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MEETING MINUTES FOR THE

PERSONNEL BOARD OF JEFFERSON COUNTY

August 27, 2026

The Personnel Board of Jefferson County met on Thursday, August 27, 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 and Leslie Coyne, Legal Counsel for the Personnel Board.

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

Chair L. Kenneth Moore called the meeting to order at 1:30 pm and dispensed with opening remarks.

II. OPERATIONAL UPDATES

No operational updates were presented.

III. ACTION ITEMS

A. Public Hearing on Proposed Rule Changes

Director Jeff Crenshaw explained that notice of the proposed revisions to the Rules and Regulations was posted publicly and distributed by email to more than 30,000 potentially interested individuals. Written comments were accepted from July 29, 2026 through August 12, 2026. Staff reviewed the comments, made minor revisions, and responded to commenters who provided contact information.

Attorney Edward Berry, representing the City of Birmingham, commented on proposed Rule 12.4 concerning the administrative appeal process. He requested that the appeal form continue requiring appellants to explain why they disagree with the charges against them.

Attorney Twyla Grant Wallace, also representing the City of Birmingham, commented on proposed Rule 12.8 concerning service of subpoenas. She requested clarification regarding the requesting party's responsibility for arranging appropriate service.

Director Crenshaw responded that the relevant requirements would be addressed in the Administrative Appeals Procedures.

B. The Board voted to adopt proposed rule changes published for written comment from July 29, 2026 through close of business on August 12, 2026 effective upon date of adoption to the Rules and Regulations. (Motion made by J. Smoke; Seconded by D. Smith)

C. The Board approved the Board Minutes for the meeting held on July 23, 2026. (Motion made by J. Smoke; Seconded by D. Smith)

In one vote, the Board approved four Personnel Board contracts D through G (Motion made by J. Smoke; Seconded by D. Smith):

D. The Board approved a contract renewal for deposition and trial transcription services for fiscal year 2027.

E. The Board approved a contract with Fletcher and Company for travel-management services.

F. The Board approved the renewal of the Solis CFC Security contract for cybersecurity monitoring and incident-response services.

G. The Board approved the continuation of its contract with Mythics, LLC, for Oracle cloud-hosting services through November 30, 2028.

H. Workday contract – Item Withdrawn

I. The Board approved the Director's reinstatement decision (Motion made by J. Smoke; Seconded by D. Smith)

IV. JURISDICTION CONTRACTS

In one vote, the Board approved four jurisdiction contracts A through D (Motion made by J. Smoke; Seconded by D. Smith):

A. A three-year contract between Jefferson County and Dixie Overhead Door, Inc., at an estimated cost of $120,000.

B. A three-year contract between Jefferson County and Mauldin & Jenkins, not to exceed $85,000.

C. A one-year contract between the Jefferson County Department of Health and the UAB Board of Trustees for $150,665.

D. A three-year contract between the Jefferson County Department of Health and We the Creative for $88,500.

IV. ADMINISTRATIVE LEAVE WITH PAY

At the request of the Board Chairman, he requested Director Crenshaw to explain the administrative-leave approval process.

In one vote, the Board approved Administrative Leave with Pay Requests A through E (Motion made by J. Smoke; Seconded by D. Smith):

A. Nicolas Austin, Jefferson County Sheriff's Office - Request for 30-Day Extension of Administrative Leave with Pay

B. Erwin Sanchez, Jefferson County Sheriff's Office - Request for 30-Day Extension of Administrative Leave with Pay

C. Ardalia Marks, Jefferson County Sheriff's Office - Request for 30-Day Extension of Administrative Leave with Pay

D. DeKarrius D. Turner, City of Birmingham (Police Department) - Request for 15- Day Extension of Administrative Leave with Pay

E. TaGerrious Smith – City of Birmingham (Police Department) – Case No. DA-2026-2622-BH (Termination) – Request for 15-Day Extension of Administrative Leave with Pay.

V. CONTESTED ITEMS

A. Billy Swicegood vs. City of Birmingham (Police Department) - Case No. DA- 2026-2622-BH (Termination) - Parties' Joint Motion to Dismiss Appeal and Settlement Agreement. The Board voted to **APPROVE** the Joint Motion to Dismiss Appeal and Settlement Agreement. (Motion made by J. Smoke; Seconded by D. Smith)

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B. Shatittia Addie vs. City of Birmingham (Police Department) -Case No. DA- 2026-2617-BH (Suspension - 11 Days) - Hearing Officer's Report and Recommendation. In attendance was Attorney Twyla Grant Wallace representing the City of Birmingham. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by J. Smoke; Seconded by D. Smith)

C. Kwanza Harper vs. Jefferson County Department of Health- Case No. DA- 2026-2602-HD (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. Shequita Woods vs. Jefferson County (Board of Equalization)- Case No. DA-2026-2618-JC (Termination) - Hearing Officer's Recommended
In attendance was Attorney Donald Carroll representing Jefferson County. Ms. Woods also appeared before the Board. The Board voted to **UPHOLD** the Hearing Officer's Recommendation. (Motion made by K. Moore; Seconded by D. Smith; Recused by J. Smoke)

E. Toushi Arbitelle vs. City of Leeds (Administration) – Case No. DA-2025-2597-LD (Termination) – Hearing Officer's Finding of Fact, Law and Recommended Decision. In attendance was Attorney J. Ken Thompson representing the City of Leeds. Also, in attendance was Attorney Elizabeth Young representing Ms. Arbitelle. The Board voted to **CONTINUE** this matter to next month's board meeting and **REQUEST** that the City of Leeds respond to the Complainant's List of Objections to the Hearing Officer's Report within two weeks from August 28, 2026.

VII. APPEAL OF DIRECTOR'S DETERMINATION

No items in this section

VII.INFORMATION AND DISCUSSION ITEMS

A. The Board acknowledged the list of Advanced Steps.

B. The Board acknowledged an August 12, 2026 resolution by the Jefferson County Health Department to provide one-time lump-sum longevity payment for full-time classified employees.

C. The Board acknowledged an August 12, 2026 resolution by the Jefferson County Health Department to apply a 4% cost of living increase t its salary schedule effective October 3, 2026.

D. The Board acknowledged the following expenditure reports:

- July 17, 2026 through July 24, 2026
- July 25, 2026 through July 31, 2026
- August 1, 2026 through August 14, 2026

E. Item Added to the Board Agenda during Board Meeting - The Board acknowledged a 3% cost of living adjustment to its salary schedule for Emergency Management Agency (EMA), effective October 1, 2026.

F. EXECUTIVE SESSION

An executive session was called for pending and threatening litigation.

The meeting was adjourned at 2:32 pm.

L. Kenneth Moore, Chairman
Personnel Board of Jefferson County

Jacqueline Smoke, Associate Member
Personnel Board of Jefferson County

Alesia Jones, Associate Member
Personnel Board of Jefferson County

Attested By:

Jeff Crenshaw, Director
Personnel Board of Jefferson County