

**MEETING MINUTES FOR THE
PERSONNEL BOARD OF JEFFERSON COUNTY**

January 26, 2023

The Personnel Board of Jefferson County met on Thursday, January 26, 2023. 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; Pete Blank, Training; Brian Bellenger, Testing; Leslie Coyne, Legal Counsel for the Personnel Board; Cynthia Holiness, Business Office; and Kim Kinder, Employee Services. Attending virtually were Robert Groce, Information Services; Guy Dewees, Applicant Services; and other Personnel Board staff.

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

Chair Moore called the meeting to order at 1:33 p.m. He welcomed the new Personnel Board member Associate Donna Smith. Chair Moore acknowledged the Personnel Board's staff on how they are a pleasure to work with and how their hard work makes the Board Members' jobs easier.

II. Action Items

- a) The Board approved the Board Minutes for the meeting held on December 12, 2022. (Motion made by J. Smoke; Seconded by K. Moore; Abstention - D. Smith)
- b) The Board approved the Board Minutes for the meeting held on December 20, 2022. (Motion made by J. Smoke; Seconded by K. Moore; Abstention - D. Smith)
- c) The Board approved the updated 2022-2023 Salary Administration Guide and Pay Plan. (Motion made by J. Smoke; Seconded by K. Moore; Abstention - D. Smith)
- d) The Board approved the renewal of the Board's Public Officials and Employment Liability Insurance policy in the amount of \$22,775 for January 31, 2023 through January 31, 2024. (Motion made by J. Smoke; Seconded by K. Moore; Abstention - D. Smith)
- e) The Board approved a new contract with Falls Facility Services, Inc. for professional custodial services for all Personnel Board offices within the 2121 Building. This is a one-year contract (covering the period of February 1, 2023 through January 31, 2024) with an option to renew two additional one-year periods. The cost of the contract includes a one-time deep cleaning charge of \$900.00 and a monthly cost of \$2,379.54. (Motion made by J. Smoke; Seconded by K. Moore; Abstention - D. Smith)
- f) The Board authorized the Personnel Director to enter into individual contracts with up to five subject matter experts/assessors (in the amount of \$1,000 per assessor) to

evaluate and provide developmental feedback to police officers participating in a training program. The target date for the work is early to mid-March, contingent upon the availability of the assessors. (Motion made by J. Smoke; Seconded by K. Moore; Abstention - D. Smith)

- g) The Board approved a thirty-day contract extension between ConvergeOne and the Personnel Board of Jefferson County for a monthly fee of \$2,356.00. (Motion made by J. Smoke; Seconded by K. Moore; Abstention D. Smith)
- h) The Board approved the Personnel Board's expenditures for fiscal year 2022. Motion made by J. Smoke; Seconded by K. Moore; Abstention - D. Smith)
- i) REMOVED BOARD ITEM
- j) The Board approved the City of Birmingham's request to appoint the position of Deputy Director of Special Projects and Facilities for the Planning, Engineering & Permits Department to the Exempt Executive Service. (Motion made by J. Smoke; Seconded by K. Moore; Abstention - D. Smith)
- k) The Board approved the Director's reinstatement decisions pursuant to Rule 10.3 of the Rules and Regulations. Due to an oversight, this action item was voted on after Jurisdiction Contract A. (Motion made by J. Smoke; Seconded by K. Moore; Abstention - D. Smith)

III. JURISDICTION CONTRACTS

- a) The Board approved a contract between the UAB Treatment Alternatives for Safer Communities (TASC) and the Jefferson County Community Development Department. UAB will provide services to the Jefferson County Treatment Court to reduce the impact of illicit opioids, stimulants, and other substances on individuals and communities, including overdose deaths, and mitigate the impacts on the criminal justice system. They will provide evidence-based substance use disorder treatment and recovery support services to 450 habitual offenders at risk for overdose over three years as outlined by the grant agreement (15PBJA-22-GG-04466-COAP) with the Department of Justice. This contract will provide embedded peers and/or persons with lived experience to assist persons in the criminal justice system and their families navigate the justice system and increase their connection to treatment and recovery support services. The Jefferson County Commission approved the Grant Agreement to accept the grant funds on October 20, 2022. Jefferson County received the executed contract back from UAB on November 14, 2022, and submitted in MinuteTraq on November 15, 2022. The Board received it after the deadline for the December Board Meeting. Based on the fact that UAB has the infrastructure in place to offer these services and the contract is the means for UAB to obtain the grant funding, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by K. Moore; Abstention - D. Smith)
- b) The Board approved a contract between the Jefferson County Community and Economic Development department and ClasTran, who will continue providing transportation services to and from 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. The Board has approved contracts with ClasTran for similar services since 2015. This is a one (1) year contract, at a cost of \$401,000 (this cost has remained the same for the past several years), effective upon Commission Approval and ending September 30, 2023, and includes an option to renew for two (2) additional one (1) year terms. Based on the fact that the County does not possess the personnel or equipment to perform the services, and the represented savings based on previous year's savings achieved through contracting the services, this contract is recommended for approval.

The County requested administrative approval, which was granted on January 12, 2023 due to the rescheduling of the December Board Meeting and urgency of getting the contract on the Commission's January 26, 2023 agenda.

Chair Moore expressed his concern over the matter of contracts being executed before the approval of the Personnel Board. Chair Moore noted the past Board members have taken on this responsibility of making sure that everyone follows the rules and regulations and therefore handed this task to Associate Smith. (Motion made by J. Smoke; Seconded by K. Moore; Abstention - D. Smith)

- c) The Board approved a contract amendment between the Jefferson County Information Technology and Tek Systems to provide temporary staffing for a critical-need position, Information Security Officer (ISO), as the County works to hire a new employee into this position. Using temp help during the hiring process is important due to ongoing cyber security initiative, and the relocation of the data center to a Tier III secure offsite location. The initial contract was approved by the Board in July, 2022 to cover two positions ISO and Network Systems Administrator II; this amendment has been reduced to one position (i.e., ISO) and is for a period of up to nine months at the same hourly rate previously approved. Based on the fact that the County has identified the position as critical to its IT operations and the contract is temporary while they pursue hiring an internal employee, the amendment is recommended for approval. (Motion made by J. Smoke; Seconded by K. Moore; Abstention - D. Smith)

IV. ADMINISTRATIVE LEAVE WITH PAY

The Board approved Administrative Analyst Tameka Fitzpatrick, City of Birmingham - 1-day Administrative Leave (Motion made by J. Smoke; Seconded by K. Moore; Abstention - D. Smith)

V. CONTESTED ITEMS

- a) Phyllis Swanson vs. City of Birmingham (Department of Public Works) - Case No. DA-2022-2410-BH (Termination) - Hearing Officer's Report & Recommendation. In attendance was Assistant Attorney Pamela Jones for the City of Birmingham. Based upon a review of the record, the Board finds the Hearing Officer's recommendation should be UPHeld. (Motion made by J. Smoke; Seconded by K. Moore; Abstention - D. Smith)
- b) Earnesha Woodruff vs. City of Birmingham (Police Department) - Case No. DA-2022-2394-BH (Suspension - 16 days) - Hearing Officer's Report & Recommendation. In attendance were Attorney Elizabeth A. Young for Ms. Woodruff.

and Assistant Attorney Pamela Jones for the City of Birmingham. Based upon a review of the record, the Board finds the Hearing Officer's recommendation should be UPHeld. (Motion made by J. Smoke; Seconded by K. Moore; Abstention - D. Smith)

- c) Joshua Barnard vs. City of Birmingham (Fire & Rescue Service)- Case No. DA-2021-2362-BH (Suspension - 30 days)- Hearing Officer's Report & Recommendation. In attendance were Attorney Elizabeth Young for Mr. Barnard, and Assistant Attorney Pamela Jones for the City of Birmingham. Based upon a review of the record, the Board finds the Hearing Officer's recommendation should be UPHeld. (Motion made by J. Smoke; Seconded by K. Moore; Abstention - D. Smith)
- d) Dock L. Scott vs. Jefferson County (Roads & Transportation)- Case No. DA- 2022-2397-JC (Termination) - Hearing Officer's Report & Recommendation. Based upon a review of the record, the Board finds the Hearing Officer's recommendation should be UPHeld. (Motion made by J. Smoke; Seconded by K. Moore; Abstention - D. Smith)

VI. APPEAL OF DIRECTOR'S DETERMINATION

- a) Jaymz Bagby vs. Jefferson County Sheriff's Office - Grievance No. GR-2022- JC-10-0452 - Appeal of Director's determination that the grievance is ineligible for adjustment under Rule 15 (Grievances). In attendance was Attorney Scott Morrow. Attorney Scott Morrow informed the Board that the employee has been reassigned back to patrol and a hearing has been scheduled at a later date in February. This item was later approved after the discussion items. The Board finds the Director's determination should be UPHeld. (Motion made by J. Smoke; Seconded by K. Moore)

VII. INFORMATION AND DISCUSSION ITEMS

- a) The Board acknowledged the list of Advanced Steps.
- b) At the December 2022 board meeting, the Board approved the High Ground Solutions 2023 renewal contract for \$1,240.00. Due to an oversight, High Ground Solutions provided the Personnel Board with an incorrect quote. The correct amount for the contract renewal is \$1,295.00, resulting in a slight increase of \$55.00.
- c) The Board acknowledged a Resolution to be considered for adoption by the Birmingham City Council that provides a 5% COLA for all its eligible employees.
- d) The Board acknowledged the Bi-monthly expenditure reports:
 - December 3, 2022 through December 16, 2022
 - December 17, 2022 through December 23, 2022
 - December 24, 2022 through January 6, 2023
- e) With the addition of new Board Member, Ms. Donna Smith, discussion of the meeting

dates for the 2023 calendar year is necessary to ensure availability of Board Members for the established dates.

Chair Moore requested that this topic be discussed amongst the Board Members so that they can review their calendars and finalize the dates.

Chair Moore informed the public that Associate Member Donna Smith is a great addition to the Three-Member Board with her extensive HR experience. He also noted Associate Jacqueline Smoke's employment law background experience. Chair Moore expressed to Associate Donna Smith that although the count thinks that the 3 Member Board is one large HR department they actually have the authority to uphold the Enabling Act and she will have a chance to use her experience in that manner. Chair Moore also asked that Associate Member Donna Smith's resume be attached to the minutes so that the public can read her extensive background.

IX. Executive Session

There being no further business, the meeting adjourned at 2:21 p.m.



L. Kenneth Moore, Chairman
Personnel Board of Jefferson County

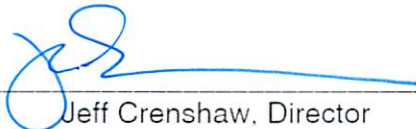


Jacqueline Smoke, Associate Member
Personnel Board of Jefferson County



Donna Smith, Associate Member
Personnel Board of Jefferson County

Attested By:



Jeff Crenshaw, Director
Personnel Board of Jefferson County

NEW BOARD MEMBER - DONNA DEARMAN SMITH

Donna D. Smith
205 960-3825
Donnadsmit@gmail.com

PROFILE

Donna Smith lives in Birmingham, Alabama with her husband, Julian. Donna retired from Alabama Power Company in February, 2014, after serving in various roles with The Southern Company for 37.5 years. Donna is a graduate of Leadership Birmingham, where she serves on the Members Council. She is also a graduate of Class XXVII of Leadership Alabama and serves in the Leadership Alabama Regional Council. She served as Board Chair of the Womens Fund, the first Chairman of the Girl Scouts of North Central Alabama. She is currently a member of the Kiwanis Club of Birmingham where she has served as President. She is on the Samford University Brock School of Business Advisory Board and has also served on the Teach for America Regional Advisory Board. She is currently the President of the Civic Center Foundation Board. She recently joined the Board of Trustees for Mary Baldwin University where she has been named to the Advancement and Communication Committee and is also working on the Consultancy Committee and is working to identify potential partners to assist with a future strategic planning effort.

PROFESSIONAL EXPERIENCE

Donna served as the Vice President, Human Resources and Ethics, Alabama Power 2010-2014 where she was responsible for the delivery of Human Resources products and services to the 6700 employees of the Company. This work included the Safety and Health Departments, the Labor Relations Department where she led contract negotiations, the Salary and Benefits administration roles, the business partner consultants with business units throughout the Company, and Talent Acquisition and Retention efforts as well as Succession Planning and Leadership Development. She served on the Alabama Power Company Management Council, the Southern Company Human Resources Leadership Team 1 and the Alabama Power Company Foundation Board. In 2010 she led a Southern Company project to review the total compensation and benefits program for The Southern Company.

During her career at Southern Company, Donna held positions as Director of Human Resources, Southern Company Generation; Talent Management, Southern Company College, Assistant to the Vice President, Southern Company Services and Client Manager for the installation of a single payroll and people management software system. She also held positions as Manager, Residential Marketing, Alabama Power, Alabama Power Division Marketing Manager, and Assistant District Manager, Montgomery District.

Donna currently serves on the Board of McKinney Communications Corporation, an ESOP, where she also serves on the Audit and Compensation Committee. She also is a Director of First US Bank where she serves on the Executive Committee, Chairs the Directors Loan Committee and serves on the Compensation Committee.

EDUCATION

Donna, a native of Akron, Alabama, attended Mary Baldwin College in Staunton, Virginia and graduated from The University of Alabama. She continued her education there and obtained a Master's degree in education with a concentration in communications. While working for Alabama Power company, she obtained an MBA from Samford University. She is also a graduate of the Finance for Nonfinancial Managers program at the Wharton University and the Harvard Business School Nonprofit Governance Program.

SKILLS

Donna has demonstrated skills in leadership, human resource management; including performance management, team building, talent management, leadership development and coaching. She also is an experienced communication and fosters the development of relationships that are beneficial to all parties. She also serves as a speaker and teacher on a variety of subjects.

11/28/22