



Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

June 27, 2024

The Personnel Board of Jefferson County met on Thursday, June 27, 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; Robert Groce, Information Services; Marty Alber, Administration; Pete Blank, Training; Cynthia Holiness, Administration and Leslie Coyne, Legal Counsel for the Personnel Board. Attending virtually were: 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 1:30 p.m. Chair Moore reflected on past public meetings where department heads gave updates of each department to help the Board Members stay abreast of the operations of the Personnel Board. Chair Moore welcomed the department heads who presented updates.

II. Action Items

- A) The Board welcomed any individuals who were interested in addressing the Board regarding the 2024 Classification Survey to come forth. No individuals expressed an interest in addressing the Board. The Board approved the adoption of the 2024 Classification Survey Recommendations. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board approved the Board Minutes for the meeting held on May 23, 2024. (Motion made by J. Smoke; Seconded by D. Smith)

Personnel Board Director Jeff Crenshaw paused to ask the permission of the Board for the Department Heads to share their departmental updates with the Board Members. The Board paused further action items for the updates.

Personnel Division Manager Kim Kinder provided an overview of her two departments, Classification & Compensation and Employee Relations, which are included in the Employee Services Division. She explained that the majority of the items on the Board's monthly agenda are produced by the two departments and introduced the managers. She briefly discussed new classes, contract review, advanced steps, the classification

survey, reinstatements, administrative leave with pay, contested items and the appeal of the Director's determination and provided how many of these items have been presented to the Board thus far in 2024.

Personnel Division Manager Pete Blank provided an overview of the Training and Organizational Development department. He introduced the new Performance Management Administrator Erika Mack, as well as provided updates related to the Workday Performance Management roll-outs, introduced new training programs which include "The 360 Leader", "On-Deck Leadership", "Civil Servant Leadership", "MPACT", and the Maxwell Leadership Series. He also highlighted the department's achievement of placing nineteenth in the 2022 Training Apex Awards.

Marty Alber provided an overview of the Board's Organizational Effectiveness and Communications division; outlining that the goals and purpose of this division include crafting and implementing strategic plans; guiding project and initiative completion across departments; collecting and analyzing data for measurement and evaluation; addressing challenges, recommending improvements, and implementing changes for enhanced performance; and overall social media operations to maintain visibility and engagement.

PowerPoint slides presented with the departmental updates are attached to these minutes.

- C) The Board approved the SPSS maintenance agreement in the amount of \$11,902.00 for the period August 1, 2024, through July 31, 2025. This is a \$1,423.07 decrease from the current fiscal year. (Motion made by J. Smoke; Seconded by D. Smith)
- D) The Board approved the renewal of the ACT WorkKeys agreement to allow for the Board to test potential police officer candidates. The cost per test is \$40.50 and we anticipate administering no more than 240 tests per year. This agreement is for a three-year period from September 1, 2024 through August 31, 2027. (Motion made by J. Smoke; Seconded by D. Smith)
- E) The Board approved three (3) new jobs for the City of Birmingham: Payroll and Pension Analyst, #01018, Grade 22 (salary range \$47,798 - \$74,152); Payroll and Pension Division Manager, #01021, Grade 34 (salary range \$85,821 - \$133,141); and Procurement Director, #00890, Grade 36 (salary range \$94,619 - \$146,806). Ranges reflect the City of Birmingham's salary schedule. (Motion made by J. Smoke; Seconded by D. Smith)
- F) The Board approved a new job of Systems Analyst - Electronic Medical Records, #02564, Grade 28 for the Health Department of Jefferson County (salary range \$70,803 to \$109,845). The position is responsible for developing conceptual and detailed specifications for electronic health record systems (medical and dental). to

include integration of software upgrades and analyzing and providing solutions to information processing problems. (Motion made by J. Smoke; Seconded by D. Smith)

- G) The Board approved a new job of Paralegal Supervisor, #2461, Grade 23, for the Jefferson County District Attorney (salary range of \$54,454 to \$84,469). This job will oversee and lead support personnel within the District Attorney's Office by supervising a team of Paralegals, Legal Secretaries, and Administrative Clerks, and working closely with prosecutors, other law enforcement agencies, and witnesses. (Motion made by J. Smoke; Seconded by D. Smith)
- H) The Board approved a new job of Police Corporal, #06032, Grade 20, for the City of Vestavia Hills (public safety salary range of \$49,171 to \$76,274). This position will be responsible for overseeing, organizing, training, and directing the activities of assigned law enforcement personnel as instructed by the Sergeant. (Motion made by J. Smoke; Seconded by D. Smith)
- I) 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)

III. Jurisdiction Contracts

- A) The Board approved a new contract between the Jefferson County General Services Department and Summit Ventures, who will provide commissioning services (reviewing and verifying that building systems are installed and operating according to design and engineering documentation) for equipment such as air handling units, chillers, boilers, water heaters, alarm systems, pumps, normal power, emergency power, building automation systems, etc. This is a fee-based, one-year contract (effective upon Commission approval) and the cost shall not exceed \$250,000. Based upon the fact that these services are sporadic in nature, temporary, and are generally contracted, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board approved a new contract between the Jefferson County Environmental Services Department and Industrial Safety and Training Services. The contractor will provide certification training on Confined Space Entry and Lockout/Tagout procedures using profession trainers that are skilled in rescue techniques; training is necessary per 29 CFR 1910.146 and 29 CFR 1910.146). This is a three (3) year contract at a cost not to exceed \$75,000 (\$25,000 per year). Based on the fact the County does not possess the equipment or expertise to conduct this training, these services are regularly contracted, and the fact that the services will be performed sporadically, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)

IV. Administrative Leave with Pay

- A) Rickytha Davis, Jefferson County - Request for 30-Day Extension of Administrative Leave with Pay - **APPROVED**. (Motion made by J. Smoke; Seconded by D. Smith)
- B) Aaron Harris, City of Vestavia Hills - Request of 30-Day Extension of Administrative Leave with Pay - **APPROVED**. (Motion made by J. Smoke; Seconded by D. Smith)
- C) Addie Towns, City of Birmingham - Request of 14-Day Extension of Administrative Leave with Pay - **APPROVED**. (Motion made by J. Smoke; Seconded by D. Smith)
- D) Jonathan Mitchell, City of Vestavia Hills - Request for 30-Day Administrative Leave with Pay - **APPROVED**. (Motion made by J. Smoke; Seconded by D. Smith)

V. Contested Items

- A) Kareem Boone vs. Jefferson County (Environmental Services) - Case No. DA-2024-2489-JC (Termination) - Joint Motion to Dismiss Appeal & Settlement Agreement. The Board voted to **APPROVE** the Settlement Agreement. (Motion made by J. Smoke; Seconded by D. Smith)
- B) Randy Coleman vs. City of Birmingham(Police Department) - Case No. DA-2023-2475-BH (Suspension - 10 days) - Hearing Officer's Report & Recommendation. In attendance was Attorney Pamela Jones from the City of Birmingham. Attorney Scott Morro represented Spencer Justice via Microsoft Teams. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- C) Erik Henderson vs. City of Birmingham (Police Department) - Case No. DA-2023-2453-BH (Suspension - 15 days) - Hearing Officer's Report & Recommendation. In attendance was Attorney Elizabeth Hollie from the City of Birmingham. Attorney Scott Morro represented Erik Henderson via Microsoft Teams. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- D) Tacoby Trammell vs. City of Birmingham (Police Department) - Case No. DA-2023-2471 (Termination) - Hearing Officer's Report & Recommendation. In attendance was Attorney Elizabeth Hollie for the City of Birmingham. Attorney Elizabeth Young represented Tacoby Trammell. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- E) Kyle Johnson vs. City of Birmingham (Police Department) - Case No. DA-2023-2472-BH (Termination) - Hearing Officer's Report & Recommendation. In attendance was

Attorney Pamela Jones from the City of Birmingham. Attorney Emory Anthony Jr. represented Kyle Jones. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)

- F) Pamela Black vs. City of Birmingham (Communications Department) - Case No. DA-2024-2486- BH (Suspension - Two Week (7 shift) - Hearing Officer's Report & Recommendation. 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) Andrew Smith - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record. Andrew Smith was in attendance. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith).
- B) Jamey Warmley - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record. Jamey Warmley was in attendance via Microsoft Teams. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- C) Jaylon Evans - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record. Jaylon Evans was in attendance via Microsoft Teams. 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 Director securing Commercial Property and Crime Insurance (excluding general liability and commercial automobile insurance) in the amount of \$14,694 which includes taxes and fees for June 1, 2024 through June 1, 2025.
- B) The Board acknowledges the renewal of the Board's Cyber Protection Insurance policy in the amount of \$10,524.74 from June 13, 2024 through May 31, 2025.
- C) The Board acknowledged the list of Advanced Steps.
- D) The Board acknowledged the following expenditure reports:
- May 4, 2024 – May 17, 2024
 - May 18, 2024 – May 31, 2024

- June 1, 2024 – June 14, 2024

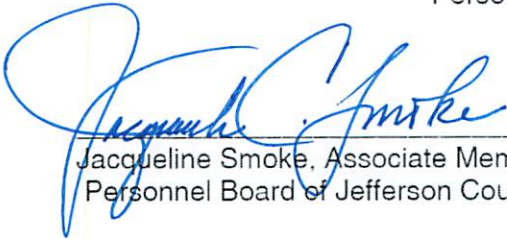
VIII. Executive Session

An executive session was called to order at 3:38 pm.

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



L. Kenneth Moore, Chairman
Personnel Board of Jefferson County

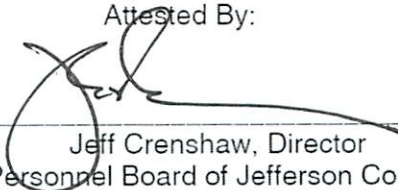


Jacqueline Smoke, Associate Member
Personnel Board of Jefferson County



Donna Smith, Associate Member
Personnel Board of Jefferson County

Attested By:



Jeff Crenshaw, Director
Personnel Board of Jefferson County