



Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

March 27, 2025

The Personnel Board of Jefferson County met on Thursday, March 27, 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, Application and Development; Kim Kinder, Employee Relations; Pete Blank, Training; Marty Alber, Organizational Effectiveness & Communications; Robert Groce, Information and Technology; 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 of any remarks.

II. Operational Updates

A) Marty Alber – Organizational Effectiveness and Communications Division Manager

Our goals for social media are to educate individuals about the Merit System, enhance our recruitment efforts for open positions, increase the communities' and agencies' awareness of who we are and what we do as a Personnel Board, and to create professional relationships with our internal agencies and community partners.

We have created consistent on-going series such as Weekly Job Round Up's, FAQ Friday's, and more to establish an active presence on social media by creating content that informs the public, personalizes the board, and creates opportunities for engagement.

From July to March 2025, our social media platforms have seen significant growth and engagement. On Facebook, we gained 485 new followers, and our content was viewed 560,363 times. We had 5,202 engagements, meaning over 5,200 individuals liked, commented on, clicked on, or shared our content. Our video content alone received 40,942 views. Additionally, we saw a 36.9% increase in likes, totaling 1,847.

On Instagram, we gained 129 new followers, and our content reached 75,176 views. We had 2,100 engagements across posts, and there were 5,493 hashtag interactions. The most engaged hashtag was #personnelboard, which accounted for 272 interactions, showing strong interest in related content.

Meanwhile, our LinkedIn presence also grew substantially. We added 475 new followers, and our content was viewed 69,265 times. Notably, LinkedIn generated the highest engagement, with 35,244 interactions, including likes, comments, clicks, and shares.

B) Pete Blank – Training and Organizational Development Division Manager

Training classes are going well, with strong participation and positive feedback from attendees. Our team continues to deliver high-quality content across various topics, helping employees grow their skills and confidence. The consistent engagement shows a strong desire for professional development across departments. We're encouraged by the momentum and look forward to building on this success.

The John Maxwell Leadership Training sessions at Vestavia Hills have been extremely popular, regularly drawing close to 100 participants per session. This high turnout speaks to the value employees see in leadership development and the reputation of the Maxwell content. The strong attendance reflects both interest and commitment to growing future leaders within our organizations. It's exciting to see that level of engagement from across the merit system.

The PBJC Training staff are actively involved in the community, representing our organization well beyond the classroom. Team members are contributing their time and expertise to the Goodwill Board, the ATD (Association for Talent Development) Board, and Teen Development efforts in Hueytown. Additionally, our staff recently served as the emcee for the CAFCA (Central Alabama Fire Chief Association) fundraiser, helping support a great cause. These efforts highlight our commitment to service and leadership both inside and outside the workplace.

C) Brian Bellenger – Employment Testing Division Manager

The annual classification survey opened in January. The purpose of the survey is to ensure that employees are performing duties that are consistent with their job class. This process is a collaboration between the C&C department and the Testing department. There are approximately seven hundred jobs in the Merit System and the Personnel Board staff reviews 20% of the jobs each year. For the 2025 survey, there are 143 jobs included in the survey that encompass approximately 3,000 employees. The major job families include Accounting, Engineering, Fire, and Public Works. Employees have submitted their surveys and participation is about 32%. The Testing department is reviewing the job information to ensure employees are properly classified. Initial determinations will be available in April.

III. Action Items

- A) The Board approved the minutes of the February 27, 2025 meeting of the Three-Member Board. (Motion made by J. Smoke; Seconded by D. Smith)

- B) The Board approved the revised Personnel Board's Business Conferences and Training Policy and procedures for internal staff. (Motion made by J. Smoke; Seconded by D. Smith)
- C) The Three-Member Board approved a contract between the Personnel Board and the Birmingham Barons, LLC. for one (1) 3' x 9' home plate sign and Sponsorship of Emergency Responders Night (Friday, May 2nd) for \$6,500 for the 2025 season. (Motion made by J. Smoke; Seconded by D. Smith)
- D) The Board approved a new job of Senior Disease Intervention Specialist, Grade 23, Job Code 07364, for the Jefferson County Department of Health (salary range \$57,450 - \$89,128). This job will report to a Disease Intervention Program Supervisor in the Office of Disease Control. (Motion made by J. Smoke; Seconded by D. Smith)
- E) The Board approved a new job of Golf Course Greens Superintendent, Grade 27, Job Code 04113, for the City of Bessemer (salary range \$60,944 - \$94,557). This job will be responsible for performing and overseeing the maintenance of the golf course grounds, equipment, clubhouse grounds, landscaping, and practice facilities, as well as preparing and applying recommended spray, dust solutions, fertilizers, and herbicides in compliance with the licenses and law. The incumbent will report to the Head Golf Professional. (Motion made by J. Smoke; Seconded by D. Smith)
- F) The Board approved a new job of Police Inspections Specialist, Grade 20, Job Code 06458, for the City of Birmingham (salary range \$44,678 - \$69,306). This job will be responsible for ensuring compliance of operational readiness standards, managing the evidence and property intake process, and overseeing fleet management, building maintenance, and equipment inventory. The incumbent will report to a Police department. (Motion made by D. Smith; Seconded by J. Smoke)
- G) The Board approved a new job of Assistant Fire Chief I, Grade 28, Job Code 05022, at the request of the City of Tarrant. The Assistant Fire Chief I will be responsible for planning, directing, and coordinating the activities of fire and emergency services in cities having a population of 10,000 or less citizens. The incumbent will report to a Fire Chief I. (Motion made by D. Smith; Seconded by J. Smoke)
- H) 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

In one vote the Board approved Jurisdiction Contracts A & B.

- A) The Board approved a new contract between the Jefferson County General Services

Department and a contractor to be determined. The contractor will provide annual fire alarm system inspection, testing, and maintenance at various Jefferson County locations. All work to be performed requires certified inspectors to satisfy the requirements of the latest edition of NFPA. 72, Chapter 10. This will be a three (3) -year contract, effective May 23, 2025, at an estimated cost of no more than \$100,000 (estimated \$ 20,000 per year for testing and inspection, and an additional amount for repairs). The Board has approved contracts in the past for similar services. Based on the fact that these services must be performed by certified technicians using special equipment, are sporadic in nature, and are generally contracted, this contract is recommended for approval under the following conditions: 1) the County must submit the final contract for Board records, and 2) the contract does not deviate in any substantial manner from the representations made in this submission. (Motion made by J. Smoke; Seconded by D. Smith)

- B) The Board approved a new contract between the Jefferson County Roads and Transportation Department and CB&A Construction, LLC. The contractor will perform sensitive clearing and vegetation removal of the land covering the former Shannon Landfill to prepare the land for the next critical phase of the project, which will be to permanently cap the landfill, at a cost of \$1,395,908. Work is expected to be completed within 90 days of starting the contract. Contract specifications require control of erosion and stormwater runoff and also include closing water wells. Based on the fact that these services are temporary in nature and must be completed in compliance with environmental and safety regulations, this contract is recommended for approval. (Motion by J. Smoke; Seconded by D. Smith)
- C) The Board approved a contract amendment between the Jefferson County Compliance Department and Mauldin & Jenkins to assist the County's Compliance Department in establishing a robust internal auditing process. The original contract was approved by the Board on February 1, 2024, it is being amended to increase the "not-to-exceed" amount from \$60,000 to \$85,000. The additional cost is intended to accommodate an increase in the estimated number of hours needed to provide the scope of services while maintaining the existing hourly rates. All other terms and conditions of the approved contract remain the same. Based on the continued temporary and sporadic nature of these services, this contract amendment is recommended for approval.

V. Administrative Leave with Pay

In one vote the Board approved Administrative Leaves with Pay A, B & C.

- A) Love, Walter, Jefferson County Sheriff's Office - Request for 30-Day Extension of Administrative Leave with Pay - **APPROVED**. (Motion made by J. Smoke; Seconded by D. Smith)

- B) Dancy, Angel, Jefferson County Sheriff's Office - Request for 30-Day Extension of Administrative Leave with Pay - **APPROVED**. (Motion made by J. Smoke; Seconded by D. Smith)
- C) Thomas Seales, Jefferson County Sheriff's Office - Request for 30-Day Extension of Administrative Leave with Pay - **APPROVED**. (Motion made by J. Smoke; Seconded by D. Smith)

VI. Contested Items

- A) Catherine Owens vs. City of Birmingham (Police Department)- Case No. DA-2024-2535-BH (Termination)- Joint Motion to Dismiss Appeal & Settlement Agreement. The Board voted to **APPROVE** the Joint Motion to Dismiss Appeal & Settlement Agreement. (Motion made by J. Smoke; Seconded by D. Smith)
- B) Glenda Middleton vs. City of Birmingham (Department of Planning, Engineering & Permits)- Case No. DA-2024-2521-BH (Demotion) - Joint Motion to Dismiss Appeal & Settlement Agreement. The Board voted to **APPROVE** the Joint Motion to Dismiss Appeal & Settlement Agreement (Motion made by J. Smoke; Seconded by D. Smith)
- C) Ronald Wilson vs. City of Birmingham (Capital Projects)- Case No. DA-2024-2532-BH (Termination)- Hearing Officer's Report & Recommendation. In attendance was Attorney Scott Morrow, who represented Ronald Wilson. Attorney Joseph Abrams represented the City of Birmingham. The Board voted to **UPHOLD** the Hearing Officer's Report. (Motion made by J. Smoke; Seconded by D. Smith)
- D) Jonathan Mitchell vs. City of Vestavia Hills (Police Department)-Case No. DA-2024-2519-VH (Termination)- Hearing Officer's Report & Recommendation. In attendance was Attorney Scott Morrow who represented Jonathon Mitchell. Attorney Patrick Boone represented the City of Vestavia Hills Police Department. The Board voted to **UPHOLD** the Hearing Officer's Report. (Motion made by K. Moore; Seconded by D. Smith)
- E) Antonio Nelson vs. City of Bessemer (Public Improvements Department)- Case No. DA-2024-2528-BH (Suspension - 15 Days)-Hearing Officer's Report & Recommendation. In attendance was Attorney Aaron Killings, who represented the City of Bessemer. The Board voted to **UPHOLD** the Hearing Officer's Report.

VII. Appeal of Director's Determination

- A) Rickytha Davis - Appeal of Director's Determination. In attendance was Rickytha Davis, who represented herself. The Board voted to **UPHOLD** the Director's Determination. (Motion made by D. Smith; Seconded by J. Smoke).

- B) Robert Eaton - Appeal of Director's Determination. In attendance was Robert Eaton, who represented himself. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- C) Derryo Fowler - Appeal of Director's Determination. The Board voted to **Carry This Matter Over to the April Board Meeting**. (Motion made by J. Smoke; Seconded by D. Smith)
- D) Steven Foy – Appeal of Director's Determination. In attendance was Steven Foy, who represented himself. The Board voted to **UPHOLD** the Director's Determination. (Motion by J. Smoke; Seconded by D. Smith)
- E) Jennifer Lindley – Appeal of Director's Determination. The Board voted to **UPHOLD** the Director's Determination. (Motion by J. Smoke; Seconded by D. Smith)
- F) Ashawntea Thomas – Appeal of Director's Determination. In attendance was Ashawntea Thomas, who represented herself. The Board voted to **UPHOLD** the Director's Determination. (Motion by J. Smoke; Seconded by D. Smith)

VIII. Information and Discussion Items

- A) The Board acknowledged the list of Advanced Steps.
- B) The Board acknowledged the following expenditure reports:
 - January 25, 2025 – February 7, 2025
 - February 8, 2025 – February 28, 2025

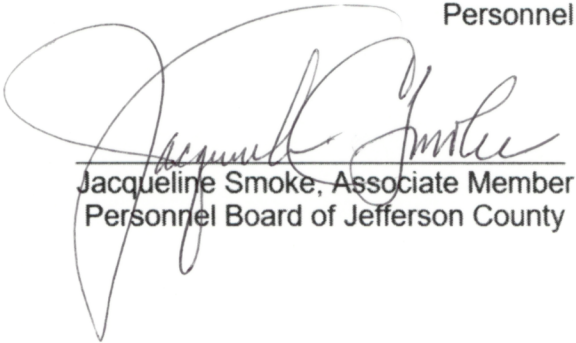
IX. Executive Session

There was no need for an Executive Session.

The meeting adjourned at 3:12 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