



Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

November 18, 2025

The Personnel Board of Jefferson County met on Tuesday, November 18, 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 10:09 am and dispensed with any remarks. Due to the delayed arrival of one Board Member, Chair Moore proceeded with the Informational Items, which do not require the full Three-Member Board to be present.

I. Information and Discussion Items

- A) The Board acknowledged a new contract between Jefferson County and ClasTran. The vendor will continue to provide transportation services to and from fifteen senior centers to adult day care facilities, dialysis centers, medical and dental appointments, shopping trips, workshops, and up to fifty group field trips per year. This is a one (1) year contract, effective upon Commission Approval and ending September 30, 2026, at a cost of \$401,000 (the cost has remained the same since 2019). Based on the fact that the County does not possess the personnel or equipment to perform these services, and the represented savings achieved through contracting the services, this contract is recommended for acknowledgment. This contract was administratively approved by the Director on October 13, 2025.
- B) The Board acknowledged the request from the City of Mountain Brook to increase its salary schedules by 2.5%, effective October 7, 2025. This item was administratively approved by the Director on October 22, 2025.
- C) The Board acknowledged the resolution from the City of Gardendale, which increases their salary schedule by 3%, effective October 12, 2025. This item was administratively approved by the Director on October 8, 2025.

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- D) The Board acknowledged the request from the City of Homewood to increase its salary schedules by 4.5%, effective October 8, 2025. This item was administratively approved by the Director on October 22, 2025.
- E) The Board acknowledged the list of Advanced Steps.
- F) The Board acknowledged the Administrative Approval of Reinstatement to the Eligibility List.
- G) The Board acknowledged the Jefferson County Sheriff's Office request for a 30-Day Extension of Administrative Leave with Pay for Cerell Cole. The Director administratively approved this request on September 25, 2025.
- H) The Board acknowledged the Jefferson County Sheriff's Office request for a 30-Day Extension of Administrative Leave with Pay for Marquintis Knox. The Director administratively approved this request on October 1, 2025.
- I) The Board acknowledged the Jefferson County Sheriff's Office request for a 30-Day Extension of Administrative Leave with Pay for Kajacqueline Sanders. The Director administratively approved this request on October 17, 2025.
- J) The Board acknowledged the Jefferson County Sheriff's Office request for a 30-Day Extension of Administrative Leave with Pay for Jordan Agee. The Director administratively approved this request on October 30, 2025.
- K) The Board acknowledged the Jefferson County Sheriff's Office request for a 30-Day Extension of Administrative Leave with Pay for Shamonte Lanfair. The Director administratively approved this request on October 30, 2025.
- L) The Board acknowledged the Jefferson County Sheriff's Office request for a 30-Day Extension of Administrative Leave with Pay for Ashton Bagley. The Director administratively approved this request on October 30, 2025.
- M) The Board acknowledged the following expenditure reports:
 - August 30, 2025 - September 12, 2025
 - September 13, 2025 - September 26, 2025
 - September 27, 2025 - October 10, 2025
 - October 11, 2025 - October 24, 2025

II.Executive Session

An executive session was called by the Board's Attorney Leslie Coyne to discuss pending and threatening litigation at 10:18 am. The Board Meeting reconvened at 10:39 am with all Board Members present.

IV. Action Items

- A) The Board approved the minutes of the September 23, 2025, meeting of the Three-Member Board. (Motion made by J. Smoke; Seconded by D. Smith)

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

- B) The Board approved a contract renewal between the Personnel Board and Alta Language Services for language proficiency assessments. The contract is for a one-year renewal, effective January 1, 2026, at a cost of \$69.00 per assessment (estimated to be fewer than 100 assessments during the contract period). (Motion made by J. Smoke; Seconded by D. Smith)
- C) The Board approved the renewal contract between the Personnel Board and Ministry Brands (formerly High Grounds) for one year from December 1, 2025, through November 30, 2026, with a cost of \$3,588.00. Ministry Brands provides an advanced communication tool for maintaining contact with targeted groups through large-scale emails and alerts. The Board has used Ministry Brands to send mass emails to communicate such information as rule changes, survey information as well as meeting dates to employees within the Merit System. (Motion made by J. Smoke; Seconded by D. Smith)
- D) The Board approved a new Administration and Innovation Director position for the City of Vestavia Hills that will support the administrative, planning, and GIS functions within its jurisdiction. The position will report to the City Manager. (Motion made by J. Smoke; Seconded by D. Smith)
- E) The Board approved the City of Kimberly's Resolution No. 2025-11 authorizing entry into the Personnel Board Merit System and the corresponding salary schedules. (Motion made by J. Smoke; Seconded by D. Smith)
- F) The Board approved the Memorandum of Understanding (MOU) between the Personnel Board and Jefferson County Commission outlining a collaborative arrangement between the Personnel Board and County Commission to facilitate efficient and effective human resources employment selection processes through cooperative alignment of staff, responsibilities, and effective use of physical space in the 2121 Building. (Motion made by J. Smoke; Seconded by D. Smith)

V. Jurisdiction Contracts

No items in this section

VI. Administrative Leave with Pay

No items in this section

VII. Contested Items

- A) Amber Pettway vs. City of Birmingham (Information Management System)- Case No. DA-2525-2571-BH (ALWOP)- Respondent's Motion to Stay (Motion made by J. Smoke; Seconded by D. Smith)

In one vote, the Board voted to Dismiss the Appeal & Approve the Settlement Agreement for Contested Items B-D.

- B) Antonio Hall vs. Jefferson County (Environmental Services)- Case No. DA-2025-2572-JC (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) Stephanie Scroggins Clemann vs. Jefferson County (Human Resources Department) - 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)
- D) Addrienna Lark vs. Jefferson County (Roads & Transportation) - Case No. DA-2025-2564-JC (Suspension - 80 Hours) - 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) Benjamin Mercer vs. Jefferson County (Environmental Services)- Case No. DA-2024-2533-JC (Termination)- Hearing Officer's Findings of Fact, Law, and Recommended Decision. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- F) James Jackson vs. City of Birmingham (Police Department) - Case No. GR-2025-BH-01-0474 (Grievance)- Hearing Officer's Findings of Fact, Law, and Recommended Decision. In attendance was Attorney Bill Dawson, who represented James Jackson. Also in attendance was Attorney Pamela Jones for the City of Birmingham. The Board voted to **GRANT the GRIEVANCE**. (Motion made by J. Smoke; Seconded by D. Smith)

- G) Eddie Dowdell vs. City of Birmingham (Department of Transportation)- Case No. DA-2025-2559-BH (Termination)- Hearing Officer's Report & Recommendation. In attendance was Attorney Twala Grant Wallace, who represented the City of Birmingham. Eddie Dowdell represented himself via Microsoft Teams. The Board voted to **REVERSE** the Hearing Officer's Recommendation and **UPHOLD** the Termination. (Motion made by J. Smoke; Seconded by D. Smith)
- H) Chasity Bascomb vs. City of Birmingham (Department of Public Works)- Case No. DA-2025-2551-BH (Termination)- Hearing Officer's Report & Recommendation. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- I) Daysha Hall vs. Jefferson County Sheriff's Office - Case No. DA-2025-2561-JC(Termination) - Hearing Officer's Report & Recommendation. In attendance was Attorney LaTanisha Hunter, who represented the Jefferson County Sheriff's Office. Daysha Hall represented herself via Microsoft Teams. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)

VIII. Appeal of Director's Determination

- A) Julian Anderson - Appeal of the Director's Decision to Disqualify Application. The Board voted to **UPHOLD** the Director's Determination. (Motion made by D. Smith; Seconded by J. Smoke).
- B) Gracia Patterson -Appeal of the Director's Decision to Disqualify Application. Due to technical difficulties, the Board voted to **CONTINUE** this matter at the December 4, 2025, Board Meeting.
- C) Karen Phillips -Appeal of the Director's Decision to Disqualify Application. In attendance was Karen Phillips. The Board voted to **OVERTURN** the Director's Determination. (Motion made by J. Smoke; Seconded by K. Moore)
- D) Christy Seals -Appeal of the Director's Decision to Disqualify Application. In attendance was Christy Seals. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- E) Rachel Thursby - Appeal of the Director's Decision to Disqualify Application. The Board voted to **CONTINUE** this matter at the next Board Meeting on December 4, 2025. (Motion made by J. Smoke; Seconded by D. Smith)
- F) Gary Alan Fendley -Appeal of the Director's Decision to Disqualify Application. The Board voted to **CONTINUE** this matter at the next Board Meeting on December 4, 2025. (Motion made by J. Smoke; Seconded by D. Smith)

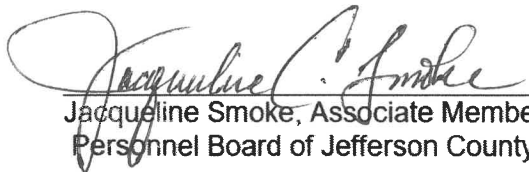
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- G) Dezmond Clopton - Appeal of the Director's Decision to Disqualify Application. In attendance was Dezmond Clopton. The Board voted to **UPHOLD** the Director's Decision. (Motion made by J. Smoke; Seconded by D. Smith)
- H) Daysha Hall - Appeal of the Director's Decision to Disqualify Application. The Board voted to **UPHOLD** the Director's Decision. (Motion made by J. Smoke; Seconded by D. Smith)
- I) Michelle King - Appeal of the Director's Decision to Disqualify Application - moved to the December 4, 2025 board meeting.

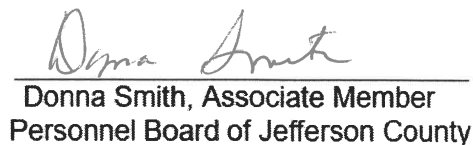
With there being no more business, the meeting adjourned at 12:19 p.m.



L. Kenneth Moore, Chairman
Personnel Board of Jefferson County

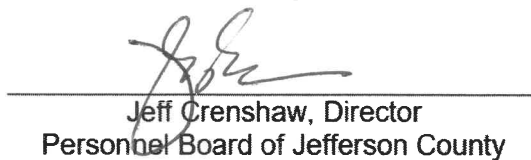


Jacqueline Smoke, Associate Member
Personnel Board of Jefferson County



Donna Smith, Associate Member
Personnel Board of Jefferson County

Attested By:



Jeff Crenshaw, Director
Personnel Board of Jefferson County