

Personnel Board of Jefferson County

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MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

December 3, 2024

The Personnel Board of Jefferson County met on Tuesday, December 3, 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 1:36 p.m. Chair Moore dispensed of any opening remarks. Due to technical difficulties, Judge Moore started the meeting with Action Items B & C and Item V. Contested Items.

II. Action Items

In one vote the Board approved Contested Items B & C

- B. The Board approved the Board Minutes for the meeting held on September 26, 2024. (Motion made by J. Smoke; Seconded by D. Smith)
- C. The Board approved the Board Minutes for the meeting held on November 7, 2024. (Motion made by J. Smoke; Seconded by D. Smith)

V. Contested Items

- A. Columbus Sanders vs. Jefferson County (Development Services)- Case No. DA-2023-2466-JC (Termination)- Joint Motion to Dismiss Appeal & Settlement Agreement. The Board voted to **GRANT THE JOINT MOTION AND APPROVE THE SETTLEMENT.** (Motion made by J. Smoke; Seconded by D. Smith)
- B. Terry Guinn vs. Jefferson County Sheriff's Office- Case No. DA-2024-2478-JC (Demotion)- Hearing Officer's Report & Recommendation. In attendance was Attorney Adam Morrel who represented Terry Guinn. Attorney LaTanishia Hunter was also in attendance and represented Jefferson County. The Board voted to **OVERTURN** the Hearing Officer's Recommendation and reinstate Terry Guinn as Captain, for him to receive a 14-working day suspension, and attend documented training on what constitutes harassment. The Board also advised Mr. Guin that future violations will result in discipline up to and including discharge. (Motion made by J. Smoke; Seconded by D.

Smith)

Personnel Board Director Jeff Crenshaw announced that the live stream was now working. He also stated that no items were addressed pertaining to the people who were unable to join at that time, which was Action Items B & C and Contested Items A & B.

- C. Patricia Bunt vs. Jefferson County Sheriff's Office - Case No. DA-2492-JC (Termination)- Hearing Officer's Report & Recommendation. In attendance was Attorney Joel Brown for Patricia Bunt. Attorney LaTanishia Hunter was also in attendance and represented Jefferson County. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- D. Cameron Jones vs. City of Birmingham (Police Department)- Case No. DA2024-2511-BH (Suspension - 9 Days)- Hearing Officer's Report & Recommendation. In attendance was Attorney Elizabeth Young who represented Cameron Jones. Attorney Kayla Sullivan was also in attendance and represented the City of Birmingham. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- E. Cameron Connell vs. City of Irondale (Fire Department)- Case No. DA-2024- 2507-ID (Termination)- Hearing Officer's Report & Recommendation. In attendance was Attorney Michael Jackson for the City of Irondale. Attorney Elizabeth Young was in attendance and represented Cameron Connell. The Board voted to **OVERTURN** the Hearing Officer's Recommendation and **REINSTATE** the original determination of Termination. (Motion made by J. Smoke; Seconded by D. Smith)
- F. Otis Bragg vs. City of Homewood (Police Department)- Case No. DA-2024- 2512-HW (Termination)- Hearing Officer's Report & Recommendation. In attendance was Attorney Elizabeth Young for Otis Bragg. Attorney Michael Kendrick was also in attendance and represented the City of Homewood. The Board voted to **OVERTURN** the Hearing Officer's recommendation and **REINSTATE** Otis Bragg and for Mr. Bragg to receive a 15-working day suspension, and receive back pay for the period of his termination less the 15-working day suspension. (Motion made by J. Smoke; Seconded by D. Smith)

II. Action Items

The Board Members returned to the order of the agenda:

- A. The Board opened the floor for comments on the proposed changes to the Personnel Board Rules & Regulations. No one in attendance indicated a desire to address the Board. The Board adopted the proposed changes to the Rules & Regulations. (Motion made by J. Smoke; Seconded by D. Smith)
- D. The Board approved the Personnel Board's expenditures for fiscal year 2024 in the amount of \$9,914,649.01. (Motion made by J. Smoke; Seconded by D. Smith)

- E. The Board approved the City of Pleasant Grove's Resolution 2024-61, which grants an across-the-board 3% Cost of Living Adjustment to Classified Employees, effective November 30, 2024. (Motion made by J. Smoke; Seconded by D. Smith)
- F. The Board approved the new jobs of Finance Director I (Grade 31), Finance Director II (Grade 33), and Parks and Recreation Director II (Grade 29) to be used by multiple Merit System agencies. (Motion made by D. Smith; Seconded by J. Smoke)
- G. The Board approved a contract between the Personnel Board and Alta Language Services for language proficiency assessments. Contract is for one-year contract, effective January 1, 2025, for \$69.00 per assessment (estimated fewer than 100 assessments during the contract period). (Motion made by J. Smoke; Seconded by D. Smith)
- H. The Board approved a contract renewal between the Personnel Board and Ministry Brands formerly High Ground Solutions. Ministry Brands provides an advanced communication tool for maintaining contact with targeted groups through large-scale emails and alerts. The contract is for one year from December 1, 2024, through November 30, 2025, costing \$3,588.00. (Motion made by D. Smith; Seconded by J. Smoke)
- I. The Board approved the revisions to the Personnel Board's Public Records Request Policy. (Motion made by J. Smoke; Seconded by D. Smith)
- J. 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 the contract between the City of Homewood and the Shelby County Emergency Management Communications District. The Shelby County Emergency Management Coordinator District will provide public safety dispatch services, to include both staffing and equipment, for police and fire department emergency calls. The decision to pursue a contract was reached after Homewood conducted an extensive review and evaluation of their public safety dispatch operations, and associated costs. The work to be provided under this contract is continuous and has traditionally been handled by Merit System employees; however, based on representations by the City of Homewood, and the supporting analysis and documentation, the work can be performed more economically at a comparable service level through this contract. The City of Homewood estimates it will save 67% by contracting the City's 911 function. Based on the financial savings associated with contracting these services, the contract is recommended for approval. Fire Chief Brandon Broadhead for the City of Homewood informed the Board that no current employees will be displaced and they will be placed within the City in roles similar to the positions they currently serve. (Motion made by J. Smoke; Seconded by D. Smith)

IV. Administrative Leave with Pay

No items in this section

VI. Appeal of Director's Determination

- A. James Trimble - 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. Yolanda Howard - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record. Recommendation to hold determination until resolution of the disciplinary appeal. The Board voted to **UPHOLD** the Director's Determination pending resolution of disciplinary appeal. (Motion made by J. Smoke; Seconded by D. Smith)
- C. Tshombe Allen - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record. In attendance virtually was Tshombe Allen. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- D. Jisele McCain - 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)
- E. Ernie Watson - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record. In attendance virtually was Ernie Watson. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- F. Desmond Clopton - This item was removed from the Agenda.

VII. Information and Discussion Items

- A. The Board acknowledged Jefferson County Sheriff's Office's Request for a 30-Day Extension of Administrative Leave with Pay for Brandon Jones. This request was administratively approved by the Director on November 4, 2024.
- B. The Board acknowledged the City of Birmingham's Request for a 30-Day Extension of Administrative Leave with Pay for Carmen Jones. This request was administratively approved by the Director on November 14, 2024.
- C. The Board acknowledged the City of Vestavia Hills request for a 30-Day Extension of Administrative Leave with Pay for Aaron Harris. The request was administratively approved by the Director on October 16, 2024.

- D. The Board acknowledged the City of Vestavia Hills request for a 30-Day Extension of Administrative Leave with Pay for Michael Patton. This request was administratively approved by the Director on October 10, 2024.
- E. The Board acknowledged a new contract between the Jefferson County Coroner/Medical Examiner's Office and Laboratory Corporation of America for histology testing. Services will include pick up, laboratory processing and testing, and return of tissue samples. This will be a fee-based, three (3) year contract, at an estimated cost of \$225,000 (\$75,000 per year). The Board has approved similar contracts in the past. This item was administratively approved by the Director on November 4, 2024, based on the fact that the services are generally contracted and indicated cost savings.
- F. The Board acknowledged the new job of Police Trainee for the City of Birmingham. This item was administratively approved by the Director on October 18, 2024.
- G. The Board acknowledged a new contract between the Jefferson County Coroner/Medical Examiner's Office and Steele City Mortuary Transport, Inc., who will continue providing 24/7/365 services for the retrieval and transport of human remains from death scenes to the Jefferson County Coroner/Medical Examiner Office. This is a three (3) year contract (November 18, 2024 – November 17, 2027), with an estimated cost of \$630,000 (\$210,000 per year). The County has contracted these services with Steele City Mortuary Transport, Inc. since 2018. This item was administratively approved by the Director on October 16, 2024, based on the fact that the services are performed sporadically, that the services are generally contracted and the fact that the County does not possess the equipment, supplies or staff to perform the services.
- H. The Board acknowledged a new contract between the Jefferson County General Services Department and Cline Tours, Inc. who will continue to provide shuttle service for Jefferson County employees between the Jefferson County courthouse and the parking deck on the corner of 22nd Street and 4th Avenue North. Services will be provided Monday – Friday (except on Jefferson County-observed holidays) from 6:30 AM to 9:00 AM and 4:00 PM to 6:30 PM, with extended evening hours (until 7:30 PM) on the first and last two business days of the month. This is a three (3) year contract, at a cost of \$459,468. The County has contracted these services with Cline Tours since 2018. This item was administratively approved by the Director on October 16, 2024 based on the fact that these types of services are generally contracted, the fact that the County does not possess the personnel or equipment to perform the services, and the estimated savings achieved through contracting the services, this contract is recommended for approval.
- I. The Board acknowledged a new contract between the Jefferson County General Services Department and Electrical Systems Specialists. The contractor will provide specialized electrical engineers to conduct an ARC Flash risk assessment to identify potential electrical hazards and determine the necessary precautions to mitigate them in 14 Jefferson County buildings. Services include on-site data collection, power system modeling and systems analysis, short circuit calculations, incident energy calculations,

ARC Flash boundary determinations, ARC Flash Hazard labels, and comprehensive reporting including findings and recommendations. Jefferson County indicated that an ARC Flash Study is required at an interval not to exceed 5 years, or when there is a significant change in the electrical system, and it must be conducted by an engineer with thorough knowledge of power system engineering, IEEE 1584, NFPA 70E, short circuit, device coordination, and ARC Flash Studies. This is a three (3) year contract at a cost of \$177,000, plus additional hourly fees for repair services. This item was administratively approved by the Director on October 16, 2024 based on the fact that these services are generally contracted, sporadic in nature, and require specialized electrical engineering skills, this contract is recommended for approval.

- J. The Board acknowledged a contract between the Jefferson County Community and Economic Development department and ClassTran, who will continue providing transportation services to and from senior centers to adult day care facilities, dialysis centers, medical and dental appointments, shopping trips, workshops, and up to fifty group field trips per year. The Board has approved contracts with ClassTran for similar services since 2015. This is a one (1) year contract, at a cost of \$401,000 (this cost has remained the same since 2019), effective upon Commission Approval and ending September 30, 2025, and includes an option to renew for 2 additional 1-year terms. This contract was administratively approved by the Director on October 16, 2024 based on the fact that the County does not possess the personnel or equipment to perform these services, and the represented savings achieved through contracting the services, this contract is recommended for approval.
- K. The Board acknowledged a new contract between the Jefferson County Department of Health and The Bloom Group, who will continue providing consulting and governmental relations services to the Board of Health by monitoring legislative and regulatory activities related to the Board of Health or having a potential to impact the Board of Health's mission or interest, by using its extensive network of contacts and access to engage and educate key decision makers regarding the Board of Health's mission and its interests, with the goal of protecting and furthering the same. The Bloom Group will also provide written monthly updates and, when requested, present in-person or virtual updates to the Board, the County Health Officer, or his designee(s). This is a one (1) year contract, effective December 1, 2024 – November 30, 2025, at a cost of \$42,000 (plus a maximum of \$5,000 for expenses). The Board has approved similar contracts for these services since March 8, 2022. This item was administratively approved by the Director on October 16, 2024 based on the fact that the services are temporary and sporadic in nature, this contract is recommended for approval.
- L. The Board acknowledged the City of Leeds's Resolution 2025-10-03, which grants an across-the-board 5% Cost of Living Adjustment to Classified Employees, effective October 1, 2024. This COLA was administratively approved by the Director on October 14, 2024.
- M. The Board acknowledged the list of September and October 2024 Advanced Steps.

N. The Board acknowledged the following expenditure reports:

- September 1, 2024 through September 20, 2024
- September 21, 2024 through October 11, 2024
- October 12, 2024 through October 25, 2024
- October 26, 2024 through November 8, 2024

VIII. Executive Session

An executive session was called by Attorney Coyne at 4:01 pm.


There being no further business the meeting adjourned at 4:40 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