



Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

September 26, 2024

The Personnel Board of Jefferson County met on Thursday, September 26, 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.; 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 1:30 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 August 27, 2024. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board approved a new general liability insurance policy in the amount of \$3,718.48 for October 1, 2024 through September 30, 2025. (Motion made by J. Smoke; Seconded by D. Smith)

In one vote the Board approved Action Items C - H.

- C) The Board approved the City of Fultondale's Resolution 2433 granting a 2% Cost of Living Adjustment to its Base Salary Schedule and Firefighter Schedule, effective September 28, 2024. (Motion made by J. Smoke; Seconded by D. Smith)
- D) The Board approved the City of Irondale's Resolutions 2024-R-131 and 2024-R-132, which grants an across-the-board 3% Cost of Living Adjustment to all Salary Schedules (Base and Public Safety) effective October 2, 2024. (Motion made by J. Smoke; Seconded by D. Smith)
- E) The Board approved the City of Mountain Brook's Resolution 2025-128 granting a 3% Cost of Living Adjustment to its Base Salary Schedule and Firefighter Salary Schedule, effective October 8, 2024. (Motion made by J. Smoke; Seconded by D. Smith)

Board Meeting for September 26, 2024

- F) The Board approved the City of Vestavia Hills Resolution 5525 granting a 3% Cost of Living Adjustment to its Base Salary Schedule and Public Safety Salary Schedule and an 8% Cost of Living Adjustment to its Executive Salary Schedule, effective October 1, 2024. (Motion made by J. Smoke; Seconded by D. Smith)
- G) The Board approved the Emergency Management Agency's Resolution granting a 3% Cost of Living Adjustment, effective October 5, 2024. (Motion made by J. Smoke; Seconded by D. Smith)
- H) The Board approved the City of Center Point's Resolution granting a 2% Cost of Living Adjustment, effective October 1, 2024. (Motion made by J. Smoke; Seconded by D. Smith)
- I) The Board approved the resolution of the Tarrant City Council to create a separate salary schedule for Tarrant Electric (pay rates are established as equivalent to the City of Tarrant's Base Salary Schedule), effective September 4, 2024. (Motion made by J. Smoke; Seconded by D. Smith)

In one vote the Board approved Action Items J & K

- J) The Board approved the City of Birmingham's request to create the position of Deputy Director for Innovation and Economic Opportunity (Workforce Development), job code 94041, in the Exempt Executive Service. (Motion made by J. Smoke; Seconded by D. Smith)
- K) The Board approved the City of Birmingham's request to create the position of Deputy Director of Sloss Furnaces in the Exempt Executive Service. (Motion made by J. Smoke; Seconded by D. Smith)
- L) The Board approved the City of Hueytown's Resolution 6922 granting a one-time lump sum supplemental payment for all eligible classified employees. Judge Moore recused himself from voting. (Motion made by J. Smoke; Seconded by D. Smith)
- M) The Board approved reinstatements to eligible registers pursuant to Rule 10.3. (Motion made by J. Smoke; Seconded by D. Smith)

III. Jurisdiction Contracts

- A) The Board approved Jefferson County Roads and Transportation Department engaging in a new contract for culvert rehabilitation services including cleaning and inspecting, using video equipment, cured in-place concrete pipe lining and centrifugally cast pipe lining of approximately 1,800 linear feet of existing culverts. The County is currently

preparing an invitation to bid for the services and estimates a cost of no more than \$1,500,000. The Board has approved contracts for these services in the past. Due to the temporary nature of the work, the specialized aspects of the services, evidence to indicate these services are generally contracted, and because County does not possess the necessary equipment to complete the work, the recommendation is to approve contracting the services conditioned on the County supplying the executed contract. (Motion made by J. Smoke; Seconded by D. Smith)

In one vote the Board approved Jurisdiction Contracts B & C.

- B) The Board approved two new contracts between the Jefferson County General Services Department and Doster Construction Co. Inc., to complete renovations in two areas (Elections Center and Operations Center) in one of their facilities located in Tarrant. These are one-time construction projects expected to be completed concurrently during a three-week period. The cost of both contracts combined is \$76,910. The Board has previously approved similar contracts in the past. The temporary nature of this project serves as the basis for the approval recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- C) The Board approved new three-year contract(s) between the Jefferson County General Services Department and three separate vendors (Jasper Electric Motors, B&D Electric Motor Company, and Brannon Electric Motors) for repair and/or replace existing small and large electric motors and equipment located at the Water Reclamation Facilities. Utilizing three vendors, allows the County to assess the criticality of a motor breakdown and use the vendor who will be able to respond in the manner required. Total estimated cost across all three years and vendors is \$1,150,000. The Board has previously approved similar contracts for these services. Based on the sporadic nature of the work and the specialized knowledge required for the variety of equipment these contracts are recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)
- D) The Board approved a contract between the City of Homewood and Lester D. Smith to provide support and logistics to Federal and state agencies investigating the misappropriation of funds and to realign the structure and operations of the City's Finance Department due to the misappropriation of funds and credit card usage by the former finance director. The City is in need of a highly experienced expert in public accounting to implement necessary internal controls, overhaul the City's finances, and develop appropriate financial and accounting processes and practices. The City is seeking sufficient time to conclude all investigations and to hire and train a permanent Finance Director once the City's accounting and financial processes have been effectively established and implemented. The contract is a three-year contract in the amount of \$229,000 per year. (Motion made by J. Smoke; Seconded by D. Smith)

IV. Administrative Leave with Pay

In one vote the Board Approved Administrative Leave with Pay A & B

- A) Christopher McClure, 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)
- B) Christopher Gentry, City of Vestavia Hills - Request for 30-Day Extension of Administrative Leave with Pay - **APPROVED**. (Motion made by J. Smoke; Seconded by D. Smith)

V. Contested Items

- A. Kemba Robuskey vs. Jefferson County (Roads & Transportation) - Case No. DA-2024-2491-JC (Termination) - Hearing Officer's Report & Recommendation. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- B. Ebboni Perdue vs. City of Birmingham (Police Department) - Case No. DA-2024-2496-BH (Suspension) - Hearing Officer's Report & Recommendation. In attendance was Attorney Pierre A. Mede who represented the City of Birmingham. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- C. Raymond Kent vs. City of Birmingham (Police Department) - Case No. DA-2024-2501-BH (Termination) - Complainant's Motion to Stay. The Board voted to **GRANT THE STAY**. (Motion made by J. Smoke; Seconded by D. Smith)
- D. Stephon Green vs. City of Birmingham (Police Department) - Circuit Court Order Remanding Matter to the Personnel Board Case No. CV-2023-903660-MJH. In attendance was Attorney Joseph Abrams who represented the City of Birmingham. Attorney Scott Morro represented Stephon Green. The Board voted to **GRANT THE STAY**. (Motion made by J. Smoke; Seconded by D. Smith) Judge Moore requested that the decision be conveyed to the Board members within two days after the courts made the decision.

VI. Appeal of Director's Determination

- A. Michael Morris - 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. Rashad Wilson - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record. In attendance was Rashad Wilson. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)

- C. Victoria Mystic - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record. In attendance was Victoria Mystic. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)

- D. Derrick Williamson - Appeal of Director's Decisions:
 - (A) Dismissal of Complaint filed July 19, 2024.

 - (B) Denial of Mayor's Request for Administrative Leave with Pay.

 - (C) Denial of Hearing on Complaint Filed Against Chief Wendell Major on September 3, 2024, and Complaint Filed by Williamson on September 11, 2024 against Chief Wendell Major.

In attendance were Attorney Leslie Coyne for PBJC; Attorney Michael Whisonant for Derrick Williamson; Derrick Williamson; Chief Wendell Major; and Attorney Michael Brymer who appeared virtually for the City of Tarrant. The Board voted to **UPHOLD** the Director's Determination on all three issues. (Motion made by J. Smoke; Seconded by D. Smith)

VII. Information and Discussion Items

- A) The Board acknowledged that the proposed changes to the Rules & Regulations have been publicly noticed and written comments are being accepted from September 16, 2024 through September 27, 2024.

- B) The Board acknowledged an amendment to the contract between Intecrowd and the Personnel Board of Jefferson County for Workday support and configuration consulting services. This adjustment would increase the contract amount from \$20,000 to \$24,000 (increase of \$4,000), with a billing rate of \$165 per hour for the remainder of the contract term.

- C) The Board acknowledged the Director's administrative approval of a new contract between the Jefferson County General Services Department and Global Fire Sprinklers, LLC. Global Fire Sprinklers, LLC will provide preventative maintenance, testing, and inspection services of Jefferson County Fire Sprinkler Systems, per NFPA 25 and NFPA

72 standards, and will affirm that system components are cleaned, recalibrated, and retested, if necessary, to ensure continued performance per NFPA 25 and NFPA 72 and to reduce the risk of component or system failure. This is a 3-year, fee-based contract, at an estimated cost of \$105,006 (\$35,002 per year). Administrative approval was provided due to the critical safety implications of these services, which were being performed under another contract that was abruptly canceled. The Board has approved contracts in the past for similar services, and based on the fact that these services must be performed by certified technicians using special equipment, are sporadic in nature, and the fact that these services are generally contracted, this contract is recommended for approval.

- D) The Board acknowledged the list of Advanced Steps.
- E) The Board acknowledged Jefferson County Commission's Resolution granting an across-the board 3.5% Cost of Living Adjustment to Classified Employees, effective October 5, 2024. The County's Resolution affects the Jefferson County Base, Medical, and Public Safety (Sheriff's Department) salary schedules.
- F) The Board acknowledged the following expenditure reports:
 - August 2, 2024 through August 9, 2024
 - August 10, 2024 through August 30, 2024

VIII. Executive Session

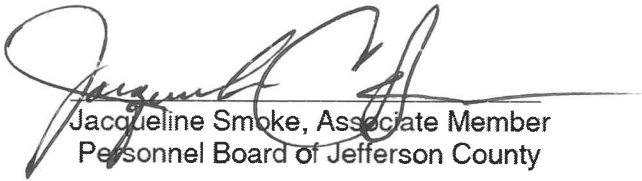
There was no need for an executive session.

There being no further business the meeting adjourned at 2:58 pm.

Board Meeting for September 26, 2024



L. Kenneth Moore, Chairman
Personnel Board of Jefferson County

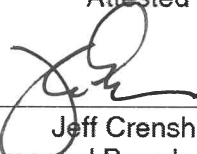


Jacqueline Smoke, Associate Member
Personnel Board of Jefferson County



Donna Smith, Associate Member
Personnel Board of Jefferson County

Attested By:



Jeff Crenshaw, Director
Personnel Board of Jefferson County