



# Personnel Board of Jefferson County

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## **MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY**

March 26, 2026

The Personnel Board of Jefferson County met on Thursday, March 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; Marty Alber, Organizational Effectiveness & Communications; Stacey Lange, Testing; Pete Blank, Training; Robert Groce, Information 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 1:33 pm and dispensed with any remarks.

### **II. Operational Updates**

#### **A) Robert Groce – Information Technology Division Manager**

Robert highlighted the continued progress of the Business Processing team under the leadership of Claudia Johnson. He stated that the team remains actively engaged with Jefferson County and the City of Birmingham, collaborating to develop secure integration files that support efficient data exchange between external systems and the Board's Workday platform. To date, these efforts have resulted in integration files that support key personnel processes, including payroll certification, personnel actions such as merit increases, leaves of absence, and separations, as well as the continued development of certification-related interfaces and requisition requests.

He also stated that Claudia Johnson has demonstrated strong leadership in advancing these initiatives, supported by Drew Brasher, Application and Development Manager. Drew and the Application and Development team provide critical support across all departments within the Personnel Board. Their responsibilities include developing and maintaining applications that enable Board Members to access monthly Board items, as well as partnering with the Classification & Compensation, Testing, Recruitment, and Training divisions. The team supports systems such as the annual survey website, testing applications, rehire recommendation tracking tools, and programs used by Employee Relations in coordination with Hearings Officers, along with other internal applications. Additionally, the team maintains both the Board's public website and the agency-wide site.

In addition, Robert stated that on the infrastructure side, the IT team, led by Tyran Kirkland, has successfully completed the migration of all servers to Oracle Cloud Infrastructure (OCI). As part of this transition, a comprehensive review of the Board's email environment was conducted, resulting in the strategic decision to fully migrate email services to Microsoft 365. This change eliminates the need for maintaining either on-premises or cloud-hosted email servers. These advancements significantly reduce reliance on physical servers within the building, improving overall system reliability, strengthening security, and expanding capabilities for end users.

Furthermore, Robert communicated that from a strategic perspective, these initiatives position the Board for enhanced operational efficiency and long-term sustainability. Key benefits include reduced operational risk and system downtime, improved data security and regulatory compliance, increased efficiency through automation and streamlined workflows, greater scalability to meet future organizational needs, and decreased dependence on physical hardware, resulting in lower maintenance and replacement costs.

Overall, the Information Technology Department's efforts continue to support the Board's mission by delivering more reliable, secure, and responsive technology services.

**B) Pete Blank – Training and Organizational Development Division Manager**

The Training Department reported that the February MPACT program was held at Regions Field and the March MPACT program was held at Sloss Furnaces. Appreciation was extended to John Cook from the Barons and David Arias from Sloss Furnaces for their support. Pete also led a Lunch and Learn for Regions Field staff as they prepare for the 2026 season.

Pete also stated that the department continues to work with Midfield and Fairfield on HR policies and organizational development, with Pete and Ayla leading ongoing meetings.

He mentioned that the department onboarded a new trainer, Damita Hill, who has visited and been hosted at Irondale, Vestavia Hills, Jefferson County Commission, Birmingham Fire, Birmingham Police, and other agencies to learn about clients and begin building relationships.

The PBJC has completed its annual review process, and the Performance Management team, Ayla Russell and Erika Mack, continue to finalize closeout activities.

**C) Stacey Lange- Employment Testing Division Manager**

Stacey reported that the Employment Testing Department is working in collaboration with the Classification and Compensation Department to finalize the 2026 Annual Survey. The survey helps ensure that an employee's assigned job duties align with their established job class. This year's survey included 141 job classes, representing approximately 2,400 Merit System employees. When the survey closed in January, 21% of invited employees

participated, resulting in 496 complete surveys. Staff from both the Testing and Classification and Compensation departments are currently reviewing participant responses and conducting additional audits, as needed. Initial recommendations will be distributed to agencies and participants in April. In addition to the Annual Survey, the Classification and Compensation Department continues to develop new job classes, conduct job audits at the request of agencies, and perform market analyses in accordance with the five-year schedule.

Stacey also stated that in preparation for the 2027 Annual Survey, the Testing Department staff have begun conducting job analysis studies, including site observations and focus group sessions, to gather the job content required for the online survey. Additionally, staff are developing examinations for several administrative and clerical positions, as well as fire promotional jobs. These examinations are scheduled for administration between April and June, with fire promotional exams planned for September.

Stacey also reported that in collaboration with Greg Bone from the Training Department, Testing staff members Allysa Singer and Ryan Lillard, along with Jay Gordon from the Classification and Compensation Department, developed an assessment center for Merit System employees participating in the On Deck Leadership (ODL) program. The assessment center included a self-assessment and a structured interview designed to evaluate new supervisors across five key leadership areas: identifying leadership styles, developing teams, performance management and feedback, serving as a change agent, and establishing expectations and objectives. Following the assessment, each participant received a comprehensive report with individualized feedback to support their leadership development. A second assessment is planned to measure how participants' leadership styles evolve throughout the duration of the ODL program.

### **III. Action Items**

- A) The Board approved the Board Minutes for the meeting held on February 26, 2026. (Motion made by J. Smoke; Seconded by D. Smith)
  
- B) The Board approved a new internal policy for Personnel Board employees and contractors regarding the use of artificial intelligence. (Motion made by J. Smoke; Seconded by D. Smith)
  
- C) The Board approved a revision to the 2026 Salary Administration Guide and Pay Plan. The revised version provides a change to the Professional Certification Premium to allow for an Appointing Authority to provide premium compensation for more than one certification for an employee upon approval by the Personnel Board. (Motion made by J. Smoke; Seconded by D. Smith)

In one vote, the Board approved Action Items D-F.

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- D) The Board approved the new job of Recruitment and Retention Supervisor (02899) for the City of Birmingham. (Motion made by J. Smoke; Seconded by D. Smith)
- E) The Board approved the new position of Parking Enforcement Manager, grade 29. (Motion made by J. Smoke; Seconded by D. Smith)
- F) The Board approved the following new job classes for the City of Birmingham's Division of Unhoused Strategies:
  - Unhoused Strategies Senior Program Manager (Grade 32)
  - Unhoused Strategies Program Manager (Grade 29)(Motion made by J. Smoke; Seconded by D. Smith)

### IV. Jurisdiction Contracts

- A) The Board approved the new contract between the Jefferson County Health Department and Environmental Engineering and Measurement Services, Inc. This contract is a continuation of services needed to get the Health Department's Air Monitoring Program back into EPA "good standing". Work outlined in the contract provides a mix of preventative maintenance, staff operator assistance training, and monthly audits, all aimed at bringing the program "to standard," and preparing the Health Department staff to conduct the program in a manner that will allow them to pass EPA site assessments and audits. This is a 2-year, fixed-fee contract, not to exceed \$313,836. Based on the temporary and sporadic nature of the services provided, this contract is recommended for approval. The Board has approved similar contracts in the past for services of this nature. (Motion made by J. Smoke; Seconded by D. Smith)

### V. Administrative Leave with Pay

In one vote, the Board approved Administrative Leave with Pay A and B.

- A) LaQuesha Green, Jefferson County Sheriff 's Office - Request for 30-Day Extension of Administrative Leave with Pay. (Motion made by J. Smoke; Seconded by D. Smith)
- B) Marquintis Knox, Jefferson County Sheriff 's Office - Request for 30-Day Extension of Administrative Leave with Pay. (Motion made by J. Smoke; Seconded by D. Smith)

### VI. Contested Items

- A) Brian Malone vs. City of Birmingham (Department of Public Works)- Case No. DA-2025- 2581-BH (Termination)- Hearing Officer's Findings of Fact, Law, and Recommended Decision. In attendance virtually was Attorney Twala Grant Wallace who represented the City of Birmingham. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke (with prejudice); Seconded by D. Smith)

- B) Latricia Davis vs. City of Birmingham (Communications Department)- Case No. DA-2025-2596-BH (Termination)- Joint Motion to Dismiss Appeal and Settlement Agreement. The Board voted to **APPROVE** the Joint Motion to Dismiss Appeal & **ACCEPT** the Settlement Agreement. (Motion made by J. Smoke; Seconded by D. Smith)
- C) Saucedo Lewis vs. City of Bessemer (Department of Public Improvements)- Case No. DA-2025-2590-BS(Termination)- Hearing Officer's Findings of Fact, Law, and Recommended Decision. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- D) David Bessiere, Jr. vs. Jefferson County (Roads & Transportation)- Case No. DA-2025-2591-JC (Termination)- Hearing Officer's Findings of Fact, Law, and Recommended Decision. In attendance was Attorney Don Carrol who represented Jefferson County Roads and Transportation. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- E) Toushi Arbitelle vs. City of Leeds (Administration)- Case No. DA-2025-2597-LD (Termination)- Hearing Officer's Order on Complainant's Motion to Set Aside Termination and Reinstate and Respondent's Motion to Reconsider Hearing Officer's Order on Complainant's Motion to Set Aside Termination & Reinstate with Backpay. Attorney Ken Thompson, representing the City of Leeds, authorized Personnel Board Attorney Leslie Coyne to speak on the City's behalf regarding due process procedures. Attorney Elizabeth Young represented Toushi Arbitelle. The Board voted to **ACCEPT THE MOTION** that the matter be scheduled for a hearing in accordance with the Rules and Administrative Appeal Procedures. (Motion made by J. Smoke; Seconded by D. Smith)

## VII. Appeal of Director's Determination

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

## VIII. Information and Discussion Items

- A) The Board acknowledged the request to hear the matter regarding Jeffrey Pogue versus the City of Kimberly. In attendance virtually was Attorney Scott Morrow. Chairman Moore stated that the Board will continue the process involving the Hearing Officers. There was no need for a motion.

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- B) The Board acknowledged the City of Midfield's resolution providing a two percent (2%) Cost of Living Adjustment (COLA) to its salary schedules as permitted under the Personnel Board of Jefferson County Rules and Regulations as indicated, effective January 12, 2026.
- C) The Board acknowledged the City of Hueytown's resolution # 7378 providing a three percent (3%) Cost of Living Adjustment (COLA) to its salary schedules as permitted under the Personnel Board of Jefferson County Rules and Regulations.
- D) The Board acknowledged the list of Advanced Steps for the month of February 2026.
- E) The Board acknowledged the following expenditure reports:
  - February 7, 2026, through February 20, 2026
  - February 21, 2026, through March 6, 2026

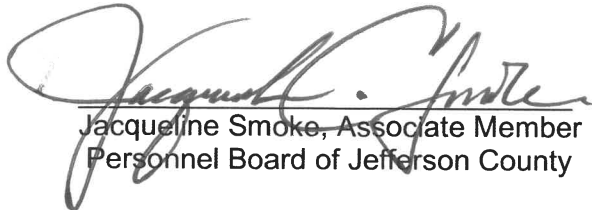
Before entering into executive session, Jeff acknowledged the City of Fultondale for generously allowing the use of their facilities at no cost for the Board's In-Service Day held on March 6, 2026. He expressed appreciation for their support and partnership in helping make the event successful.

**IX. Executive Session**

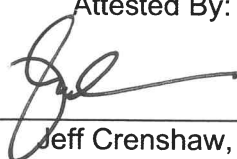
An executive session was held for pending litigation at 2:17 p.m.

The meeting was reconvened at 2:40 p.m. and adjourned.

  
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L. Kenneth Moore, Chairman  
Personnel Board of Jefferson County

  
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Jacqueline Smoke, Associate Member  
Personnel Board of Jefferson County

  
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Donna Smith, Associate Member  
Personnel Board of Jefferson County

Attested By:  
  
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Jeff Crenshaw, Director  
Personnel Board of Jefferson County