



# Personnel Board of Jefferson County

A Career. A Purpose. A Life.

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## MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

February 27, 2025

The Personnel Board of Jefferson County met on Thursday, February 27, 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; Cynthia Holiness, Business Office; Guy Dewees, Application and Development; Kim Kinder, Employee Relations; Pete Blank, Training; Marty Alber, Organizational Effectiveness & Communications; 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 1:34 pm and dispensed of any remarks.

### **II. Operational Updates**

#### **A) Cynthia Holiness – Business Office Division Manager**

Fiscal responsibilities are a major part of my area of responsibility; however, we are also responsible for policy creation and compliance. The Personnel Board has over forty internal policies. In 2020 & 2021, all of the policies were reviewed by the Director and the Department Heads and updated. In 2023 & 2024, the Training Division Manager and I created scripts and videos for each policy. Early this month, the first training module was released to employees and included training videos on the following policies:

Equal Employment Opportunity, Workplace Discrimination and Harassment, Respectful Conduct in the Workplace, Dress Code, Cellular Phone Usage, Drug-Free Workplace, Employee Fraternalization, Progressive Discipline, Workplace Investigations, Emergency Preparedness and, Firearms & other Dangerous Weapons.

Training Modules II and III will be released later in the year, and each year Board employees will be required to review the videos as refresher training on the policies.

We will also begin the budget process for fiscal year 2026 next month. Department Heads will be asked to meet with their staff and submit their proposed budgets to me by the end of March. Budget meetings with the department heads will be held in early April. In late April, the Director and Department Heads will meet to thoroughly review the budget and set priorities and goals for 2026. The proposed budget for 2026 will be submitted to the

Board Members in June, and one-on-one meetings with the Board Members will occur in early July. The budget will be presented for approval during the July board meeting.

**B) Guy Dewees – Application and Development Division Manager**

Our team's number one priority continues to be law enforcement recruitment.

Two weeks ago, we partnered with WBRC TV in hosting Police Week. The station spotlighted a different Merit System Police Department each day during their daily newscasts. The week culminated with a phone and text bank during the final newscast where viewers could call or text questions and speak directly with police recruiters or Personnel Board staff members.

We are currently preparing for a law enforcement career event to be held over a two-day period in March at the Birmingham CrossPlex. We will be offering participants the opportunity to speak with representatives from the departments we serve as well as participate in the physical ability and WorkKeys testing. We held a similar event last summer that went well, attracting nearly two hundred participants.

Additionally, team members have been coordinating with Birmingham Police and the Sheriff's department to administer on-site WorkKeys testing as part of the physical agility test sessions offered at their respective training academies on Saturdays.

The team has worked hard their efforts seem to be productive. So far this year, we have received 348 total applications. 154 of the applications have been deemed eligible and have been sent to the departments for further consideration.

And hopefully, the Board Members saw the news where the Birmingham Police Department was able to fill its most recent academy in the Fall for the first time since 2019. It appears they are on track to fill their next academy in April.

Spring career event season is in full swing. So far this year, Recruiters have attended events at five high schools, five colleges, and two regional state career centers. The Board's staff is registered for another ten events for the remainder of the Spring.

Finally, we have received 4,106 applications so far this year, which is about 22% more than this same time last year.

**C) Kim Kinder – Employee Relations Division Manager**

The annual classification survey opened in January. The purpose of the survey is to ensure that employees are performing duties that are consistent with their job class. This process is a collaboration between the C&C department and the Testing Department. There are approximately seven hundred jobs in the Merit System and the Personnel Board staff reviews 20% of the jobs each year. For the 2025 survey, there are 143 jobs

included in the survey that encompass approximately 3,000 employees. The major job families include Accounting, Engineering, Fire, and Public Works. Employees have submitted their surveys and participation is about 32%. The Testing department is reviewing the job information to ensure employees are properly classified. Initial determinations will be available in April.

### **III. Action Items**

- A) The Board approved the minutes of the January 25, 2025 meeting of the Three-Member Board. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board approved a seven-month agreement between the Personnel Board and the Sheraton Hotel for March 1, 2025 through September 30, 2025, with the option to renew two one-year periods based on mutual agreement of both parties. The second and third-year contracts will start at the beginning of the fiscal year. (Motion made by J. Smoke; Seconded by D. Smith)

In one vote the Board approved Action Items C & D

- C) The Board approved a new job of Crime Intelligence Analyst, 06480, Grade 23, for the Birmingham Police Department (salary range of \$51,730 - \$80,226). This position will support law enforcement efforts by gathering, analyzing, and disseminating crime-related data to inform decision-making, strategic planning, and tactical operations. (Motion made by J. Smoke; Seconded by D. Smith)
- D) The Board approved a new job of Breastfeeding Peer Counselor (WIC), 07743, Grade 8, for the Jefferson County Department of Health (salary range of \$27,643 - \$42,869). This position will provide basic breastfeeding information, education, support, and encouragement to pregnant and breastfeeding WIC participants. (Motion made by J. Smoke; Seconded by D. Smith)
- E) The Three-Member Board approved the roster of qualified individuals to serve as Hearing Officers for public hearings of disciplinary appeals in 2025. (Motion made by J. Smoke; Seconded by D. Smith)
- F) The Board approved the contract with Clear Audio-Visual Systems, LLC to provide maintenance to the audio, video, and computer equipment located within the PBJC Test Administration Facility for March 3, 2025 through September 30, 2025. (Motion made by D. Smith; Seconded by J. Smoke)
- G) 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)

#### IV. Jurisdiction Contracts

In one vote the Board approved Jurisdiction Contracts A & B

- A) The Board approved a new contract between the Jefferson County General Services department and Johnson Controls. Johnson Controls will continue to provide 24/7 monitoring and maintenance services, for specified equipment and systems located in Jefferson County Facilities. These services cover METASYS™ controls, YORK™ chillers, CCure™ / P2000™ card access, ABB variable frequency drives, and cooling tower cleaning and sanitation. Maintenance and service on these systems require specialized knowledge, training, and manufacturer—specific certifications, as well as proprietary software. Johnson Controls has been providing these services to Jefferson County for many years, and the Board has approved similar contracts in the past. This is a one (1) year contract, effective April 1, 2025 – March 31, 2026, with options to extend for two additional one-year terms, at a total cost of \$4,178,807.64. Based on the specialized nature of the services to be performed, including remote monitoring and parts, and the sporadic and limited nature of the services, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board approved a new contract between Jefferson County – Information Technology department and Thompson Tractor Company, Inc. Thompson Tractor will continue to provide manufacturer-certified technicians to conduct monthly, quarterly, and annual maintenance and repair ten (10) radio tower standby generators located throughout Jefferson County, at towers used primarily by First Responders. This is a three (3) year contract at a cost of \$147,600 (\$49,200 per year), plus an additional estimated allowance of \$84,835.50 (\$28,278.50 per year) for unscheduled maintenance and repairs at the rates shown in the contract, for an estimated total of \$232,435.50. Because the services will be conducted on a sporadic basis, by certified technicians with specialized equipment, this contract is recommended for approval. The Board has previously approved contracts with Thompson Tractor for similar services. (Motion by J. Smoke; Seconded by D. Smith)

#### V. Administrative Leave with Pay

In one vote the Board approved Administrative Leaves with Pay A & B.

- A) Kevin Pittman, 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) Aaron Harris, City of Vestavia Hills Police Department – Request for 30-Day Extension of Administrative Leave with Pay - **APPROVED**. (Motion made by J. Smoke; Seconded by D. Smith)

## VI. Contested Items

- A) Chevelle Lee vs. City of Birmingham (Parks & Recreation) - Case No. DA-2024-2514-BH (Termination)- Hearing Officer's Report and Recommendation - In attendance was Attorney Kayla Sullivan who represented the City of Birmingham Park and Recreation. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- B) Alonzo Dickinson vs. City of Birmingham (Police Department) - Case No. DA-2024-2520-BH (Suspension - 10 Days)- Hearing Officers Report and Recommendation. In attendance was Attorney Twala Grant who represented the City of Birmingham. Attorney Scott Morrow represented Alonzo Dickerson. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- C) Michael Ragland vs. City of Bessemer (Public Improvements) - Case No. DA-2024-2522-BS (Termination)-Hearing Officer's Report & Recommendation. In attendance was Michael Ragland who represented himself. Attorney Aaron Killins represented the City of Bessemer. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- D) Derrick Williamson vs. City of Tarrant (Police Department)- Case No. DA-2024-2510-TC (Termination) Hearing Officer's Report Recommendation. In attendance was Attorney Rick Bearden who represented the Tarrant Police Chief and Attorney Michael Whisonant represented Derrick Williamson. Board Member Jacqueline Smoke recused herself from voting on this item. The Board voted to **UPHOLD THE TERMINATION AND REVERSE** the Hearing Officer's Recommendation. (Motion made by K. Moore; Seconded by D. Smith)

## VII. Appeal of Director's Determination

- A) Deshawn Cook - 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).
- B) Chudey Kennedy - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record. In attendance was Chudney Kennedy who represented herself. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- C) Jasper (Jay) Wade - 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)
- D) NaKeisha Rogers – Appeal of Director's Disqualification of Application based on Past Merit System Employment Record. The Board voted to **UPHOLD** the Director's Determination. (Motion by J. Smoke; Seconded by D. Smith)

## VIII. Information and Discussion Items

Board Meeting for February 27, 2025

- A) The Board acknowledged the increase in the number of ACT WorkKeys online tests adding \$10,000 for fiscal year 2025 due to the increase in the number of tests needed to be administered for Police Officer candidates.
- B) The Board acknowledged a contract between the Personnel Board of Jefferson County and Alabama Public Television for Law Enforcement Officer recruitment commercial spots.
- C) The Board acknowledged the list of January 2025 Advanced Steps.
- D) The Board acknowledged the following expenditure reports:
  - December 14, 2024 – January 10, 2025
  - January 11, 2025 – January 24, 2025

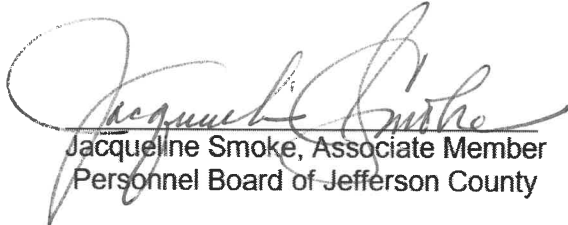
**IX. Executive Session**

There was no need for an Executive Session.


The meeting adjourned at 3:27 p.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