



Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

June 3, 2025

The Personnel Board of Jefferson County met on Tuesday, June 3, 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) Marty Alber – Organizational Effectiveness and Communications Division Manager

We are consistently posting our weekly job carousel, which highlights new job openings, across all our social media platforms. In addition, we are preparing to feature athletes from our member agencies who are participating in the World Police and Fire Games. Our advertising campaign is also launching for the Blitz: Bessemer Edition, a law enforcement career fair specifically focused on the Bessemer Police Department. We have begun featuring “Merit Materials” to help educate the public on the role and functions of the Personnel Board. Lastly, it was proudly announced that our Facebook page has reached 2,000 followers.

B) Pete Blank – Training and Development Division Manager

Training and Organizational Development continued to offer our full course catalogue over the past quarter. Greg Bone, a staff trainer, was selected as a keynote speaker for the national *Next Gen Government* online conference, raising the department’s profile within the professional community. Preparation is underway for the upcoming WOW (Working on Workday) Conference, an invitation-only event scheduled for July that will host approximately 75 users of the Workday system for a full day of training. In addition, the annual appraisal training is actively being rolled out through the performance management system. Organizational Change Manager Ayla Russell and Performance Management Administrator Erika Mack have begun conducting early site visits and are providing staff with ample opportunities to complete their performance reviews efficiently.

C) Brian Bellenger – Testing Division Manager

Emphasis continues to be placed on public safety testing, with a particular focus on entry-

level police and fire positions. The upcoming Police Blitz will offer candidates the opportunity to complete the WorkKeys testing required for police officer entry. Ongoing collaboration with the City and Jefferson County Human Resources departments is helping to identify relevant job roles for testing, with resulting scores supporting their respective selection processes. Additionally, support is being provided to Birmingham Fire and Rescue by hosting their secondary promotional process and providing support.

III. Action Items

- A) The Board approved the minutes of the April 24, 2025, meeting of the Three-Member Board. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Three-Member Board approved the work-study program partnership agreement with Cristo Rey Birmingham Work Study for the period of August 1, 2025, through June 1, 2026. The total cost of the contract is \$ 8,000. (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 Population Health Manager job, Grade 31, Job Code 07691 (salary range \$84,885 - \$131,664). This job will report to and be responsible for assisting the Prevention and Wellness Director with the operational and administrative leadership for initiatives aimed at reducing health disparities across the community. (Motion made by J. Smoke; Seconded by D. Smith)
- D) The Board approved a new Prevention and Wellness Director job, Grade 42, Job Code 07696 (salary range \$145,163 – \$225,202). This job will report to and be responsible for assisting the Deputy Health Officer with the strategic oversight of multiple divisions, including Environmental Health, Population Health, Health Equity, Emergency Preparedness and Response, Quality Improvement, Epidemiology, and Disease Prevention. (Motion made by J. Smoke; Seconded by D. Smith)
- E) The Board approved a new Bessemer Utilities Assistant Operations Manager job, Grade 32, Job Code 08497 (salary range \$77,792 - \$120,682). This job will report to, and be responsible for assisting the Bessemer Utilities Operations Manager with the daily operations of the Bessemer Utilities Department, to include planning, directing, and coordinating the engineering, personnel, accounting, financial, and administrative functions. (Motion made by J. Smoke; Seconded by D. Smith)
- F) The Board approved a new Compliance Support Specialist job, Grade 28, Job Code 02803 for Jefferson County (salary range \$71,906 - \$111,550). This job will provide support to the County's Compliance Department and will execute inter-departmental projects. This is an individual contributor role without supervisory duties. (Motion made by J. Smoke; Seconded by D. Smith)

IV. Jurisdiction Contracts

- A) The Board approved a new contract between the Jefferson County General Services Department and Willo Products Company. The contractor will provide preventive maintenance and repair services on 144 Willo Wedge swinging door locks, 133 food pass-through doors, and 19 Willo Sliders (sliding door locks) for the Jefferson County Bessemer Public Safety Center (Bessemer Jail). This is a 3-year contract for \$96,708 (\$32,236 per year). This contract is recommended for approval based on the sporadic nature of the work and evidence to support the services being generally contracted. (Motion made by J. Smoke; Seconded by D. Smith)

V. Administrative Leave with Pay

- A) 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)
- B) Barry Deed, 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)
- C) Zedric Perdue, 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)
- D) Jason Rickels, City of Tarrant (Fire Department) - Request for 30-Day Extension of Administrative Leave with Pay. In attendance was attorney Scott Morrow for Jason Rickels. Attorney Michael Brown represented the City of Tarrant virtually. **APPROVED** (Motion made by J. Smoke; Seconded by D. Smith)

The Board experienced technical difficulties with the virtual presentation of the meeting at 1:48 p.m. As a result, the Board proceeded with the in-person meeting but approached some items out of order, as only items in which all relevant parties were present in person were handled while the technical difficulties with the virtual meeting were addressed. Items marked with an asterisk (*) were held until the technical difficulties were resolved.

- E) *Karen R. Hall Phillips, City of Birmingham (Department of Public Works) - Request for 10-Day Extension of Administrative Leave with Pay. In attendance was Attorney Twala Grant Wallace, who informed the Board Members that Karen R. Hall Phillips had been terminated, and a hearing has been scheduled.

VI. Contested Items

- A) Benjamin Mercer vs. Jefferson County (Environmental Services) - Case No. DA-2024-2533-JC (Termination) - Show cause regarding the parties' failure to submit a fully executed settlement agreement after notifying the Personnel Board that a settlement has been reached. In attendance was Attorney Don Carroll for Jefferson County. The Board finds that **the Matter Should Proceed to a Hearing**. (Motion made by J. Smoke; Seconded by D. Smith)
- B) Raymond Kent vs. City of Birmingham (Police Department) - Case No. DA-2024-2501-BH (Termination) - Hearing Officer's Report & Recommendation. In attendance was Attorney Pamela Jones for the City of Birmingham. Attorney Scott Morrow represented Raymond. The Board voted to **set aside** the Hearing Officer's Recommendation and upheld the City's termination. (Motion made by J. Smoke; Seconded by D. Smith)
- C) Jason Rickels vs. City of Tarrant (Fire Department)- Case No. DA-2021-2336.01-TC- Complainant's Renewed Notice of Non-Compliance and Objection to Appointing Authority Request for Administrative Leave with Pay. In attendance was Attorney Scott Morrow for Jason Rickels. Attorney Michael Brown represented the City of Tarrant. The Board voted to **carry over this matter** to the June 26, 2025, Board Meeting. (Motion made by J. Smoke; Seconded by D. Smith)
- D) Gracia Patterson vs. City of Birmingham (Finance Department)- Case No. DA-2025-2541-BH (Termination)- Joint Motion to Dismiss Appeal & Settlement Agreement. The Board voted to **Dismiss the Appeal & Approve the Settlement Agreement**. (Motion made by J. Smoke; Seconded by D. Smith)
- E) Archie Gresham vs. City of Birmingham (Fire & Rescue Service) - Case No. DA-2025-2538-BH (Suspension - 120 Hours - 5 shifts) - Hearing Officer's Report & Recommendation. In attendance was Attorney Elizabeth Young for Archie Gresham. Attorney Twala Grant Wallace represented the City of Birmingham. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)

NOTE: Virtual meeting capabilities were restored and at this time the Board Members addressed Item E of the Administrative Leave with Pay.

VII. Appeal of Director's Determination

- A) Zaryah Christian - Appeal of the Director's determination regarding rehire eligibility. Zaryah Christian appeared virtually. The Board voted to **UPHOLD** the Director's Determination. (Motion made by D. Smith; Seconded by J. Smoke).

- B) Christopher Tippins - Appeal of the Director's determination regarding rehire eligibility. In attendance was Christopher Tippins. The Board voted to **UPHOLD** the Director's Determination. (Motion made by D. Smith; Seconded by J. Smoke).
- C) Deshawn Cook - Appeal of the Director's Determination. Deshawn Cook appeared virtually. The Board voted to **UPHOLD** the Director's Determination. (Motion made by D. Smith; Seconded by J. Smoke). Due to technical difficulties, the Board was unable to communicate the denial to Mr. Cook (who was in attendance virtually). Director Crenshaw stated that staff would follow up with Mr. Cook to communicate the final decision.

VIII. Information and Discussion Items

Before proceeding with the discussion items, Director Crenshaw introduced Mei Perry, the Personnel Board's new PC Network Technician, to the Three-Member Board. Ms. Perry holds an associate degree from Jefferson State Community College and has five years of experience from her previous role in the IT department at UAB. Director Crenshaw also presented the Board with the 2024 Annual Report of the Personnel Board and announced that Donna Smith has been reappointed to serve another term as an Associate Member of the Personnel Board.

- A) Due to its timing, the insurance policies were administratively renewed at the end of May and are now presented as informational items.

The Three-Member Board acknowledged the Director's renewal of the Board's following insurance policies, set to expire, on behalf of the Personnel Board of Jefferson County for 2025-2026:

- Public Officials & Employment Liability Insurance
- Property Insurance
- Cyber Security Insurance
- Crime (including Burglary Insurance)

- A) Due to its timing, this contract was administratively approved on April 29, 2025, and is now presented as an informational item.

The Board approved a new contract between the Jefferson County Department of Health and the Crisis Center, Inc. The contractor will provide operational support to maintain the Crisis Center's Recovery Resource Center that facilitates access to substance use disorder treatment throughout Jefferson County. Services will include in-person, walk-in assessments at no cost to the individual client, peer support and case management services, and progress and statistical reporting to the Health Board and the Alabama Governor's Opioid Overdose and Addiction Council. This is a 1-year fixed-fee contract that began May 1, 2025, in an amount not to exceed \$325,000, and is expected to be paid for using Opioid settlement funds. Based on the fact that these services are highly specialized and generally contracted, this contract is recommended for approval

- B) The Board acknowledged the list of Advanced Steps.
- C) The Board acknowledged the following expenditure reports:

- March 29, 2025 – April 11, 2025
- April 12, 2025 – April 25, 2025
- April 26, 2025 – May 9, 2025

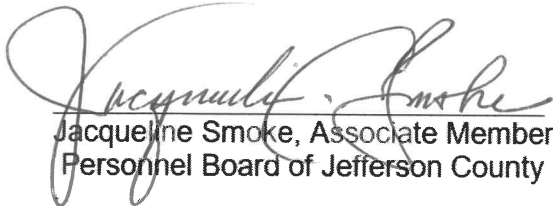
IX. Executive Session

There was no need for an Executive Session.

The meeting adjourned at 2:46 p.m.



L. Kenneth Moore, Chairman
Personnel Board of Jefferson County

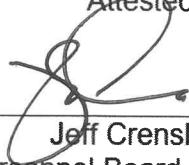


Jacqueline Smoke, Associate Member
Personnel Board of Jefferson County



Donna Smith, Associate Member
Personnel Board of Jefferson County

Attested By:



Jeff Crenshaw, Director
Personnel Board of Jefferson County