



Personnel Board of Jefferson County

A Career. A Purpose. A Life.

MEETING MINUTES FOR THE PERSONNEL BOARD OF JEFFERSON COUNTY

July 23, 2026

The Personnel Board of Jefferson County met on Thursday, July 23, 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; Stacey Lange, Employment 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 with any remarks.

II. Operational Updates

Cynthia Holiness – Business Office Division Manager

The expenditures for the Personnel Board are still on track as we approach the end of fiscal year 2026. Also, Cynthia wishes to inform the Board Members that the Board's Director Jeff Crenshaw has been selected by the Birmingham Business Journal as one of the Human Resources Impact Leaders for 2026 and he will be honored this afternoon. Chairman Judge Moore stated that he is more humble than talented. Judge Moore stated that he had a long meeting with Jeff this afternoon and Jeff never mentioned this honor to him, and on behalf of the Board, he congratulated Jeff and stated that he makes them proud.

Stacey Lange – Employment Testing Division Manager

The Classification and Compensation Department has been collecting data as part of the 2026 Annual Market Analysis Project. A market analysis compares an organization's job classifications and salaries to similar positions in the external labor market to determine whether compensation is competitive, equitable, and aligned with current market rates. Job classifications are also evaluated internally to ensure pay equity across the organization.

To date, staff have collected data for 95% of the 158 job classifications included in this year's market analysis. Once data collection is complete, the department will begin the analysis phase of the project.

In addition to the Annual Market Analysis, the Classification and Compensation Department continues to develop new job classifications, conduct job audits at the request of agencies, review various pay plan requests, and process contracts submitted for review.

The Employment Testing staff have been administering examinations, calculating scores, and establishing employment registers for several job classifications. In addition, the Testing staff continue to conduct job analysis studies, including site observations and focus group sessions, to gather the job-related information needed for the 2027 annual survey.

The Testing Department also continues to collaborate with Workforce Development and Applicant Services to support recruitment efforts for the Birmingham Police Department and the Jefferson County Sheriff's Office by administering the ACT WorkKeys assessment battery for Police Officer and Deputy Sheriff applicants.

Finally, I would like to recognize Jay Gordon for volunteering as one of Training's 2026 Summer of SparkShops presenters. Jay delivered a highly informative presentation titled *Leadership Lessons from Behind the Orange Apron*, in which he shared valuable insights on culture and leadership gained during his time at The Home Depot. His thorough preparation, confidence, and engaging delivery made the session both informative and well received.

Jeff Crenshaw – Personnel Director

Jeff informed the Board Members from an administration level that we are undergoing finalization of proposed changes to the Rules which will be communicated to Appointing Authorities, Department Heads and HR Professionals either by the end of this week or very early next week and the public comment period will be open next month for at least 10 days so people can make comments. The proposed changes will be presented to the Three-Member Board at the August board meeting.

Board Member Donna Smith asked about the process to change Rules & Regulations.

Director Crenshaw stated that there are times we periodically update the Rules and Regulations to reflect any activity that needs to happen and things to clarify to benefit the Merit System and to make sure it is a public process.

III. Action Items

- A) The Board approved the Board Minutes for the meeting held on June 25, 2026. (Motion made by J. Smoke; Seconded by D. Smith)
- B) The Board approved the budget for fiscal year 2026-2027 in the amount of \$11,538,356. (Motion made by J. Smoke; Seconded by D. Smith)
- C) The Board approved the Holiday Schedule for 2026-2027. (Motion made by D. Smith; Seconded by J. Smoke)

- D) The Board approved the revisions to the Personnel Board's Rehire Eligibility Determination Process and Criteria for evaluating eligibility of applications of former Merit System employees. (Motion made by J. Smoke; Seconded by D. Smith)
- E) The Board approved letters of engagement with Coyne Counsel & Consulting, LLC and Bainbridge, Mims, Rogers and Smith Attorneys at Law to provide legal services to the Personnel Board for fiscal year 2026-2027. (Motion made by J. Smoke; Seconded by D. Smith)

In one vote, the Board approved Action Items F and G.

- F) The Board approved an amendment to engage in a one-year renewal of the contract between the Personnel Board of Jefferson County and the Sheraton Birmingham Hotel to cover fiscal year 2026-27 (October 1, 2026 – September 30, 2027) to provide hotel accommodations for volunteer assessors and business operations. (Motion made by J. Smoke; Seconded by D. Smith)
- G) The Board approved a contract renewal between Intecrowd LLC. and the Personnel Board of Jefferson County for Workday support and configuration consulting services for the contract term covering November 1, 2026 through October 31, 2027. The contracted services will be billed at a rate of \$165 per hour, not to exceed \$22,000 for the contract term. (Motion made by J. Smoke; Seconded by D. Smith)
- H) Contract Renewal with Solis CFC Security – HELD OVER TO AUGUST MEETING
- I) Contract with Mythics – HELD OVER TO AUGUST MEETING
- J) Integrated Communication Solutions, Inc. Contract – HELD OVER TO AUGUST MEETING
- K) Reinstatements to Eligibility Lists – None Received

IV. Jurisdiction Contracts

- A) Recommendation that the Board approves a new three-year contract between Jefferson County Fleet Management and Dixie Overhead Door, Inc., to provide rolling/overhead door inspections, maintenance, and repair services for Fleet Management facilities at a cost of \$23,290 per year. (Motion made by J. Smoke; Seconded by D. Smith)

In one vote, the Board approved Jurisdiction Contracts B, C and D.

- B) Recommendation that the Board approve a new three-year contract between the Jefferson County Compliance Office and Pages & Posts, who will develop customized safety training and provide technical writing, communication design, and related e-learning services at a cost not to exceed \$50,000 for the three-year period. (Motion made by J. Smoke; Seconded by D. Smith)

- C) Recommendation that the Board approve a new three-year contract between the Jefferson County General Services Department and Siemens Industry, Inc., who will provide HVAC management, building automation monitoring, maintenance, troubleshooting, and system optimization services at County facilities at cost of \$440,445 in year 1, \$471,195 in year 2, and \$499,467 in year 3. (Motion made by J. Smoke; Seconded by D. Smith)
- D) Recommendation that the Board approve a new four-month contract between the Jefferson County Community Services department and UNCH, Inc., who will provide ARPA-funded housing rehabilitation repairs for twelve eligible homes in Jefferson County. (Motion made by J. Smoke; Seconded by D. Smith)

V. Administrative Leave with Pay

In one vote, the Board approved Administrative Leave with Pay Requests A1, A2, A3 and A4.

A) The Jefferson County Sheriff's Office has submitted the following requests for administrative leave with pay for Board approval:

1. Cerell Cole, Jefferson County Sheriff's Office - Request for 30-Day Extension of Administrative Leave with Pay. (Motion made by J. Smoke; Seconded by D. Smith)
2. Hishmhael Ladouceur, Jefferson County Sheriff's Office - Request for 30-Day Extension of Administrative Leave with Pay. (Motion made by J. Smoke; Seconded by D. Smith)
3. Jahmari Stephens, Jefferson County Sheriff's Office - Request for 30-Day Extension of Administrative Leave with Pay. (Motion made by J. Smoke; Seconded by D. Smith)
4. Ariana Hart, Jefferson County Sheriff's Office - Request for 30-Day Extension of Administrative Leave with Pay. (Motion made by J. Smoke; Seconded by D. Smith)

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

B) The City of Bessemer has submitted the following requests for administrative leave with pay for Board approval:

1. Dustin Alford, City of Bessemer (Police Department) - Request for 15-Day Extension of Administrative Leave with Pay. (Motion made by J. Smoke; Seconded by D. Smith)

- C) Kamron Shelton, City of Tarrant (Police Department) - Request for 30-Day Extension of Administrative Leave with Pay. (Motion made by J. Smoke; Seconded by D. Smith)

VI. Contested Items

- A) Jeffrey Pogue vs. City of Kimberly (Police Department)- Case No. DA-2026-2605-KB (Termination) - Complainant's Motion to Stay. In attendance virtually was Attorney Scott Morro representing Jeffrey Pogue. The Board voted to **STAY** the motion (Motion made by J. Smoke; Seconded by D. Smith)
- B) Tracey Matthews vs. Jefferson County (Environmental Services) - Case No. DA-2026-2616-JC (Termination)- Joint Motion to Dismiss Appeal and Settlement Agreement. In attendance was Attorney Donald Carroll representing Jefferson County. The Board voted to **APPROVE** the Joint Motion to Dismiss the Appeal and Settlement Agreement. motion (Motion made by J. Smoke; Seconded by D. Smith)
- C) Raymond Fuller, Sr. vs. Jefferson County (Roads & Transportation) - Case No. DA-2026-2628-JC (Termination)- Joint Motion to Dismiss Appeal and Settlement Agreement. In attendance was Attorney Donald Carroll representing Jefferson County. The Board voted to **APPROVE** the Joint Motion to Dismiss Appeal and Settlement Agreement. (Motion made by J. Smoke; Seconded by D. Smith)
- D) Eric Hunter vs. City of Homewood (Parks & Recreation) Case No. DA-2026-2608-HW (Termination) - Hearing Officer's Report and Recommendation. In attendance was Attorney James Murrell, Jr. who represented the City of Homewood. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)
- E) Christopher Grace vs. City of Midfield (Police Department)- Case No. DA-2609-MF (Termination)- Findings and Recommendation of Hearing Officer. In attendance was Attorney Jon D. Terry representing the City of Midfield. Also, in attendance was Christopher Grace. 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) James Jackson - Appeal of the Director's denial of an administrative hearing on a submitted grievance. In attendance was Attorney William Dawson who represents James Jackson. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- B) Andra Hamby - Appeal to overturn disqualification of application based on past Merit System employment record). Andra Hamby was in attendance. The Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)
- C) Theodoric McKinstry - Appeal to overturn disqualification of application based on past Merit System employment record. In attendance virtually was Theodoric McKinstry. The

Board voted to **UPHOLD** the Director's Determination. (Motion made by J. Smoke; Seconded by D. Smith)

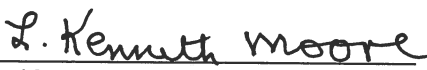
VIII. Information and Discussion Items

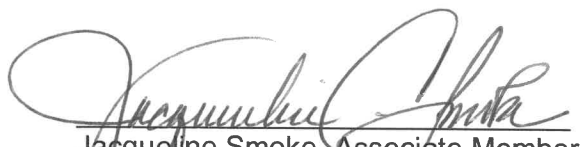
- A) The Board acknowledged the list of Advanced Steps.
- B) The Board acknowledged the following expenditure reports:
- June 13, 2026 through June 26, 2026
 - June 27, 2026 through July 10, 2026
 - July 11, 2026 through July 17, 2026

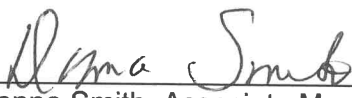
IX. Executive Session

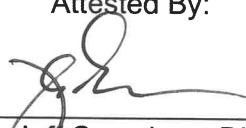
An executive session was called for pending and threatening litigation.

The meeting was adjourned at 2:37 pm.


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