

Shelby County Law Enforcement Personnel Board
Regular Meeting
September 15, 2015, 6:30 p.m.

Chairman Donaldson called the meeting to order and asked Mr. Mitchell to give the invocation.

Board members and staff present were Mr. Donaldson, Mr. Brasher, Mr. Martin, Mr. Mitchell, and secretary Lucy Womac. Guests in attendance were Sheriff John Samaniego, Chief Deputy Chris George, and County Commissioner Rick Shepherd.

Mr. Martin had taken minutes during the secretary's review on September 10. He now moved to approve the minutes from the August 18 regular meeting and the September 10 special meeting as presented. Mr. Mitchell seconded the motion and it carried.

OLD BUSINESS

The Board's latest budget information from the Commission Accounting was distributed. For an agreed-upon cost of \$1,500.00, AUM will go over the Rules rewrite after the LEPB and Sheriff's Office meet to present and discuss suggested changes.

NEW BUSINESS

Mr. Brasher moved to approve the secretary's time sheets and mileage. Mr. Martin seconded the motion and it passed.

First presented at the last regular meeting was C. O. Christopher Wade's transcript for the five-percent educational incentive. He had completed an associate degree in applied science criminal justice from Kaplan University. New C. O. Justin Cardwell's bachelor's in administration of justice from Mississippi College was highlighted on his transcript. New C. O. Timothy Hyde has a bachelor's in exercise science/wellness from Jacksonville State University. Mr. Mitchell moved to approve all three educational incentives. Mr. Martin observed that Officer Wade's transcript shows transfer credits from Wallace State Community College in Hanceville and Jacksonville State University. All of the schools have regional accreditation. Mr. Martin seconded the motion and it carried. (Note: Cardwell's master's degree in social science/admin justice on page 2 of his transcript should have been highlighted for the 15% educational incentive.)

The Board then considered the following invoices: IPMA in the amount of \$2,461.80 for the August 29 Deputy and Corrections Officer tests; Amanda Certain's \$289.67 to administer the written exams; SHI International Corporation in the amount of \$493.39 for a multifunction printer and backup power supply; Schwaab, Inc. for \$377.50 for a case of envelopes with the LEPB's title and address; and \$568.07 from Independent Stationers for two file cabinets and a supply of manila file folders. Mr. Martin moved to approve all the bills for payment. Mr. Brasher seconded the motion and it passed.

Chairman Donaldson then called a special meeting for 4 p.m. Tuesday, September 29, pending availability of a conference room, to discuss the secretary's review with her and to consider the Commission's budget recommendations for the coming fiscal year.

Chief George asked if a privacy issue could be addressed concerning Payroll Change Notices. There is a long-standing practice of typing entire Social Security numbers on the forms. He informed the Board that many organizations are now taking a more secure approach of using only the last four digits of those numbers, and/or employee identification numbers. It was agreed that changes would be beneficial to better maintain security.

As FYI, there were five step raises signed by the Sheriff due in October.

With no further business, the meeting was adjourned on motion of Mr. Mitchell.

Minutes approved by:

Randall W. Donaldson, Board Chairman

Bill M. Martin, Board Secretary

Teddy R. Brasher

Lyle D. Mitchell