



# Personnel Board of Jefferson County

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## MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

December 4, 2025

The Personnel Board of Jefferson County met on Thursday, December 4, 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; 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 10:07 am and dispensed with any remarks.

### **II. Operational Updates**

There were no operational updates reported during this meeting.

### **III. Action Items**

- A) The Board approved the minutes of the November 18, 2025, meeting of the Three-Member Board. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board approved the Personnel Board's expenditures for fiscal year 2025 in the amount of \$10,275,558.86. (Motion made by J. Smoke; Seconded by D. Smith)
- C) The Board approved the request from the City of Bessemer to increase the aforementioned salary schedules as indicated, effective November 1, 2025. (Motion made by J. Smoke; Seconded by D. Smith)

### **IV. Jurisdiction Contracts**

- A) The Board approved a new contract between the Jefferson County Environmental Services Department and ADCO Companies, LTD. The vendor will utilize authorized Cleaver-Brooks representatives to calibrate, test, and make minor repairs to 4 boilers at 2 facilities during annual and biannual inspections of the Valley Creek and Village Creek water reclamation facilities. This contract is for 3 years at a cost of \$198,384. Because services require an authorized Cleaver-Brooks representative and are sporadic in nature, this contract is recommended for approval. The Board has approved similar contracts in the past for services of this nature. (Motion made by J. Smoke;

Seconded by D. Smith)

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

- A) Charles T. Bradley, City of Birmingham (Planning, Engineering & Permits) - Request for 10-Day Extension of Administrative Leave with Pay. **APPROVED.** (Motion made by J. Smoke; Seconded by D. Smith)
- B) \*Jalen Stephens, City of Birmingham (Police Department)- Request for 15-Day Extension of Administrative Leave with Pay. **APPROVED.** (Motion made by J. Smoke; Seconded by D. Smith)

\*This item was inadvertently skipped during the Administrative Leave with Pay section and was subsequently approved after the Contested Items.

## **VI. Contested Items**

- A) Michael Smith vs. Jefferson County (Roads & Transportation)- Case No. DA-2025-2568-JC (Termination)- Joint Motion to Dismiss Appeal & Settlement Agreement. The Board voted to **UPHOLD** the Joint Motion to Dismiss Appeal & Settlement Agreement. (Motion made by J. Smoke; Seconded by D. Smith)
- B) Rachel Thursby vs. Jefferson County (Environmental Services) - Case No. DA-2025-2575-JC (Termination) - Hearing Officer's Report & Recommendation. In attendance was Rachel Thursby, who represented herself. Attorney Don Carroll, who represented Jefferson County, appeared via Microsoft Teams. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- C) James Jackson vs. City of Birmingham (Police Department)- Case No. GR-2025-BH-01-0474 (Grievance)- Complainant's Motion Regarding Other Relief. Attorney Leslie Coyne for the Personnel Board advised the Board not to rule at this time on the motion filed by the complainant due to an active circuit court appeal filed by the City of Birmingham. (Motion made by J. Smoke; Seconded by D. Smith)

## **VII. Appeal of Director's Determination**

- A) Gary Alan Fendley - Appeal of the Director's Decision to Disqualify Application. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- B) Gracia Patterson - Appeal of the Director's Decision to Disqualify Application. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- C) Courtney Pearson - Appeal of the Director's Decision to Disqualify Application. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- D) Diamond Dantze - Appeal of the Director's Decision to Disqualify Application. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)

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

Before proceeding to the informational items, Jeff announced to the Three-Member Board the departure of Kim Kinder, who had served the Board for 18 years and had transitioned into her new role at the City of Homewood as their Human Resources Director. He also announced Billie Marsala's promotion to Classification and Compensation Manager, as well as the appointment of two new Compensation Advisors, Crystal Mauldin and Jay Gordon. Chairman Moore thanked the Personnel Board employees for their continued work and dedication to the Board.

- A) The Board acknowledged the list of Advanced Steps.
- B) The Board acknowledged the following expenditure report:
  - October 25, 2025 – November 7, 2025

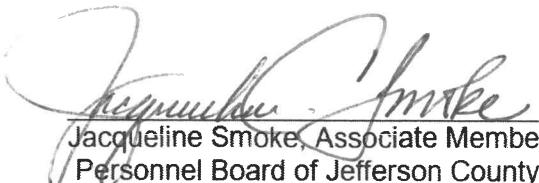
### **IX. Executive Session**

There was no need for an Executive Session.

The meeting adjourned at 11:04 a.m.

Ken Moore

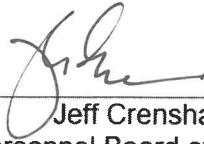
L. Kenneth Moore, Chairman  
Personnel Board of Jefferson County

  
Jacqueline Smoke, Associate Member  
Personnel Board of Jefferson County

Donna Smith

Donna Smith, Associate Member  
Personnel Board of Jefferson County

Attested By:

  
Jeff Crenshaw, Director  
Personnel Board of Jefferson County