



Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

January 22, 2026

The Personnel Board of Jefferson County met on Thursday, January 22, 2026. 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; Pete Blank, Training; 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 1:33 pm and dispensed with any remarks.

II. Operational Updates

A) Marty Alber – Organizational Effectiveness and Change Division Manager

Marty acknowledged the collaboration between Jefferson County and the Personnel Board that will streamline the selection process, with a focus on improving both effectiveness and efficiency.

Since October, the Personnel Board of Jefferson County has experienced significant growth in its digital presence across Facebook, Instagram, and LinkedIn, reaching more than 213,000 accounts across platforms. LinkedIn emerged as the top-performing platform, demonstrating the strongest audience growth during this period. Marty reported that, to strengthen internal engagement and organizational culture, several new initiatives were successfully launched. *Connected by Merit* was created as a private internal Facebook group exclusively for Merit System employees to foster connection, celebrate achievements, and encourage stronger engagement. *Building Blocks* was introduced to highlight events, partnerships, and opportunities that strengthen relationships with the communities served, reinforcing the Personnel Board's role beyond internal operations. Additionally, *Personnel Perspective* was launched as a monthly spotlight series recognizing Personnel Board employees who demonstrate excellence by launching new initiatives, exceeding role expectations, and sharing professional accomplishments. This initiative humanizes the organization by putting a face behind the work and increasing visibility for the individuals who make the Personnel Board exceptional.

Marty further reported that following the elections, a Mayoral Highlight post was launched recognizing history-making female mayors serving as firsts in their respective cities. The post reached more than 7,000 views, demonstrating strong audience interest and engagement with culturally and historically relevant content. She also reported that the Personnel Board of Jefferson County's first Law Enforcement Recruitment commercial, produced in partnership with Eleven Productions, received national recognition, earning a Silver Telly Award for General Recruitment and a Bronze Telly Award for Directing Craft.

B) Stacey Lange – Employment Testing Division Manager

Stacey Lange reported that the Employment Testing Department continues to support both promotional and entry-level hiring processes across the Merit System. Most recently, the department completed Police promotional assessments for the ranks of Corporal, Sergeant, Lieutenant, and Captain, with new eligibility registers established earlier this month. In addition to promotional testing, the department continues to support Police Officer recruitment through the administration of the ACT WorkKeys test battery. The department has also updated eligibility registers for Public Safety Dispatcher and Telecommunicator positions, as well as for Skilled Laborer and Firefighter jobs.

In collaboration with the Classification and Compensation Department, the Testing Department also supports job analysis efforts by developing questionnaires for the annual classification survey. This survey helps ensure that the employees' assigned job duties align with their established job classifications. Of the approximately 700 job classifications within the Merit System, Personnel Board staff review 20 percent each year. The 2026 survey includes 141 job classes, representing approximately 2,400 employees. Major job families included in this year's survey are Civic Center and Auditorium, Mechanical and Automotive Maintenance, Personnel Administration, Police and Sheriff, and Utility Services. The 2026 classification survey opened on January 12, 2026, and is scheduled to close January 23, 2026; however, due to current participation levels of less than 12 percent, the survey will likely remain open for an additional week to encourage greater participation.

Pete Blank – Training and Organizational Development Division Manager

Pete Blank reported that in 2025, the Training Team led just over two hundred training classes, serving a total of 5,599 attendees. Training kicked off MPACT last week with nineteen participants in Cohort 12 and launched Civil Servant Leadership with twenty-nine participants. On Deck Leadership began today with forty-six participants. This month, training will be meeting with the mayors of Fairfield and Midfield to assist them with their training and HR needs. Performance reviews for PBJC were distributed last month, and the process will continue through March. Additionally, Pete was selected to present on behalf of PBJC at the Training Magazine Conference in February.

III. Action Items

- A) The Board approved the Board Minutes for the meeting held on December 4, 2025. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board approved a new Senior Center & Community Programs Director job for the City of Gardendale that will serve as a City Department Head and oversee the Senior Center and all planning and coordination of citywide events, including contract and agreement oversight, fiscal management, and identifying and applying for grant funding to support programs and operations. (Motion made by J. Smoke; Seconded by D. Smith)
- C) The Board approved a new Fire & Life Safety Inspector job for the City of Homewood that will perform technical inspections, plan reviews, training, and code enforcement to protect life, property, and public safety. (Motion made by J. Smoke; Seconded by D. Smith)
- D) The Board approved a new Fire Protection Engineering Official job for Jefferson County that will perform advanced professional and regulatory work involving the design review, inspection, enforcement, and evaluation of fire protection and life safety systems. (Motion made by J. Smoke; Seconded by D. Smith) * Correct job title in description*
- E) The Board approved the Director's renewal of the engagement agreement between the Personnel Board of Jefferson County and Capitol Resources, LLC for the period to cover February 8, 2026, through February 7, 2027, at a rate not to exceed the current agreement. (Motion made by J. Smoke; Seconded by D. Smith)
- F) Pursuant to Section 12 of the Enabling Act and in accordance with Rule 8 of the Rules and Regulations of the Personnel Board, the staff has prepared the 2026 Salary Administration Guide and Pay Plan (referred to as the Pay Plan). The Pay Plan provides guidance on the application of general salary rules and processes, including grade changes, pay incentives, and premium pay, among others. The Pay Plan is approved at least annually and periodically updated as needed. (Motion made by J. Smoke; Seconded by D. Smith)
- G) The Board appointed David Germany to Board Member Position Number One of the Firefighters' and Police Officers' Supplemental Pension Board, City of Birmingham Board. (Motion made by J. Smoke; Seconded by D. Smith)

IV. Jurisdiction Contracts

No items in this section.

V. Administrative Leave with Pay

- A) The Board approved the following Jefferson County Sheriff's Office requests for administrative leave with pay for Board: (Motion made by J. Smoke; Seconded by D. Smith)
1. Donovan Wilkerson, Jefferson County Sheriff's Office - Request for 30-Day Extension of Administrative Leave with Pay
 2. Tyler Gray, Jefferson County Sheriff's Office - Request for 30-Day Extension of Administrative Leave with Pay
 3. Paul Huffstutler, Jefferson County Sheriff's Office - Request for 30-Day Extension of Administrative Leave with Pay
 4. Larry Heath, Jefferson County Sheriff's Office - Request for 30-Day Extension of Administrative Leave with Pay
- B) The Board approved the following City of Birmingham requests for administrative leave with pay for Board: (Motion made by J. Smoke; Seconded by D. Smith)
1. Derek J. Chamberlain, City of Birmingham (Police Department)- Request for 17-Day Extension of Administrative Leave with Pay
 2. Yolanda Y. Lawson, City of Birmingham (Office of the City Attorney) - Request for 15-Day Extension of Administrative Leave with Pay
 3. Sean J. Littleton, Jr., City of Birmingham (Police Department)- Request for 15-Day Extension of Administrative Leave with Pay
- C) The Board approved the following City of Bessemer request for administrative leave with pay for Board: (Motion made by J. Smoke; Seconded by D. Smith)
1. Trinitee Gentry, City of Bessemer (Police Department) - Request for 10-Day Extension of Administrative Leave with Pay
- D) The Board approved the following City of Kimberly request for administrative leave with pay for Board: (Motion made by J. Smoke; Seconded by D. Smith)
1. Jeffery L. Pogue, City of Kimberly Police Department - Request for 30-Day Extension of Administrative Leave with Pay
- E) The Board approved the following City of Fairfield request for administrative leave with pay for Board: (Motion made by J. Smoke; Seconded by D. Smith)
1. Sebastian Gideon, City of Fairfield (Fire Department) - Request for 30-Day Extension of Administrative Leave with Pay

VI. Contested Items

- A) Gary Fendley vs. Jefferson County (Development Services)- Case No. DA-2025-2576-JC (Termination)- Hearing Officer's Findings of Fact, Law, and Recommended Decision. In attendance was Attorney Don Carroll for Jefferson County. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)

- B) Delisa Anderson vs. City of Homewood (Police Department)- Case No. DA-2025-2577-HW (Termination)- Hearing Officer's Findings of Fact, Law, and Recommended Decision. In attendance were Attorney Jay Murrielle and Sergeant Jeremiah Mote for the City of Homewood. Also in attendance virtually was Delisa Anderson. Attorney Leslie Coyne provided clarification for the Three Member Board. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)

- C) Kathleen Files vs. Jefferson County Department of Health- Case No. DA-2025-2579-HD (Termination) - Hearing Officer's Findings of Fact, Law, and Recommended Decision. In attendance virtually was Attorney Whitney Brown for the Jefferson County Department of Health. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)

- D) Tiara Bryant vs. Jefferson County Sheriff's Office - Case No. DA-2025-2562-JC (Termination)- Hearing Officer's Findings of Fact, Law, and Recommended Decision. In attendance virtually was LaTanisha Hunter for the Jefferson County Sheriff's Office. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)

- E) Roderick Borden vs. City of Birmingham (Department of Public Works)- Case No. DA-2025-2575-BH (Termination) - Hearing Officer's Findings of Fact, Law, and Recommended Decision. In attendance was Attorney Kayla Sullivan for the City of Birmingham. Roderick Borden appeared virtually and represented himself. The Board voted to **UPHOLD** the Hearing Officer's Recommendation to reverse the termination and reinstate to his position as Mason and receive all back pay and benefits. (Motion made by J. Smoke; Seconded by D. Smith)

- F) Minnie Cox vs. City of Birmingham (Department of Public Works)- Case No. DA-2025-2578-BH (Suspension - 9 Days)- Hearing Officer's Findings of Fact, Law, and Recommended Decision. In attendance was Torrielle Pilot for the City of Birmingham Public Works. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)

- G) Jonathan Whitley vs. City of Birmingham (Fire & Rescue Service) - Case No. Da-2025-2557-BH (Termination) - Hearing Officer's Findings of Fact, Law, and Recommended

Decision. In attendance was Attorney Twala Grant Wallace for the City of Birmingham. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)

VII. Appeal of Director's Determination

- A) Thomas Drew Cleveland - Appeal of the Director's Decision to Disqualify Application. In attendance was Thomas Drew Cleveland. The Board voted to **UPHOLD** the Director's Determination. (Motion made by D. Smith; Seconded by J. Smoke).
- B) Levonda Kent- Appeal of the Director's Decision to Disqualify Application. In attendance virtually was Levonda Kent. The Board voted to **UPHOLD** the Director's Determination. (Motion made by D. Smith; Seconded by J. Smoke).
- C) Mark Smith - Appeal of the Director's Decision to Disqualify Application. In attendance was Mark Smith. The Board voted to **OVERTURN** the Director's Determination and reinstate Mr. Smith to the register. (Motion made by D. Smith; Seconded by K. Moore).

VIII. Information and Discussion Items

- A) The Board acknowledged the list of Advanced Steps.
- B) The Board acknowledged the administrative approval of a contract between Jefferson County Commission and ITAC Solutions to provide supplemental recruiting services to aid in recruiting candidates for hard-to-fill positions within the County.
- C) The Board acknowledged the City of Pleasant Grove resolutions 2025-43 and 2025-44, granting a 3% cost of living increase to employees on the Base Salary Schedule, effective October 1, 2025, and establishing an Executive Pay Schedule and a Public Safety Pay Schedule (5% above base), effective October 1, 2025.
- D) The Board acknowledged the resolution from the City of Center Point, which provides longevity pay to employees based on time in service between October 1, 2024, and September 30, 2025.
- E) The Board acknowledged a contract extension for the previously approved contract between the Personnel Board and Mythics, LLC. to extend the cloud migration project through February 28, 2026, and to change the Oracle hosting start date to March 1, 2026. The extension does not change the contract amount.
- F) The Board acknowledged the following expenditure reports:
 - November 22, 2025 – December 12, 2025

Board Meeting for January 22, 2026

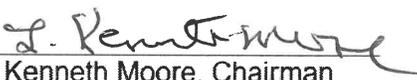
- December 13, 2025 – December 26, 2025
- December 29, 2025 – January 9, 2026

G) The Board acknowledged the City of Irondale Resolutions 2026-R-16 (Base Schedule) and 2026-R-17 (Public Safety Schedule), granting a 2.8% cost of living increase to employees, effective February 18, 2026.

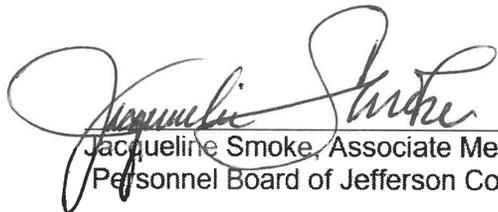
IX. Executive Session

There was no need for an Executive Session.

The meeting adjourned at 3:14 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