



Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

February 23, 2023

The Personnel Board of Jefferson County met on Thursday, February 23, 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; Leslie Coyne, Legal Counsel for the Personnel Board and; Kim Kinder, Employee Services. Attending virtually were: Robert Groce, IT; Brian Bellenger, Testing; Pete Blank, Training and other Personnel Board staff.

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

Chair Moore called the meeting to order at 1:30 p.m. He dispensed of any opening remarks but wanted to welcome the old and new attendees. He asked the public if everyone had an agenda so they could follow along with the meeting, and then he proceeded to the Action Items.

II. Action Items

- a) The Board approved the Board Minutes for the meeting held on January 26, 2023. (Motion made by J. Smoke; Seconded by D. Smith)
- b) The Board approved a contract with the Birmingham Barons, LLC. in the amount of \$17,500 for Sponsorship of JobsQuest and Emergency Responders Night (Friday, April 28th, 2023) to include multiple recruiting booths and season long signage marketing. (Motion made by J. Smoke; Seconded by D. Smith)
- c) The Board approved the City of Birmingham's request to create a new job, Deputy Director of Parks and Recreation Birmingham (#04196), with a pay grade of 34. This position will be responsible for assisting the Director of Parks and Recreation - Birmingham with daily operations. (Motion made by J. Smoke; Seconded by D. Smith)
- d) 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)

- e) The Board approved Resolution No. 2023-08.101 establishing a Public Safety schedule for the City of Midfield, Alabama, Repeal of Cost of Living Raise Ordinance No. 2022-08-57(A), change in annual Firefighters annual hours and establishment of cost of living adjustment. (Motion made by J. Smoke; Seconded by D. Smith)
- f) The Board authorized the Director to engage in contracts with up to ten subject matter experts at a cost of up to \$850 each (depending on number of assessments to be performed) to provide assessment of candidate performance on administered selection exams. Associate Member Donna Smith asked the questions if these are external experts and if the Personnel Board has a list of approved candidates which was answered by Director Crenshaw. (Motion made by J. Smoke; Seconded by D. Smith)

Legal Counsel for the Personnel Board Leslie Coyne pointed out that Action Item E needed to be clear that it had a motion and a second for the record.

III. Jurisdiction Contracts

- a) The Board approved a new contract between the Jefferson County Finance Department and Mauldin & Jenkins, LLC to conduct a one-time assessment of key Jefferson County Finance and Revenue departmental functions, work flow/business processes, and milestones to help optimize Finance and Revenue operations. The scope of work will include reviewing core functions, service delivery models by core function, key processes, work flows, inputs/outputs, controls, use of technology, timeliness, levels of review, and governing requirements. Additionally, Mauldin & Jenkins will review organizational structure, customer service and process consistency at various customer serving locations, and develop meaningful recommendations to improve/enhance Finance and Revenue operations. This is a temporary contract that is expected to last three (3) to four (4) months, effective following approval by the Board and County Commission. The estimated cost is \$147,000 (based on estimated resource requirement of 600-675 hours). Based on the limited (temporary) and sporadic nature of these services, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)
- b) The Board approved a contract between the Jefferson County Environmental Services Department and ADS, LLC to provide comprehensive data and analysis using sewer collection system flow monitoring services pursuant to Jefferson County's wastewater treatment consent decree. Work includes long term flow monitoring, temporary flow monitoring, smoke testing, manhole remote alarming, and level monitoring and reporting services utilizing ADS owned equipment. A contract between the County and ADS has been in place since 2014, and the Board last approved a similar contract on May 12, 2020 (summary attached). The current contract is for three (3) years at a not to exceed cost of \$5,400,000 (Estimates for each year: Y1 - \$1,635,233. Y2 - \$1,853,160. Y3 - \$1,911,609). Based on these services generally being contracted, the contract is

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

IV. Administrative Leave with Pay

- a) Walter Readus, City of Birmingham (additional 1-day Extension of leave) **APPROVED**
(Motion made by J. Smoke; Seconded by D. Smith)

V. Contested Items

- a) Antwan Duncan vs. City of Birmingham (Police Department)- Case No. DA-2022-2375-BH (Termination) - Motion to Lift Stay. Recommendation based upon a review of the record the motion to lift the stay was **APPROVED**. (Motion made by J. Smoke; Seconded by D. Smith)
- b) Ryan Pryor vs. City of Birmingham (Police Department) - Case No. DA-2022-2413-BH (Suspension - 14 days) - Hearing Officer's Report & Recommendation. In attendance was Attorney Elizabeth Young for Ryan Pryor and Attorney Pamela Jones for the Birmingham Police Department. 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 D. Smith)
- c) Terrance Gooden vs. City of Birmingham (Communications Department) - Case No. DA-2022-2414-BH (Suspension - 48 hours (4 - 12 hours shifts) Hearing Officer Report & Recommendation. In attendance was Attorney Pamela Jones for the City of Birmingham. No representation for Terrance Gooden was in attendance. 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 D. Smith)

VI. Appeal of Director's Determination

- a) Paul Thomason - Appeal of Disqualification of Applications Based on Past Merit System Employment Record. The Board finds the Director's recommendation should be **UPHELD** (Motion made by J. Smoke; Seconded by D. Smith)
- b) Toi Hines - Appeal of Disqualification of Applications Based on Past Merit System Employment Record. In attendance virtually was Toi Hines who gave her appeal to the Board and Director. The Board finds the Director's recommendation should be **UPHELD**. Ms. Hines was informed that she may reapply for the **same** job in one year of submitting the application and that she may continue to apply to different jobs within the merit system. (Motion made by J. Smoke; Seconded by D. Smith)
- c) Derius Hill - Appeal of Disqualification of Applications Based on Past Merit System Employment Record. In attendance virtually was Derius Hill who gave his appeal to the Board and Director. The Board finds the Director's recommendation should be **UPHELD** (Motion made by J. Smoke; Seconded by D. Smith)

- d) Tequisha Witherspoon - Appeal of Disqualification of Applications Based on Past Merit System Employment Record. The Board finds the Director's recommendation should be **UPHELD** (Motion made by J. Smoke; Seconded by D. Smith)
- e) Richard Cheatwood - Appeal of Disqualification of Applications Based on Past Merit System Employment Record. In attendance was Attorney Greg Cargill for Richard Cheatwood and Richard Cheatwood, who gave his appeal to the Board and Director. The Board finds the Director's recommendation should be **UPHELD** (Motion made by J. Smoke; Seconded by D. Smith)
- f) Deontae Farris - Appeal of Disqualification of Applications Based on Past Merit System Employment Record. The Board finds the Director's recommendation should be **UPHELD** (Motion made by J. Smoke; Seconded by D. Smith)
- g) Somer Ross - Appeal of Disqualification of Applications Based on Past Merit System Employment Record. In attendance virtually was Somer Ross who gave her appeal to the Board and Director. The Board finds the Director's recommendation should be **UPHELD** (Motion made by J. Smoke; Seconded by D. Smith)

VII. Information and Discussion Items

- a) The Board acknowledged that pursuant to the provisions of Personnel Board Rule 13 (and corresponding provisions of Section 19 of the Enabling Act, as amended), the City of Birmingham adopted a Paid Parental Leave policy providing up to 12 weeks of paid leave for qualifying employees in connection with the birth of an employee's child, placement of a child with the employee for adoption or foster care, or still birth occurring 20 or more weeks into the pregnancy.
- b) The Board acknowledged that on January 18, 2023, Tarrant City Council adopted Ordinance No. 1153 (AN ORDINANCE TO ESTABLISH THE POWERS AND DUTIES OF THE SUPERINTENDENT OF THE CITY ELECTRIC DEPARTMENT) establishing Tarrant Electric Superintendent as the Appointing Authority for positions within Tarrant Electric.
- c) The Board acknowledged the list of Advanced Steps.
- d) The Board acknowledged the Bi-monthly expenditure reports for:
 - January 6, 2023 - January 27, 2023
 - January 28, 2023 - February 10, 2023

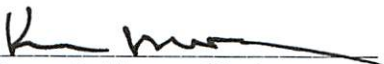
Director Crenshaw informed the Board and attendees that the March Board Meeting will be held March 13, 2023 and publicly posted.

Ms. Joi Trimble, an attendee of the Board meeting, raised her hand and inquired about her reinstatement decision. Dr. Crenshaw apologized that the names were no longer printed on the agenda and informed her that she had been reinstated.


VIII. Executive Session

Leslie Coyne, Legal Counsel for the PBJC did not need to call an Executive Session. However, she did want to notify the Board that Charity Moore's appeal to the Alabama Board of Civil Appeals was dismissed. She did not brief the issues, and, therefore the court dismissed the case. She also informed the Board that the decision for the Thomas Birch matter was upheld and Angel Armstrong has an appeal upcoming soon before the Three Board panel.

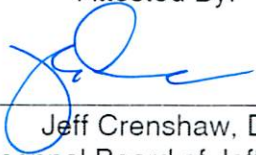
There being no further business, the meeting adjourned at 2:26 p.m.


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