



Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

February 26, 2026

The Personnel Board of Jefferson County met on Thursday, February 26, 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; 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 1:30 pm and dispensed with any remarks.

II. Operational Updates

A) Cynthia Holiness – Administration Division Manager

Cynthia Holiness reported that the Business Office will begin the budget process for fiscal year 2027 in March. Department Heads will be asked to meet with their staff and submit their proposed budgets to her no later than March 20, 2026.

Budget review meetings with Department Heads will take place in early April. In late April, the Director and department leadership will conduct a comprehensive review of all submissions to establish organizational priorities and strategic goals for FY 2027.

The proposed budget for 2027 will be provided to Board Members in early July, and one-on-one meetings will be scheduled in mid-July to review and discuss the proposal in detail. Final approval of the budget will be requested at the July 23, 2026, board meeting.

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

Guy Dewees reported that in the first two months of this year, Personnel Board recruiters have received 6,346 applications for 92 job postings, established eligibility lists for 70 different job classes with 4,315 applicants, and issued 206 certified lists of applicants for 118 job classes to jurisdictions to support their hiring needs.

Personnel Board recruiters are currently in the middle of the Spring career event season, which is typically the busiest time of year for the recruiting team. So far, they have attended ten events, including visits to four area high schools, and they have fourteen additional events scheduled to complete the season.

In addition to these outreach efforts, Personnel Board recruiters are preparing for their fourth Recruiting Blitz, which will be held at the Birmingham CrossPlex in early April 2026. The event is being expanded to include all of Public Safety, bringing together both Police and Fire representatives from across participating jurisdictions to help recruit talent.

The Recruiting Blitz will provide candidates with the opportunity to complete the physical ability test, take the WorkKeys assessment, complete an application, and engage directly with Public Safety employees within the Merit System. Previous Blitz events have been successful, drawing nearly 200 participants to each event and representation from every department served.

III. Action Items

- A) The Board approved the Board Minutes for the meeting held on January 26, 2026. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board approved a contract between the Personnel Board and Naegeli Deposition & Trial for transcription services for March 1, 2026, through September 30, 2026, with the option to renew two additional one-year periods (see Naegeli rate sheet for costs). The contract shall be billed based on services as outlined within the included rate sheet and shall not exceed \$30,000 per fiscal year. (Motion made by J. Smoke; Seconded by D. Smith)
- C) The Board approved the creation of two job classes: Assistant Police Chief I and Assistant Police Chief II. The Assistant Police Chief positions serve as second in command to the Chief and would be responsible for specific daily operations and services within the agency's police department. The Assistant Police Chief I (Grade 28) job class applies to Merit System cities with a population of less than 10,000. The Assistant Police Chief II (Grade 30) job class applies to Merit System cities with a population from 10,000 to 20,000 citizens (Motion made by J. Smoke; Seconded by D. Smith)

IV. Jurisdiction Contracts

No items in this section.

V. Administrative Leave with Pay

In one vote, the Board approved Administrative Leave with Pay A through C.

- A) Takira M. Taylor, City of Birmingham (Fire & Rescue Service) - Request for 15-Day Extension of Administrative Leave with Pay (Motion made by J. Smoke; Seconded by D. Smith)
- B) Mark A. Hill, City of Birmingham (Fire & Rescue Service) - Request for 5-Day Extension of Administrative Leave with Pay (Motion made by J. Smoke; Seconded by D. Smith)
- C) Michael A. Marsh, City of Birmingham (Police Department) - Request for 15-Day Extension of Administrative Leave with Pay: (Motion made by J. Smoke; Seconded by D. Smith)

VI. Contested Items

- A) Evan Parker Lowery vs. City of Homewood (Police Department) - Case No. DA - 2025-2582-HW (Termination) Hearing Officer's Findings of Fact, Law, and Recommended Decision. In attendance was Attorney Elizabeth Young, who represented Evan Parker. Attorney Jay Murrill represented the City of Homewood. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- B) Zahrea Battle vs. City of Birmingham (Communications Department) - Case No. DA-2025-2586-BH (Termination) - Hearing Officer's Findings of Fact, Law, and Recommended Decision. In attendance was Attorney Ed Berry, who represented the City of Birmingham. Attorney Elizabeth Young represented Zahrea Battle. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- C) Joshua Berry vs. City of Birmingham (Communications Department) -Case No. DA-2025-2589-BH (Suspension - 15 Days) -- Hearing Officer's Findings of Fact, Law, and Recommended Decision. In attendance was Attorney Twala Grant Wallace, who represented the City of Birmingham. The Board voted to **REVERSE** the Hearing Officer's Recommendation and **UPHOLD** the 15-day suspension. (Motion made by J. Smoke; Seconded by D. Smith)

VII. Appeal of Director's Determination

- A) Ashton Bagley - Appeal of the Director's Decision to Disqualify Application. In attendance was Ashton Bagley. The Board voted to **UPHOLD** the Director's Determination. (Motion made by D. Smith; Seconded by J. Smoke).
- B) Taranisha McGinnis- Appeal of the Director's Decision to Disqualify Application. In attendance was Taranisha McGinnis. The Board voted to **UPHOLD** the Director's Determination. (Motion made by D. Smith; Seconded by J. Smoke)

VIII. Information and Discussion Items

Before moving into the Information and Discussion items, Division Manager Pete Blank introduced the new Training and Organizational Development Advisor, Damita Hill, to the Personnel Board. He highlighted her previous employers and noted that her experience would make her a valuable asset to the Board.

Pete also announced that the Personnel Board's Training Team—Michael Glaze, Greg Bone, Ayla Russell, and Erika Mack—placed 20th out of 95 organizations in the Training Awards. He shared a brief video highlighting the achievement and thanked the Board for its support of the Training Team.

- A) The Board acknowledged the list of Advanced Steps.
- B) The Board acknowledged the following expenditure reports:

Board Meeting for February 26, 2026

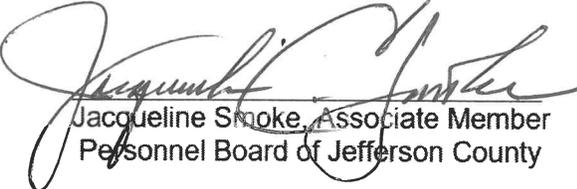
- January 10, 2026 – January 23, 2026
 - January 24, 2026 – February 6, 2026
- C) The Board acknowledged a change request with Mythics LLC to extend the project through April 30, 2026, and to set the Oracle hosting start date as of May 1, 2026. This extension is necessary to complete the migration and final configuration activities within the OCI environment.
- A) The Board acknowledged and approved the contract extension between VC3 (DBA ThinkGard) and the Personnel Board for the provision of Disaster Recovery Services. The agreement provides for a monthly service fee of \$2,858.00 and shall continue on a month-to-month basis, not to exceed Fiscal Year 2026.

IX. Executive Session

An executive session was held for pending litigation at 2:50 p.m. The meeting was reconvened at 3:11 p.m. and adjourned.



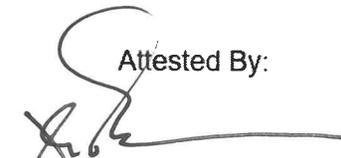
L. Kenneth Moore, Chairman
Personnel Board of Jefferson County



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