



Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

August 28, 2025

The Personnel Board of Jefferson County met on Thursday, August 28, 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; Pete Blank, Training and Organizational Development; Marty Alber, Organizational Effectiveness & Communications; Robert Groce, Information and 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 1:31 pm and dispensed of any remarks.

II. Operational Updates

A) Robert Groce – Information Technology Division Manager

Robert Groce reported that the Information Services department has finalized a contract with Integrated Communication Solutions (ICS) for the organization's voice-over internet protocol telephone (VOIP) system. A go-live date has been set for Friday, September 5, 2025, to transition to the new system. Robert Groce noted that while the transition with AT&T previously took about four months, the current transition should only take two months. ICS has proven to be a highly active local company and appears to be a strong choice thus far.

Robert also provided an update on the Oracle migration. As mentioned at the last Board meeting, the department is migrating its machines to Oracle Cloud due to its strong security features and effectiveness in protecting information. Additionally, the team now has a direct connection to Oracle through a secure one-way voice line.

Robert added that today's agenda includes consideration of a contract with Solis, a cybersecurity company. He explained that Solis offers an aggressive detection system with 24/7 monitoring. In the event of an issue, the system immediately quarantines and isolates the affected machine from the network. This partnership is intended to strengthen defenses against internal threats, as there are constant attempts to breach system security.

B) Guy Dewees – Workforce Development and Applicant Services Division Manager

Guy Dewees reported that the team is heading into the fall career event season, which is typically one of their busiest times of the year. In September alone, they are scheduled

to participate in twelve events.

In addition to participating in nine school-related events throughout the month, the team will be at Regions Field for First Responders Night with the Barons on September 12, 2025. Later in the month, on September 27, 2025, they will be in Linn Park at Fiesta Birmingham as a sponsor.

Also on September 27, 2025, they will host their third semi-annual Law Enforcement Recruiting Blitz at the Birmingham CrossPlex. This event provides candidates with the opportunity to complete the physical ability test, take the WorkKeys assessment, and engage directly with law enforcement officers. The two previous Blitz events each attracted nearly two hundred participants and included representatives from every department served.

Guy reminded the Board Members that law enforcement recruiting remains the top priority. He stated that these efforts are paying off, as over 1,400 applications have been received so far this year, putting the team on track to achieve the highest annual applicant total in more than five years. Additionally, Birmingham Police Department recently added a record ninety-three recruits to their most recent academy class.

C) Kim Kinder – Employee Services Division Manager

Kim Kinder recognized Greg Gravlee, Classification and Compensation Manager, for seven years of service with the Personnel Board. Mr. Gravlee is retiring on August 29, 2025. Kim stated that Mr. Gravlee has made many contributions to the Board and highlighted his many accomplishments over the past seven years. She stated that Mr. Gravlee and his department have reviewed and prepared for the Board Members' approval over five hundred contracts, approximately one hundred new job classes, and about ten pay plan revisions. In addition, he completed seven classification surveys and public hearings and reviewed over seven hundred job classes. Ms. Kinder thanked Mr. Gravlee for his accomplishments and dedication to the Personnel Board.

III. Action Items

- A) The Board approved the minutes of July 24, 2025, meeting of the Three-Member Board. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board approved a contract between the Personnel Board and Solis to provide managed detection & response services with threat hunting services to the Personnel Board to further enhance the security and protection of our IT environment. The one-year contract will be billed monthly beginning October 1, 2025, through September 30, 2026, at a rate of \$996.45/month (\$11,957.40 for the fiscal year). (Motion made by J. Smoke; Seconded by D. Smith)

In one vote the Board approved Action Items C & D

- C) The Board approved a new job, Helicopter Pilot (Sworn), Grade 25, Job Code 06481, and a salary range of \$70,013 – \$108,618 for the City of Birmingham (Public Safety)

Schedule). This job will perform critical aerial support missions for public safety operations, including law enforcement patrol, search and rescue, and tactical response. This position requires a unique combination of aviation expertise, operational awareness, and sworn law enforcement authority. (Motion made by J. Smoke; Seconded by D. Smith)

- D) The Board approved a new job, Chief Electrical Engineer, Grade 33, Job Code 03114, and a salary range of \$91,770 - \$142,376 for Jefferson County. This job will provide strategic direction, technical leadership, and operational oversight of electrical, instrumentation, and control systems (EI&C) across Environmental Services facilities. The position works collaboratively with executive leadership, engineers, operations, and external stakeholders to support capital projects, optimize infrastructure performance, and ensure operational continuity in the large jurisdiction. (Motion made by J. Smoke; Seconded by D. Smith)
- E) The Board approved the request from the City of Birmingham to place its Animal Control Officer, 06433, and Animal Services Supervisor #06436, job classes onto its Public Safety Salary Schedule, effective August 1, 2025. (Motion made by J. Smoke; Seconded by D. Smith)
- F) 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)
- G) The Board approved the City of Fultondale's Resolution #2547 authorizing event pay for off-duty fire & rescue personnel who work off-site City-sponsored events such as school functions, festivals, and other large public gatherings requiring emergency response personnel. Approval is conditioned on the City submitting event hours work and event pay as separate fields in their payroll certification submissions. (Motion made by J. Smoke; Seconded by D. Smith)

IV. Jurisdiction Contracts

In one vote the Board approved Jurisdiction Contracts A-D.

- A) The Board approved a new contract between the Jefferson County Roads and Transportation Department and AECOM Technical Services. The contractor will provide engineering services for traffic signal operations within Jefferson County, including retiming for more than 80 corridors, real-time traffic signal management, on-call traffic operations support, traffic data collection, analysis, and reporting, as well as signal maintenance, installation, and training provided by IMSA Level II certified Traffic Signal Technicians. This is a two-year contract not to exceed \$999,989. Because of the temporary nature of the work and the fact that it requires specialized skills, this contract is recommended for approval. (Motion made by J. Smoke; Seconded by D. Smith)

- B) The Board approved two new contracts between the Jefferson County Department of Health and The Force Safety & Security Corp. Through two contracts, The Force Safety & Security Corp. will continue to provide sworn law enforcement officer (\$40/hour) services at the Central, Eastern, and Western clinics (estimated \$410,000 for the period of the contract), as well as security officer (\$18/hour) services at the Jefferson County Department of Health on a part time, as needed primarily on a fill in basis to cover for absent or unavailable security officers (estimated \$47,000 for the period of the contract). These contracts are similar to contracts that have been previously approved by the Personnel Board.
- C) The Board approved a contract amendment between the Jefferson County Compliance Department and Mauldin & Jenkins to provide a solid and robust internal auditing process for the County's Compliance Department. The existing contract, which was approved by the Board on February 1, 2024, is being amended to increase the contract amount by \$36,545, bringing the total contract value to \$121,545.00. The additional amount is to provide additional scope of services (provide consulting on the County's internal audit framework, deliver specialized training for designated Compliance personnel, and complete a full internal audit) and extend the term of the contract by 8 months. Based on the temporary and sporadic nature of these services, this contract amendment is recommended for approval

In one vote, the Board approved Jurisdiction Contracts E-G.

- D) The Board approved a new contract between the Jefferson County Environmental Services Department and Sheppard Services, LLC. The vendor will utilize certified technicians to inspect, disassemble, and repair large electric motors at all Environmental Services facilities. This contract is for one year at an estimated cost of \$225,000 (\$40 per hour during regular business hours and \$60 per hour after hours, during holidays, etc., plus parts) and includes the option to renew for two additional one-year terms. Based on the fact that services require certified technicians, are sporadic in nature, and will be requested as needed, this contract is recommended for approval. The Board has approved similar contracts in the past for services of this nature.
- E) The Board conditionally approved a new contract between Jefferson County Family Court and a vendor to be determined. The contractor will provide 24/7/365 coverage for an on-site electronic monitoring program for the Birmingham and Bessemer Family Courts for monitoring and supervision of juvenile clients involved in juvenile court due to delinquent behavior. The program is made available for clients to prevent and reduce overcrowding in the detention facility. This is a three (3) year contract beginning October 1, 2025, at an estimated cost of \$429,000. Based on the fact that services of this nature 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) that contract does not deviate in any substantial manner from the representations made in this submission.

- F) The Board conditionally approved a new contract between the Jefferson County Finance Department and a vendor to be determined. The vendor will continue to provide solid waste collection, transportation, and disposal services for various County facilities, including those managed by General Services, Roads and Transportation, Environmental Services, Fleet Management, and the Sheriff's Department. This is a three (3) year contract, beginning October 1, 2025, at an estimated cost of \$785,000. Based on the fact that the County does not possess the necessary equipment or staff, and because these services are generally, this contract is recommended for approval under the following conditions: 1) the County must submit the final contract for Board records, and 2) that contract does not deviate in any substantial manner from the representations made in this submission.
- G) The Board conditionally approved a new contract between the Jefferson County Finance Department and a vendor to be determined. The vendor will continue to provide monthly pest control and inspection services for various County facilities and equipment (dusters, fogging equipment, foamers, bait guns, aerosol dispensers, sprayer cleaner, safety equipment, dehumidifiers, vacuums, insecticide concentrates and granules, sprayers, bee suits, chemical gloves, and spill kits to provide service). The County expects a three (3) year contract at an estimated cost of \$100,000. Based on the fact that the County does not possess the necessary equipment or staff to provide these services, and because these services are generally, this contract is recommended for approval under the following conditions: 1) the County must submit the final contract for Board records, and 2) that contract does not deviate in any substantial manner from the representations made in this submission.

V. Administrative Leave with Pay

In one vote the Board voted to approve Administrative Leave with Pay A through E

- A) Christopher Norris, 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) Paul Feltmeyer, 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) Denetria McGlown, 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)
- D) Sean Morgan, 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)

- E) Zachary Hill, City of Mountain Brook Police Department - Request for 10-Day Extension of Administrative Leave with Pay. **APPROVED** (Motion made by J. Smoke; Seconded by D. Smith)

VI. Contested Items

- A) Aaron Harris vs. City of Vestavia Hills (Police Department) - Case No. DA-2024-2517-VH (Demotion & Suspension 240 hours (equivalent of 30 days) - Joint Motion to Lift Stay of Proceedings and Joint Motion to Dismiss Proceedings. The Board voted to **APPROVE** the Joint Motion to Lift the Stay and Dismiss Proceedings. (Motion made by J. Smoke; Seconded by D. Smith)
- B) Willie Brown, Jr. vs. Jefferson County (Development Services)- Case No. DA-2024-2530-JC (Suspension - 15 days) - Hearing Officer's Report & Recommendation. In attendance was Attorney Don Carroll who represented Jefferson County. Willie Brown attended virtually via Microsoft Teams and represented himself. The Board voted to **UPHOLD** the Hearing Officer's Recommendation to uphold the 15-day suspension. (Motion made by J. Smoke; Seconded by D. Smith)
- C) Cassandra McKnight vs. Jefferson County (Roads & Transportation) - Case No. DA-2025-2549-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)
- D) Mary Holmes vs. City of Birmingham (Police Department) - Case No. DA-2025-2550-BH (Suspension - 16 days) - Hearing Officer's Report & Recommendation. In attendance was Attorney Edward Berry for the City of Birmingham. Mary Holmes represented herself. The Board voted to **UPHOLD** the Hearing Officer's Recommendation to modify the suspension to two (2) days with backpay and benefits for the period of suspension except two days. (Motion made by J. Smoke; Seconded by D. Smith)

VII. Appeal of Director's Determination

- A) Anthony Fields - Appeal of the Director's Decision to Deny Application. In attendance was Anthony Fields and Tarrant Police Chief Wendell Major. The Board voted to **UPHOLD** the Director's Determination. (Motion made by D. Smith; Seconded by J. Smoke).
- B) Scott Evans - Appeal of Director's Decision to Deny Disciplinary Appeal. In attendance was Attorney Scott Morrow. The Board voted to **REVERSE** the Director's Determination and **GRANT** the Appeal. (Motion made by D. Smith; Seconded by J. Smoke).


VIII. Information and Discussion Items

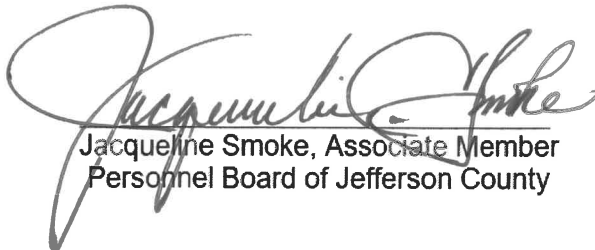
- A) The Board acknowledged the list of Advanced Steps.
- B) The Board acknowledged a one-time lump-sum longevity payment for full-time classified Jefferson County Health Department employees.
- C) The Board acknowledged the adjustment of the Health Department's salary schedules and applied a 3% cost-of-living increase for its eligible employees, effective October 4, 2025.
- D) The Board acknowledged the following expenditure reports:
 - July 5, 2025 – July 18, 2025
 - July 19, 2025 – August 1, 2025
- E) The Board acknowledged that the Director signed a rental agreement for use of Bill Harris Arena on Friday, September 26, 2025, to host the Personnel Board's annual Graduation for all employees who have completed a training certificate program during the previous year.


IX. Executive Session


There was no need for an Executive Session.

The meeting adjourned at 2:56 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