. A contract related to the Oracle migration was presented for Board approval. The contract includes two primary components:

1. Hosting services for the Oracle Cloud environment
2. First-year support services following the migration

Efforts are underway to build system integrations with Workday. Jefferson County is nearing completion of its Workday implementation. Successful integration is essential to ensure the seamless flow of data between systems and to prevent inefficiencies or disruptions for employees during the transition.

C) Kim Kinder –Division Manager

Kim Kinder gave an overview of the 2025 classification survey. The survey included 143 different job classes, encompassing approximately 2,975 employees. The major job families included in the survey were Accounting, Civil Engineering, Finance Management, Fire Protection, and Public Works. The Board staff received and reviewed 956 surveys, representing a 32% participation rate. There were no initial recommendations made to reclassify a position. Initial recommendations were available to participants in April 2025, and 10 appeals to the recommendations were received. After reviewing the 10 appeals, a recommendation was made to reclassify 2 positions.

III. Action Items

- A) Public hearing on the adoption of the 2025 Classification Survey. The Board voted on the adoption of the 2025 Classification Survey recommendations. No one addressed the Three-Member Board, and the survey was adopted. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board approved the minutes of the June 3, 2025, meeting of the Three-Member Board. (Motion made by J. Smoke; Seconded by D. Smith)

In one vote, the Board approved Action Items C & D.

- C) The Board approved a multi-year contract with Mythics, LLC. to assist Board staff with the implementation of Oracle Cloud Infrastructure, which will provide a Full Stack Disaster Recovery solution, which automates the process of transitioning entire applications, including infrastructure, middleware, databases, and applications, between different OCI regions. It offers a comprehensive solution for protecting critical applications and data by replicating them to a secondary region, ensuring business continuity during outages. Services involved with the migration, installation, consulting hosting services for this project:
 - 1. Cloud migration – \$82,501.76 (including up to forty (40) hours of post go-live support by vendor to provide ongoing assistance to the Board, as needed) - July 1, 2025, through September 30, 2026
 - 2. Consulting as a Service Agreement (after migration) - \$29,520.00 (10 hours per month for 12 months) - September 1, 2025, through September 30, 2026

(Motion made by J. Smoke; Seconded by D. Smith)

- D) The Board approved a contract with Mythics, LLC. for hosting on Oracle Cloud Infrastructure (OCI). Mythics, LLC. is an Oracle Partner that supports clients utilizing Oracle cloud-based resources. OCI is designed to provide a high-performance, scalable, and secure platform for running enterprise applications. It offers a comprehensive suite of cloud-based services for various business functions, including data backup, disaster recovery, firewall protection, and the ability to deploy new virtual

machines. OCI eliminates the need for costly on-premises hardware, reducing capital expenditures. Its consumption-based pricing model allows organizations to pay only for the resources they use, thereby optimizing costs. (Motion made by J. Smoke; Seconded by D. Smith)

- E) The Board approved a contract with Clear Audio Visual to provide maintenance services to the Personnel Board of Jefferson County's test administration facility audio visual recording from July 1, 2025, through September 30, 2026. The PBJC will be invoiced upon completion of maintenance calls in an amount of \$125 per hour for service and \$80 per hour for travel in an amount not to exceed \$10,000. (Motion made by J. Smoke; Seconded by D. Smith)
- F) The Board approved a new job Plumbing Supervisor, Grade 26, Job Code 08545, and a salary range of \$65,229 - \$101,192 for Jefferson County. This job will report to the Operations Manager and oversee, plan, and coordinate plumbing installation, maintenance, and repair projects across assigned County facilities. (Motion made by J. Smoke; Seconded by D. Smith)
- G) The Board approved a new job of Business Intelligence (BI) Reporting Analyst, Grade 28, Job Code 02520, and a salary range of \$71,906 - \$111,550 for Jefferson County. This job will report to the Business Systems and Reporting Manager and will oversee BI development process, including data sourcing, preparation, analysis, and analysis, modeling, and report design utilizing SQL, Power BI, and other BI tools. (Motion made by J. Smoke; Seconded by D. Smith)
- H) The Board approved the creation of a new position, Digital Forensic Examiner (06479), with a pay grade of 23, and a salary range of \$56,347.20 - \$87,401.60 for Jefferson County. This job will report to the District Attorney's Office Chief Administrator and will play a critical role in the criminal justice and investigative process by identifying, acquiring, preserving, analyzing, and presenting digital evidence derived from electronic devices and information systems within the District Attorney's Office. (Motion made by J. Smoke; Seconded by D. Smith)
- I) The Board voted to recognize Resolution 9116 and Resolution 9244 of the City of Tarrant that establish the Tarrant Electric Board as an incorporated entity separate and distinct from the City of Tarrant, transitioning the Tarrant Electric Board from a city-operated system to an Act 1951-175 Board-operated system, thus excluded from Act No. 248, 1945 (i.e., the Enabling Act). Appearing virtually was Attorney Chandler Cornbest for the Tarrant Electric Board. (Motion made by J. Smoke; Seconded by D. Smith)
- J) The Board approved the City of Birmingham's Ordinance 25-90, which grants an across-the-board, 1% Cost of Living Adjustment (COLA) to all eligible employees, effective July

1, 2025. The COLA will affect the Birmingham Base, Public Safety, Firefighter, and Medical Salary Schedules. (Motion made by J. Smoke; Seconded by D. Smith)

IV. Jurisdiction Contracts

- A) 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. The contracts allow UAB attending physicians, nurse practitioners, research assistants, and Infectious Disease fellows to participate in clinics and provide lectures/medical education related to emerging sexually transmitted infections diagnosis and treatment options. This is a one (1) year contract, effective October 1, 2025 – September 30, 2026, with no extension options, and at a rate of \$150,665. Based on the fact that a significant portion of the services under this contract include providing specialized physicians who are exempt from the Classified Service and given the highly specialized nature of providing this type of healthcare, 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)

V. Administrative Leave with Pay

No items in this section

VI. Contested Items

- A) Tyree Walker vs. Jefferson County (Environmental Services)- Case No. DA-2025-2555-JC (Termination) - Joint Motion to Dismiss Appeal & Settlement Agreement. The Board voted to **APPROVE** the Joint Motion to Dismiss Appeal & **ACCEPT** the Settlement Agreement. (Motion made by J. Smoke; Seconded by D. Smith)
- B) Theodoric McKinstry vs. City of Birmingham (Police Department)- Case No. DA-2024-2518-BH (Termination)- Hearing Officer's Report & Recommendation. In attendance was Attorney Janine Smith for the City of Birmingham. Attorney Scott Morrow represented Theodoric McKinstry. The Board voted to **REVERSE** the Hearing Officer's Recommendation and **REINSTATE** the termination. (Motion made by J. Smoke; Seconded by D. Smith)

- C) Nicole Taylor vs. City of Birmingham (Communications Department)- Case No.DA-2025-2539-BH - Hearing Officer's Report & Recommendation. In attendance was 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)
- D) Susan Clark vs. City of Irondale (Senior Activity Center)- Case No. DA-2024-2499-ID (Termination)- Hearing Officer's Report & Recommendation. In attendance was Susan Clark who represented herself. Attorney Roderick Evans represented the City of Irondale. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- E) Jason Rickels vs. City of Tarrant (Fire Department)- Case No. DA-2021-2336.01-TC- Complainant's Renewed Notice of Non-Compliance and Objection to Appointing Authority Request for Administrative Leave with Pay. In attendance was Jason Rickels. Mr. Rickel's attorney, Scott Morrow, attended virtually. Attorney Leslie Coyne represented the Personnel Board. Attorney Daniel Wisniewski represented the City of Tarrant. The Board voted to **STAY** this matter pending the writ of mandamus in circuit court. (Motion made by J. Smoke; Seconded by D. Smith)
- F) Michael Grammer vs. Jefferson County (Environmental Services)- Case No. DA-2024-2545-JC (Suspension - 6 Days)- Joint Motion to Dismiss Appeal &Settlement Agreement. The Board voted to **APPROVE** the Joint Motion to Dismiss Appeal & **ACCEPT** the Settlement Agreement. (Motion made by J. Smoke; Seconded by D. Smith)

VII. Appeal of Director's Determination

- A) Charles Neal Roberts - Appeal of the Director's Determination (Grievance). In attendance virtually were Attorney Bill Gray and Charles Neal Roberts. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)

VIII. Information and Discussion Items

- A) The Board approved a new contract between the Jefferson County Information Technology Services (ITS) Department and Gartner, Inc. The contractor will determine current satisfaction with ITS through surveys and interviews of key stakeholders, assess ITS capabilities, benchmarked against similar size organizations, create strategic actions and initiatives aligned with the County's desire to drive IT strategy, and craft an ITS Strategy document that highlights accomplishments and showcases a prioritized, actionable path forward. This is a 6-month contract, at a cost of \$250,000, and will begin upon Commission approval and continue through December 31, 2025. Based on the specialized skills required, the temporary nature of the work, and since this type of work is typically contracted, this contract is recommended for approval. Due to the timing of

the Jefferson County Commission Meeting, this contract was administratively approved by the Director on 6/18/2025 and is being presented as an informational item.

B) The Board acknowledged the list of Advanced Steps.

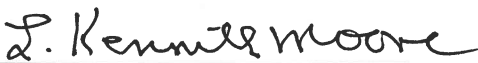
C) The Board acknowledged the following expenditure reports:

- May 10, 2025 – May 23, 2025
- May 24, 2025 – June 6, 2025

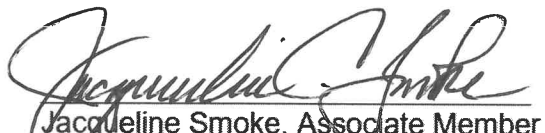
IX. Executive Session

There was no need for an Executive Session.


The meeting adjourned at 2:48 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