



# Personnel Board of Jefferson County

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

April 24, 2025

The Personnel Board of Jefferson County met on Thursday, April 24, 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; Robert Groce, Information and Technology; 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 1:30 pm and dispensed of any remarks.

### **II. Operational Updates**

#### **A) Kim Kinder – Employee Relations Division Manager**

Kim introduced the Personnel Board's new Compensation Advisor, Kandice Baldwin. Kandice previously worked at the University of Alabama at Birmingham (UAB), where she was employed for over four years as a Compensation Analyst and Human Resources Administrator. Kandice also brings recruiting experience and holds a Master of Business Administration degree from UAB.

For the 2025 Classification Survey, 143 jobs were included, with approximately 3,000 employees eligible to participate. Major job families represented include Accounting, Engineering, Fire, and Public Works. The participation rate was approximately 32%, and at this point, all employees have been properly classified. Initial determinations will be available by April 25, 2025. Participants may appeal the determinations, with a deadline of May 2 to submit appeal information. The public hearing is tentatively scheduled for June 26, 2027.

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

The highest recruiting priority continues to be for law enforcement positions. The recruiting team's continued efforts are paying off, as the Board has received 527 total applications this year through March 31<sup>st</sup>. Of those applications, 246 have been deemed eligible and have been sent to departments for further consideration.

#### **IV. Jurisdiction Contracts**

In one vote, the Board approved Jurisdiction Contracts A & B.

- A) The Board approved a new contract between Jefferson County Department of Health General Services Department and Johnson Controls Fire Protection LP, who will provide inspection, testing, and maintenance of the Health Department's Fire equipment and systems located in the Guy M Tate Building, General Services Annex, and the Eastern and Western Health Centers. This is a three (3) year contract effective April 28, 2025 – April 27, 2028, with no extension option and at an estimated cost not to exceed \$43,578 (fee-based; \$14,526 estimated annual price). Based on the fact that these services must be performed by certified technicians using special equipment, are sporadic in nature, and are generally contracted, this contract is recommended for approval. The Board has approved contracts in the past for similar services. (Motion made by J. Smoke; Seconded by D. Smith)
  
- B) The Board conditionally approved a new contract between the Jefferson County General Services Department and a contractor to be determined. The contractor will provide the annual preventive maintenance, inspections, and testing on seven (7) Uninterruptible Power Supply (UPS) systems, located at various County Facilities, including repairs as needed. This is a three (3) year contract with no extension option, effective June 9, 2025, to June 08, 2028, at an estimated cost of \$90,000 (\$30,000 per year). Approval is recommended based on the fact that services must be performed by factory certified technicians, are conducted sporadically, are generally contracted, and the fact that the County does not possess the equipment to perform the work. The Board has approved contracts in the past for similar services. Based on the fact that these services must be performed by certified technicians using special equipment, are sporadic in nature, and are generally contracted, this contract is recommended for approval under the following conditions: 1) the County must submit the final contract for Board records, and 2) that contract does not deviate in any substantial manner from the representations made in this submission (Motion by J. Smoke; Seconded by D. Smith)

#### **V. Administrative Leave with Pay**

No items in this section.

#### **VI. Contested Items**

- A) Michael Patton vs. City of Vestavia Hills (Fire Department)- Case No. DA-2024-2534-VH (Termination)- Hearing Officer's Report & Recommendation. Appearing virtually were Attorney Scott Morrow and Michael Patton. Attorney Patrick H. Moon represented

the City of Vestavia Hills Fire Department. The Board voted to **UPHOLD** the Hearing Officer's Report and Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)

- B) Joshua Richards vs. City of Birmingham (Police Department)- Case No. DA-2024-2494-BH (Suspension- 6 Days)- Hearing Officer's Report & Recommendation. In attendance was Attorney Elizabeth Young, who represented Joshua Richards. Attorney Twala Wallace represented the City of Birmingham Police Department. The Board voted to **UPHOLD** the Hearing Officer's Report and Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- C) Nathan Mariano vs. City of Birmingham (Fire & Rescue Service)- Case No. DA-2024-2504-BH (Termination) - Complainant's Notice of the Respondent's Non-Compliance with the Board's Order Dated January 25, 2025. In attendance was Attorney Elizabeth Young who represented Nathan Mariano. Attorney Pamela Jones represented the City of Birmingham. The Board voted to **CONTINUE** this item at the next meeting of the Board. (Motion made by J. Smoke; Seconded by D. Smith)
- D) Justin Bisharat vs. City of Birmingham (Police Department)- Case No. DA-2024-2523-BH (Termination) - Complainant's Notice of the Respondent's Non-Compliance with the Board's Order Dated January 25, 2025. In attendance was Attorney Elizabeth Young, who represented Justin Bishart. Attorney Twala Wallace represented the City of Birmingham. The Board voted to **CONTINUE** this item at the next meeting of the Board. (Motion made by J. Smoke; Seconded by D. Smith)
- E) Catherine Owens vs. City of Birmingham (Police Department)- Case No. DA-2024-2523-BH (Termination) - Complainant's Notice of the Respondent's Non-Compliance. In attendance virtually was Catherine Owens. Attorney Twala Wallace was present to represent the City of Birmingham. The Board voted to **DISMISS** as counsel was not present at the hearing of this matter. (Motion made by J. Smoke; Seconded by D. Smith)
- F) Jason Rickels vs. City of Tarrant (Fire Department)- Case No. DA-2021-2336.01-TC (Termination) - Complainant's Notice of Non-Compliance. In attendance virtually was Jason Rickels who verbally waived his right to counsel and represented himself. Attorney Michael Brymer represented the City of Tarrant. The Board voted to **DENY** the Show Cause Motion. (Motion made by J. Smoke; Seconded by D. Smith)

## VII. Appeal of Director's Determination

- A) Harry Wills - Appeal of Director's Determination. In attendance was Harry Wills, who represented himself. The Board voted to **UPHOLD** the Director's Determination. (Motion made by D. Smith; Seconded by J. Smoke).


### **VIII. Information and Discussion Items**

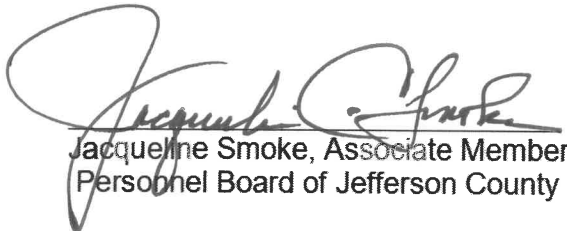
- A) The Board acknowledged the list of Advanced Steps.
- B) The Board acknowledged the following expenditure reports:
- March 1, 2025 – March 14, 2025
  - March 15, 2025 – March 28, 2025


### **IX. Executive Session**

There was no need for an Executive Session.

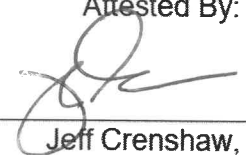
The meeting adjourned at 2:41 p.m.

  
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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

Board Meeting for April 24, 2025

Personnel Board of Jefferson County