



Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

July 24, 2025

The Personnel Board of Jefferson County met on Thursday, July 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; Stacey Lange, Employment Testing Division Manager; Kim Kinder, Employee Relations; Pete Blank, Training; Robert Groce, Information 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 with any opening remarks. Judge Moore acknowledged the passing of Brian Bellenger. Director Crenshaw announced his passing and gave a brief summary of his legacy.

II. Action Items

- A) The Board approved the Board Minutes for the meeting held on June 26, 2025. (Motion made by J. Smoke; Seconded by D. Smith)

In one vote, the Board approved Action Items B & C

Cynthia Holiness – Business Office Division Manager

The proposed budget for fiscal year 2026 is \$11,549,905, which is an increase of \$511,167 or 4.63% compared to the Board's current budget. The increase is due largely to the costs associated with the upgrade of the second-floor audiovisual testing equipment, which was installed in 2005. The board packet also includes a proposed one percent cost-of-living adjustment and holiday schedule for staff.

- B) The Board approved the proposed 2025-2026 budget. (Motion made by J. Smoke; Seconded by D. Smith)
- C) The Board approved the 2025-2026 Holiday Schedule. (Motion made by J. Smoke; Seconded by D. Smith)
- D) The Board approved the Personnel Board of Jefferson County entering into contracts with the following vendors for fiscal year 2025-2026 (individual Board items and contracts included on subsequent pages):

Sheraton Birmingham Hotel

- Term: 10/01/25-09/30/26 (one year)
- Cost: Prevailing government hotel rate (estimated cost for term is \$86,803)
- Purpose: Hotel accommodations for volunteer assessors

ADTRAV

- Term: 10/1/25-9/30/26 (one year)
- Cost: \$37 per booking (est. cost for term, including cost of flights, is \$46,680)
- Purpose: Travel arrangements (flights) for volunteer assessors

Coyne Counsel

- Term: 10/1/25-9/30/26 (one year)
- Purpose: Legal counsel services

Bainbridge, Mims, Rogers, & Smith

- Term: 10/1/25-9/30/26 (one year)
- Purpose: Legal counsel services

(Motion made by J. Smoke; Seconded by D. Smith)

- E) The Board approved the contract agreement between Integrated Communication Solutions, Inc. and the Personnel Board for Voice over Internet Protocol (VoIP) telephone services. The total contract amount is \$27,489.50, which includes monthly VoIP service fees of \$1,726.75 for 14 months (totaling \$24,174.50), and a one-time professional implementation and equipment cost of \$3,315.00. (Motion made by J. Smoke; Seconded by D. Smith)
- F) The Board approved a new Compensatory Time Policy for Exempt Employees for internal staff. (Motion made by J. Smoke; Seconded by D. Smith)
- G) The Board approved the Resolution to dispose of inactive and inoperable Personnel Board equipment, furniture, and office supplies, and authorized the disposal of said items by re-purposing items to the County, recycling, online auction, and/or disposal by Jefferson County General Services. (Motion made by J. Smoke; Seconded by D. Smith)

In one vote the Board approved Action Items H & I

- H) The Board approved a new Communications Director job, Grade 34, Job Code 02094, and a salary range of \$98,800 - \$153,275 for the City of Homewood. This job will report to the City Manager and serve as the City's senior leader responsible for shaping and executing a comprehensive communications strategy and will oversee the creation and delivery of internal and external communications, including public information, media relations, crisis communication, and digital engagement initiatives. (Motion made by J. Smoke; Seconded by D. Smith)
- I) The Board approved a new Clinical Services Director, Grade 42, Job Code 07682, and a salary range of \$152,422 – \$236,475 for the Jefferson County Department of Health (Medical Schedule). This job will report to the Deputy Health Officer and oversee all clinical operations across Jefferson County Department of Health facilities. The Clinical

Services Director will be responsible for developing strategic plans, ensuring regulatory compliance, driving operational excellence, managing budgets, and aligning clinical programs with strategic health objectives to enhance public health outcomes. (Motion made by J. Smoke; Seconded by D. Smith)

- J) The Personnel Board approved the re-appointment of Connie Harris to the position of Pension Board Member Number Three of the Jefferson County General Retirement System to serve a three (3) year term from August 31, 2025, through August 30, 2028. (Motion made by J. Smoke; Seconded by D. Smith)
- K) The Board approved the Director's reinstatement decisions pursuant to Rule 10.3 of the Rules and Regulations.

II. 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 Siemens Industry, Inc. The contractor will provide a one-time building integration service for the Building Automation Services (BAS) at the Domestic Relations Building. This service is required for the ability to have the existing HVAC equipment (Chillers, Air Handlers & VAV boxes) controlled and/or monitored by a Siemens BAS system. This is a one-year contract to be carried out upon approval by the County Commission, at a cost of \$48,140.00. The Board has approved similar contracts in the past. Based on the sporadic nature of the work, the specialized knowledge and skills required, and because these services are generally contracted, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board approved a new three (3) year contract between the Jefferson County Department of Health (JCDH) and Comfort Systems USA (Midsouth, Inc.) to provide scheduled heating, air conditioning, and plumbing maintenance services at four JCDH facilities. The contractor will perform quarterly, semi-annual, and annual services, which include but are not limited to annual chiller inspections with oil analysis, quarterly pump inspections, annual boiler inspections and safety checks, quarterly boiler operational inspections, and quarterly operational inspections of air handlers, including belt replacement. The total cost of the contract should not exceed \$169,867.50 over the three-year term. The Board has approved similar contracts in the past. Based on the sporadic nature of the work, the specialized knowledge and skills required, and because these services are generally contracted, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)

IV. Administrative Leave with Pay

In one vote, the Board voted to approve Administrative Leave with Pay A & B

- A) Jarvis Watkins, 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) William Andrew Ramey, 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)

V. Contested Items

- A) James Miller vs. City of Birmingham (Police Department)- Case No. DA-2025-2543-BH (Termination)- Joint Motion to Dismiss Appeal & Settlement Agreement. The Board voted to **APPROVE** the Joint Motion to Dismiss Appeal & **ACCEPT** the Settlement Agreement. (Motion made by J. Smoke; Seconded by D. Smith)
- B) Derrick Williams vs. City of Birmingham (Department of Public Works)- Case No. DA-205-2542-BH (Termination) - Joint Motion to Dismiss Appeal & Settlement Agreement Board voted to **APPROVE** the Joint Motion to Dismiss Appeal & **ACCEPT** the Settlement Agreement. (Motion made by J. Smoke; Seconded by D. Smith)

VI. Appeal of Director's Determination

- A) Michael Morris - Appeal of the Director's Determination. The Board voted to UPHOLD the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- B) Patrick Knowles Jr. - Appeal of the Director's Determination (Grievance). In attendance was Patrick Knowles Jr. The Board voted to **UPHOLD** the Director's Determination, but directed the Director to reach out to the Jefferson County Sheriff's Office to obtain additional information about the timing to complete any ongoing investigation. (Motion made by K. Moore; Seconded by D. Smith)

VII. Information and Discussion Items

- A. The Board acknowledged an update to the contract agreement between Mythics LLC. and the Personnel Board for Oracle Cloud Hosting Services. This agreement was approved during the June 26, 2025, board meeting in the amount of \$52,570.20. This adjustment would increase the contract term by two months from 07/31/2025 – 09/30/2026 and increase the contract amount to \$61,499.93.
- B. The Board acknowledged the zero-cost contract with the Alabama Sports Hall of Fame (ASHOF). On July 8, 2025, the Personnel Board's Training and Development department hosted session seven of its MPACT program. MPACT stands for Managers Performing All Competencies Today. It is an upper-management training program for twenty-two Merit System employees. The training participants attend monthly classes based on nine core management competencies. The July 2025 topic was Planning & Organizing, and ASHOF agreed to host this training session at their location for a rate of \$0. The class was held in the "Legends" room.
- C. The Board acknowledged an additional \$10,000 to the ACT WorkKeys online tests' contract.
- D. The Board acknowledged the list of Advanced Steps.

E. The Board acknowledged the following expenditure reports:

- June 7, 2025 – June 20, 2025
- June 21, 2025 – July 4, 2025

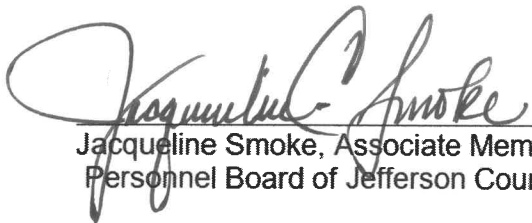
VII. Executive Session

There was no need for an Executive Session. Leslie Coyne gave an update on the Jason Rickels vs Tarrant Treasurer matter, with the court date set for August 6, 2025. This is the action that will determine the amount due to Jason Rickels. The Personnel Board is not a party to this matter.

The meeting adjourned at 2:04 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