

Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

September 23, 2025

The Personnel Board of Jefferson County met on Tuesday, September 23, 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, Workforce Development and Applicant Services; Kim Kinder, Employee Services; Marty Alber, Organizational Effectiveness & Communications; Robert Groce, Information Technology; Stacey Lange, Testing; 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 1:31 pm and dispensed with any remarks.

II. Operational Updates

A) Cynthia Holiness – Administration Division Manager

Cynthia Holiness reported that September 30th marked the close of the fiscal year. She noted that preliminary figures indicate expenditures will fall between \$10 million and \$10.5 million, and that the Board is therefore expected to remain under budget for another year. Ms. Holiness further noted that end-of-year accruals and adjustments have not yet been calculated by Jefferson County. Final expenditure reports will be prepared and presented by the County for the Board's review and approval in early 2026. She also reported that the approved FY 2025 budget is \$11,038,738.

B) Marty Alber – Organizational Effectiveness and Change Division Manager

Marty Alber provided an update on the organization's social media growth and outreach. On Facebook and Instagram, the platforms collectively reached more than 51,000 accounts, with 2,100 followers on Facebook and 281 on Instagram. Key campaigns during this period included the national launch and promotion of the Elevate Assessor Program. Marty also collaborated with several departments to market the Blitz Law Enforcement Career Fair, partnered with local influencers to highlight Bessemer's National Night Out, and worked with WBRC in efforts to market Police Week.

On LinkedIn, the organization's following grew to 3,026, reflecting an increase of 234 new followers within the last month alone. The platform reached more than 27,000 accounts.

Engagement was strongest through the Weekly Job Carousel Announcement, which continues to drive significant traffic to the website, averaging over 1,000 clicks per carousel post. The highest click-through rate this month reached 2,139.

Lastly, she shared that the team has begun using Handshake, a college recruitment social media platform, to build connections with potential post-graduate hires.

C) Stacey Lange – Employment Testing Division Manager

Stacey Lange reported that the Employment Testing Department has been actively engaged in various activities supporting both promotional and entry-level processes. Most recently, the department completed administration of the Police Promotional Tests for Corporal, Sergeant, Lieutenant, and Captain, with approximately 509 Merit System employees participating. Assessments for these exams will take place from October 2025 through November 2025, with new registers anticipated for use beginning in January 2026. The department also continues to support area agencies, including hosting the Birmingham Police Department's Police Officer interview process and the Master Police Officer assessment for the Vestavia Hills Police Department.

In addition to promotional testing, the department continues collaborating with Workforce Development and Applicant Services to recruit and identify new talent for the Police Officer position. These efforts include administration of the ACT WorkKeys test battery and support of recruitment events, such as the Law Enforcement Fall Blitz scheduled for Saturday, September 27th. During this event, the Testing Department will oversee both the ACT WorkKeys and the Physical Ability Tests for prospective candidates.

III. Action Items

- A) The Board approved the minutes of the August 28, 2025, meeting of the Three-Member Board. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board approved the contract agreement between AT&T and the Personnel Board for the cloud connectivity solution. This contract is to engage AT&T to provide a fully managed cloud connectivity solution to Oracle Cloud Infrastructure, creating a secure, private network connection to the Personnel Board. The total contract amount is \$17,886.97, which includes annual service fees of \$14,347.92 and a one-time professional implementation and equipment cost of \$3,539.05. (Motion made by J. Smoke; Seconded by D. Smith)

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

- C) The Board approved a contract renewal between Intecrowd LLC. and the Personnel Board for Workday support and configuration consulting services. The contract term begins on November 1, 2025, and extends through October 31, 2026. The contracted services will be billed at a rate of \$165 per hour, not to exceed \$22,000 for the contract term. (Motion made by J. Smoke; Seconded by D. Smith)

Board Meeting for September 23, 2025

- D) The Board approved the renewal of the Board's general liability insurance policy in the amount of \$3,651.70 from October 1, 2025, through September 30, 2026. (Motion made by J. Smoke; Seconded by D. Smith)
- E) The Board approved a new Assistant Finance Director job, Grade 32, Job Code 01089, and this job will support the planning, organizing, and management of financial operations within their jurisdiction, and assist with oversight of the Finance department, the preparation and monitoring of budgets, and the maintenance of the general ledger. (Motion made by J. Smoke; Seconded by D. Smith)
- F) The Board approved a contract between VC3 (DBA ThinkGard) and the Personnel Board for Disaster Recovery Service. This contract engages VC3 to provide a disaster recovery solution for the Personnel Board. VC3 utilizes a Hybrid Cloud system that includes a local backup device, which replicates the Personnel Board's entire information system to a secure off-site location. This service is essential to ensure business continuity and security as the Personnel Board transitions to the Oracle Cloud. The contract amount is for a service cost of \$2,858.00/month with a month-to-month agreement.

In one vote, the Board approved Action Items G & H

- G) The Board approved Jefferson County's Resolution 2025-910, which grants an across-the-board 3% Cost of Living Adjustment to Classified employees, effective October 4, 2025.
- H) The Board acknowledged the City of Fairfield's Resolution 2025-22, which grants an across-the-board 2.5% Cost of Living Adjustment to Classified employees, effective October 4, 2025.
- I) 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

- A) The Board approved a new contract between the Jefferson County Department of Health and Connection Health. The vendor will continue to hire, train, and supervise part-time (20 hours per week) community health workers who will provide services for women in the "From Day One" program, which is a grant-funded infant mortality program. This is a two (2) year contract, effective October 1, 2025, to September 30, 2027, with no extension option and at a cost of \$500,000 (fixed-fee contract that will not exceed \$250,000 per year). Based on the temporary, sporadic, and community nature of the services (for approximately 20 hours per week), this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)

V. Administrative Leave with Pay

- A) Patrick Gordon, City of Tarrant 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) Gregory Irvin vs. City of Birmingham (Police Department)- Case No. DA-2020-2319-BH (Termination)-Motion to Lift Stay and Set Hearing Date Board voted to **APPROVE** the Joint Motion to Lift the Stay and Set a Hearing Date (Motion made by J. Smoke; Seconded by D. Smith)
- B) Karen Hall Phillips vs. City of Birmingham (Department of Public Works)- Case No. DA-2025-2554-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)
- C) Kevin Coats vs. City of Birmingham (Department of Public Works)- Case No. DA-2025-2556-BH (Suspension - 18 days)- Hearing Officer's Report & Recommendation. In attendance was Attorney Twala Grant Wallace for the City of Birmingham. Kevin Coats represented himself. The Board voted to **MODIFY** the Hearing Officer's Recommendation and give a six (6) day suspension and back pay for twelve (12) days. (Motion made by J. Smoke; Seconded by D. Smith)

VII. Appeal of Director's Determination

- A) **WITHDRAWN:** Appeal to overturn the Director's disqualification from the Police-Sheriff Sergeant promotional examination.

VIII. Information and Discussion Items

- A) The Board acknowledged the City of Birmingham's request for a 20-Day Extension of Administrative Leave with pay for Ezeikiel J. Nevitt (also known as Ezeikiel J. Nevitt). The Director administratively approved this request on September 8, 2025.
- B) The Board acknowledged the City of Birmingham's request for a 15-Day Extension of Administrative Leave with Pay for Brian W. Malone. The Director administratively approved this request on September 9, 2025.
- C) The Board acknowledged the City of Vestavia Hills' Resolution 5579, which grants a 2% Cost of Living Adjustment to its Base and Executive Salary Schedules, and a 3.5% Cost

Board Meeting for September 23, 2025


of Living Adjustment to its Firefighter and Public Safety Salary Schedules, effective October 1, 2025.

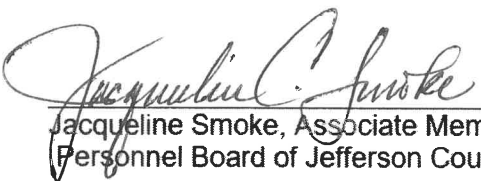
- D) The Board acknowledged the Resolution from the Jefferson County EMA, which increases their salary schedule by 3%, effective October 4, 2025.
- E) The Board acknowledged the list of Advanced Steps.
- F) The Board acknowledged the following expenditure reports:
- August 2, 2025 – August 15, 2025
 - August 16, 2025 – August 29, 2025


IX. Executive Session


There was no need for an Executive Session.

The meeting adjourned at 2:02 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