



# Personnel Board of Jefferson County

A Career. A Purpose. A Life.

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

July 23, 2024

The Personnel Board of Jefferson County met on Tuesday, July 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; Guy Dewees, Applicant Services; Robert Groce, I.T.; Marty Alber, Administration; Pete Blank, Training; Cynthia Holiness, Administration; and Leslie Coyne, Legal Counsel for the Personnel Board. Attending virtually were: 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 gave the floor to the department heads to give departmental updates.

Guy Dewees, Division Manager of Workforce Development and Applicant Services reported the following:

- The Board has received over 20,000 applications so far this year which represents nearly a 40% increase when compared to last year.
- Currently Police Recruiting is the Board's number one priority, and the Board's efforts seem to be paying off. So far this year, the Board has received 910 applications for Police Officer/Deputy Sheriff. The application process for Police has multiple steps and getting the applicants through the entire process can be challenging and time-consuming. Roughly half of the 910 still need multiple steps to complete the process, and roughly one-quarter of the applicants need one more step to complete the process. Brian Bellenger will talk a little more about each of the steps in his update as his group is heavily involved in the process.
- On August 6th (2 weeks from today), the Board will host a law enforcement recruiting event at the Birmingham Crossplex with our Merit System law enforcement agencies. They will be on-site to discuss careers in law enforcement with participants and answer any questions they may have. The Board will also offer to the participants the opportunity to go through the various steps of the testing process while they are there with us.
- Lastly, Board staff are preparing for the fall career event season. Staff is currently registered for 11 events - 6 of which are located at colleges and universities; 4 are located at various National Guard units around the state, and 1 is a community event. Staff will probably register for several more events as staff typically attends 15 to 20

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events each fall.

Brian Bellenger, Division Manager of Employment Testing reported the following:

- The Board has been actively engaged in the efforts to recruit and identify talent for the Police Officer job. Specifically, staff has focused a great deal of attention on the administration of the ACT Workkeys test battery, as well as conducting Physical Ability Testing. The Board was able to become an authorized administrator of the WorkKeys test battery in 2023, and since January 1, 2024, staff has tested 150 people, of who 103 passed the battery.
- Candidates who have either passed the Workkeys or who have an Associate's degree are eligible to be placed on the register. However, in cooperation with our member agencies, we have attempted to supplement their initial physical tests with our own. The City of Birmingham, the Sheriff's Department, and other agencies will frequently test candidates they are actively recruiting, and they share the results of those tests with the Board so that the information can be provided to all departments. Once per month, the Board conducts an additional physical test for those candidates who could not participate with the larger police departments. Since January 1, 2024, the Board has tested 33 individuals of whom 14 passed.

Cynthia Holiness, Division Manager of Budget & Policy Compliance presented the proposed Fiscal Year 2025 budget to the Board Members:

- Each year Board staff begin the annual budget process in late February. Division Managers met with their individual teams to discuss goals, initiatives and major projects for the upcoming fiscal year, and submitted a proposed budget. After thorough review and discussion with the Director and Personnel Board management team, the proposed budget was provided to the Board Members in mid-July to review. Board members were given an opportunity to ask questions and make recommendations in our one-on-one budget meetings last week.
- The Board takes its fiscal responsibilities very seriously and is sensitive to the financial impact it has on the budgets of its member jurisdictions, as well as the taxpayers. While doing so, we will continue to carefully monitor our budget to ensure that we closely manage expenditures while continuing to expand services to our stakeholders. The proposed budget for fiscal year 2025 is \$11,038,738, approximately a 2.30% increase compared to the Board's current budget.
- Fiscal Year 2025 includes several initiatives which include, but are not limited to:
  - Improving the overall recruiting, in particular, Law Enforcement recruiting through a variety of efforts to include social media campaigns, frequent on-site ACT WorkKeys testing, monthly physical ability testing, high school/college partnerships, and presence at and sponsorship of community events and programs.
  - Enhancing the management and quality control of certification lists through reporting, and increasing regular communication efforts with our Human

Resources representatives throughout the Merit System.

- Streamlining processes within the organization which creates a gradual but deliberate reduction or repurposing of position totals that occurs as employees separate from the organization.
  - Leveraging application development to improve communication, streamlining processes, and providing a central repository with reporting capabilities which will provide greater efficiencies.
  - Utilizing internal personnel to expand and enhance our social media presence to effectively market careers in the Merit System and attract the best & brightest talent.
  - Adding additional protection to safeguard the organization's data and information systems from cyberattacks/threats.
  - Engaging Workday Agency Human Resources Partners to better optimize the functionality in the Workday system.
  - Creating testing developmental assessments for certain leadership programs offered by our Training & Organizational Development department.
- The Personnel Board has remained under budget over the last nineteen years, and we will continue to improve services and look for ways to reduce costs.

## **II. Action Items**

- A) The Board approved the proposed 2024-2025 budget of \$11,038,738 which is a 2.30% increase over FY 2024 budget. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board approved the Board Minutes for the meeting held on June 27, 2024. (Motion made by J. Smoke; Seconded by D. Smith)
- C) The Board approved the Resolution for Board staff to receive a 1.50% cost of living adjustment effective October 5, 2024. (Motion made by J. Smoke; Seconded by D. Smith)
- D) The Board approved the 2024-2025 Holiday Schedule. (Motion made by J. Smoke; Seconded by D. Smith)
- E) The Board approved the Personnel Board of Jefferson County entering into contracts with the following vendors for fiscal year 2024-25 (individual Board items and contracts included on subsequent pages):

Hampton Inn & Suites Birmingham Tutwiler

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- Term: 9/8/24-12/31/24 (four months)
- Cost: Prevailing government hotel rate (estimated cost for term is \$55,000)
- Purpose: Hotel accommodations for volunteer assessors

### ADTRAV

- Term: 10/1/24-9/30/25 (one year)
- Cost: Fee based \$37 per booking (estimated cost for term, including cost of the flights, is \$44,000)
- Purpose: Travel arrangements (flights) for volunteer assessors

### Siena Consulting

- Term: 10/1/24-9/30/27 (three years)
- Cost: Fee based \$15 per test (estimated cost for term, including cost of the flights, is \$11,000)
- Purpose: Entry-level Firefighter testing services

### Intecrowd

- Term: 11/1/24-10/31/25 (one-year renewal)
- Cost: Fee based \$165 per hour (not to exceed \$20,000 for the term)
- Purpose: Intecrowd is a Certified Workday Partner and authorized to provide system consulting and configuration services on Workday systems to assist the Board in maximizing the platform's resources.

### Coyne Counsel

- Term: 10/1/24-9/30/25
- Purpose: Legal counsel services

### Bainbridge, Mims, Rogers, & Smith

- Term: 10/1/24-9/30/25
- Purpose: Legal counsel services

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

### III. Jurisdiction Contracts

- A) The Board approved a new contract between the Jefferson County Finance and Warren Averett, LLC. The contractor will perform annual audits of the financial statements of the County for the fiscal years ending September 30, 2024, 2025 and 2026, and review compliance of the Community Development Block Grant-Disaster Recovery program with Federal Register Notice 81 FR 39867 for the periods May 1, 2023 through April 30, 2024, May 1, 2024 through April 30, 2025 and May 1, 2025 through April 30, 2026. This is a three-year contract (effective upon Commission approval; audits will begin after September 30, 2024), at a cost not to exceed \$520,500. Based upon Alabama Code, these audits are required to be performed by independent certified public accountants. (Motion made by J. Smoke; Seconded by D. Smith)
  
- B) The Board approved a new contract between the Jefferson County General Services and Bright Future Electric to reinstall lightning protection at the County's Domestic relations building. The project will include all shop drawings, labor, and materials. The reinstallation must meet UL96A Lightning Protection Standards and requires special skills to ensure the existing grounding system, consisting of downloads and ground rods for lightning protection, remains intact during the reroof process. The cost of the contract is \$37,527.85. Based on the fact that these services are temporary and generally contracted, 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 General Services and Cornerstone Detention Products, Inc. to provide preventive maintenance and repair on 55 corridor sliding doors in the Birmingham Public Safety Center. This is a 3-year contract for \$167,934.54 (approx. \$56,000 per year). Based on the fact that these services are performed sporadically and are generally contracted, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)

### IV. Administrative Leave with Pay

- A) Develle Hudson, 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) Stanley R. Thomas vs. City of Bessemer (Police Department) - Case No. DA-2019-2251-BS (Termination) - Hearing Officer's Report & Recommendation. In attendance was Attorney Aaron Killings Jr. Jones from the City of Bessemer. Attorney Scott Morro represented Stanley Thomas via Microsoft Teams. The Board voted to **UPHOLD** the

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

- B) Jude Washington vs. Jefferson County Sheriff's Office - Case No. DA-2024-2482-JC (Termination) - Hearing Officer's Report & Recommendation. In attendance was Attorney R. Lee Barnes for the Jefferson County Sheriff's office. Attorney Hud Dodd represented Jude Washington via Microsoft Teams. 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) Derius Hill - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record. Derius Hill was in attendance via Microsoft Teams. The Board voted to **TABLE** this item for sixty days to obtain additional information from Mr. Hill. The Director requested Mr. Hill to submit written documentation, including a police report to Board staff. (Motion made by D. Smith; Seconded by J. Smoke).

## VII. Information and Discussion Items

Pete Blank, Division Manager of the Training & Organizational Development department acknowledged Personnel Board employee Michael Glaze (Training Advisor) for receiving the key to the city from the City of Center Point for his Maxwell Leadership Training. Also, Jeff Crenshaw introduced Ashley Tate as the Personnel Board's new Social Media Specialist.

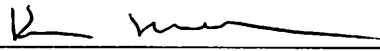
- A) The Board acknowledged the Workday contract addendum. In this amendment, Workday Inc. and the Personnel Board of Jefferson County would define the terms for "Worker Category" to include a category of "Merit System Employee". This category is used to report worker counts to Workday Inc. The amendment had no impact to the cost, term, or scope of services of the current contract between Workday Inc. and the Personnel Board of Jefferson County
- A) The Board acknowledged the list of Advanced Steps.
- B) The Board acknowledged the following expenditure reports:
- June 15, 2024 – June 28, 2024
  - June 28, 2024 – July 12, 2024

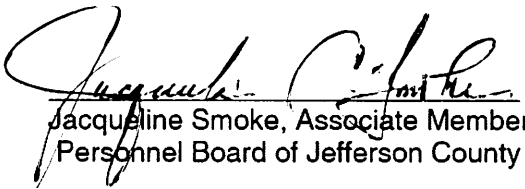
## VIII. Executive Session

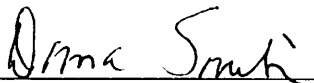
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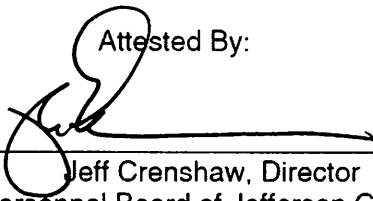
There was no need for an executive session.

There being no further business the meeting adjourned at 2.43 pm.

  
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L. Kenneth Moore, Chairman  
Personnel Board of Jefferson County

  
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Jacqueline Smoke, Associate Member  
Personnel Board of Jefferson County

  
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Donna Smith, Associate Member  
Personnel Board of Jefferson County

Attested By:  
  
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Jeff Crenshaw, Director  
Personnel Board of Jefferson County