



Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

January 25, 2025

The Personnel Board of Jefferson County met on Saturday, January 25, 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, Robert Groce, I.T.; and Leslie Coyne, Legal Counsel for the Personnel Board. Attending virtually were other Personnel Board staff.

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

Chair Moore called the meeting to order at 9:32 a.m. Chair Moore greeted the audience.

II. Action Items

- A) The Board approved the minutes of the December 3, 2024 meeting of the Three-Member Board. (Motion made by J. Smoke; Seconded by D. Smith)

- B) Pursuant to Section 12 of the Enabling Act and in accordance with Rule 8 of the Rules and Regulations of the Personnel Board, the Board adopted the 2025 Salary Administration Guide and Pay Plan to provide guidance on the application of general salary rules and processes. The Salary Administration Guide and Pay Plan is approved at least once annually and periodically updated as needed. The Salary Administration Guide and Pay Plan was last modified and adopted February 1, 2024. **(Adopted with the Honor Guard Premium Provision Code)** (Motion made by J. Smoke; Seconded by D. Smith)

- C) The Board approved a one-year contract renewal between the Personnel Board and Falls Facility Services, Inc. for February 1, 2025 through January 31, 2026 in the amount of \$28,554.48. All other terms of the contract remain the same. (Motion made by J. Smoke; Seconded by D. Smith)

- D) The Board approved a renewal of an engagement agreement between Personnel Board of Jefferson County and Capitol Resources, LLC for the period to cover February 8, 2025 through February 7, 2026. (Motion made by J. Smoke; Seconded by D. Smith)

- E) The Board approved a contract amendment between the Personnel Board and VC3, Inc. (formerly ThinkGard) for Disaster Recovery Services for October 1, 2022 through September 30, 2027. The other terms of the contract remain the same. (Motion made by J. Smoke; Seconded by D. Smith)

- F) The Board approved a contract between the Personnel Board and Barber MotorSports to host a session of the Personnel Board's executive leadership program (MPACT) at the Barber Vintage Motorsports Museum at a rate of \$500. (Motion made by D. Smith; Seconded by J. Smoke)

- G) The Board approved the new job class of Human Resources Assistant Director - Recruitment & Selection to oversee the day-to-day operations of the Employee Selection and Talent Sourcing Divisions within the Jefferson County Human Resources Department. The position will manage a team of approximately 15 direct and indirect reports. This job class is designed to ensure the effective hiring of qualified candidates across all levels of County government through the development, implementation, and oversight of sound, legally compliant recruitment and selection processes. (Motion made by J. Smoke; Seconded by D. Smith)

- H) 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 Environmental Services Division and a contractor to be named. The contractor will clean 1,050,000 linear feet of 6- to 16-inch diameter sanitary sewers ranked as high priority for cleaning, and will augment County staff who perform these services, to help the County work to eliminate its backlog of sanitary sewer preventive maintenance work orders. The estimated cost of the contract is \$2,500,000. The Board previously approved a similar contract as part of the County's efforts to better manage the sanitary sewer cleaning program, and eliminate a backlog of work. The contract is part of the County's established plan to allow the work to be performed more expeditiously to help meet requirements of the Clean Water Act Consent Decree under which the County has been operating. For these reasons that contract is recommended for approval. (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) Tiara Bryant, 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) Daysha Hall, 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) Raymond Kent vs. City of Birmingham (Police Department) - Case No. DA-2024-2501-BH (Termination)- Complainant's Motion to Lift Stay and Set Hearing. The Board voted to **Grant the Motion to Lift the Stay and Set Hearing**. (Motion made by J. Smoke; Seconded by D. Smith)
- B) Thomas Cleveland vs. City of Birmingham (Police Department)- Case No. DA-2024-2484-BH (Termination) -Joint Motion to Dismiss Appeal & Settlement. The Board voted to **Grant the Motion to Dismiss Appeal and Approve the Settlement**. (Motion made by J. Smoke; Seconded by D. Smith)
- C) Rickytha Davis vs. Jefferson County Sheriff's Office - Case No. DA-2024-2515 JC (Termination) - Hearing Officer's Report & Recommendation. In attendance was Attorney Scott Morro who represented Rickytha Davis. Attorney Latanishia Hunter represented the Jefferson County Sheriff's Office. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- D) Nathan Mariano vs. City of Birmingham (Fire & Rescue Service) - Case No. DA-2024-2504-BH (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)
- E) Gerald Johnson vs. City of Birmingham (Department of Public Works) - Case No. DA-2024-2498-BH (Termination) - Dismissal of Disciplinary Appeal. The Board voted to **UPHOLD** the Hearing Officer's Dismissal of Disciplinary Appeal. (Motion made by J. Smoke; Seconded by D. Smith)
- F) Yolanda Howard vs. Jefferson County (Roads & Transportation) - Case No. DA-2024-2516-JC (Termination)- Hearing Officer's Report & Recommendation. In attendance was Yolanda Howard who represented herself. Attorney Don Carroll represented Jefferson County. The Board voted to **OVERTURN** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)

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- G) Justin Bisharat vs. City of Birmingham (Police Department) - Case No. DA-2024-2523-BH (Termination)- Joint Motion Dismiss Appeal & Settlement Agreement. The Board voted to **Grant the Motion to Dismiss Appeal and Approve the Settlement**. (Motion made by J. Smoke; Seconded by D. Smith)
- H) Carmen Jones vs. City of Birmingham (Finance Department) - Case No. DA-2023-2469 (Suspension - 7 Days) - Hearing Officer's Report Recommendation. In attendance was Attorney Pamela Jones who represented the City of Birmingham. Attorney Charity Gilchrist-Davis represented Carmen Jones. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- I) Cynthia Morrow vs. City of Tarrant (Police Department) - Case No. DA-2024- 2485-TC (Termination) - Joint Motion to Dismiss Appeal & Settlement Agreement. The Board voted to **Grant the Motion to Dismiss Appeal and Approve the Settlement**. (Motion made by J. Smoke; Seconded by D. Smith)
- J) Lashaundra Jackson vs. City of Tarrant (Police Department) - Case No. DA-2024-2495-TC (Termination) - Joint Motion to Dismiss Appeal & Settlement Agreement. The Board voted to **Grant the Motion to Dismiss Appeal and Approve the Settlement**. (Motion made by J. Smoke; Seconded by D. Smith)
- K) Jason Rickels vs. City of Tarrant (Fire Department) - Case No. DA-2021- 2336.01-TC (Termination) - Complainant's Motion to Compel Compliance. In attendance was Attorney Scott Morro who represented Jason Rickels. Attorney Michael Brymer represented the City of Tarrant. The Board voted to **Grant the Motion to Compel Compliance**. (Motion made by J. Smoke; Seconded by D. Smith)
- L) Terry Guinn vs. Jefferson County Sheriff's Office - Case No. DA-2024-2478- JC (Demotion)- Complainant's Motion for Clarification, or, in the Alternative, for an Order of Reinstatement Retroactive to Demotion Date. In attendance virtually was Attorney Adam Morel who represented Terry Guin. The Board voted to **clarify it's prior order by stating that the effective date of the reinstatement is December 3, 2024 and orders that Guinn is not to receive backpay for the period of demotion**. (Motion made by J. Smoke; Seconded by D. Smith)

VI. Appeal of Director's Determination

- A) Chudey Kennedy - 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 D. Smith; Seconded by J. Smoke).

In one vote the Board voted to **UPHOLD** the Director's Determination on the Appeal of Director's Determination B & C.

- B) Imani Dumas - Appeal of Director's Disqualification of Application based Past Merit System Employment Record. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- C) Brandon Jenkins - 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)

VII. Information and Discussion Items

- A) The Board acknowledged the list of Advanced Steps.
- B) The Board acknowledged two new contracts between the Jefferson County Department of Health and Sonoma Technology Institute.

Contract 1: Sonoma Technology Institute will conduct scientific analysis the ozone and fine particulate matter for nine (9) single-day wildfires, one twelve-day wildfire, and one (1) single-day Saharan dust event that occur in the period 2021-2023. In 2024, the EPA strengthened the National Ambient Air Quality Standards (NAAQS) for particulate matter, requiring the Department of Health to show, through these exceptional event demonstrations, that its air quality program is compliant with NAAQS, provided these events are excluded. The Department of Health's staff meteorologist will use the work product developed by Sonoma Technology Institute, with its software and atmospheric scientists, to complete the demonstration for submission to the Environmental Protection Agency (EPA). Work related to the included events must be completed by January 7, 2025, and submitted to the EPA in February 2025. This is a 1-year contract, at an estimated cost not to exceed \$645,457. This contract was administratively approved by the Director on December 6, 2024.

Contract 2: Sonoma Technology Institute will validate monthly PAMS data during the summer months, and provide a dataset that can be uploaded into the EPA's Air Quality System (AQS). This is a 3-year contract at a cost of \$159,000, and is fully-funded under the EPA's IRA Grant # 03D12224. Services for PAMS data validation will be performed each year, beginning late Spring, and will continue to roughly October. Because these services are sporadic in nature, require specialized skills not possessed by any job within the Merit System, and generally contracted, this contract is recommended for approval. This contract was administratively approved by the Director on December 9, 2024.

- C) The Board acknowledged the Director's administrative approval of the City of Birmingham's ordinance granting an across-the-board 3% Cost of Living Adjustment to Classified Employees, effective for the 2024-2025 fiscal year.


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- D) The Board acknowledged the City of Birmingham Ordinance 24-79 allocating funding and adoption of pay enhancements designed to support the recruiting and retention of certified police and corrections employees and Ordinance 24-126 establishing Mental Health Observance Leave (MHOL) for employees within certified police and corrections job classes.
- E) The Board acknowledged the funds received from the online auction for the disposal of inactive and inoperable Personnel Board equipment. All items were sold for \$200.00 less commission of \$14.00 for a total of \$186.00.
- F) The Board acknowledged the following expenditure reports:
 - November 9, 2024 – November 22, 2024
 - November 23, 2024 – December 13, 2024

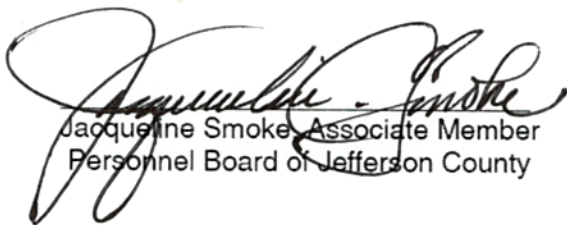
VIII. Executive Session

There was no need for an Executive Session.

The meeting adjourned at 11:08 a.m.



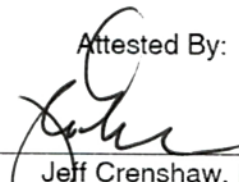
L. Kenneth Moore, Chairman
Personnel Board of Jefferson County



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