

Shelby County Law Enforcement Personnel Board
Regular Meeting
August 22, 2016, 6:30 p.m.

Chairman Donaldson called the meeting to order at the Sheriff's Office Training Center and asked Mr. Martin to give the invocation.

Board members and staff present were Mr. Donaldson, Mr. Brasher, Mr. Martin, Mr. Lewis, Mr. Mitchell, Mr. Brasher, and secretary Lucy Womac. Guest present was Chief Deputy Chris George; Sheriff Samaniego joined the LEPB meeting after attending the County Commission meeting.

The agenda was adopted after the removal of educational incentives. Mr. Martin moved to approve the minutes of the July 11 regular meeting and August 8 special meeting as written. Mr. Lewis seconded the motion and it carried.

OLD BUSINESS

With the July meeting having occurred early, the Board now reviewed its June and July budget information from Commission Accounting. AUM contracts were discussed later.

NEW BUSINESS

Mr. Mitchell moved that the secretary's time sheets and mileage for the month be approved as submitted. Mr. Lewis seconded the motion and it passed.

AUM had submitted their July invoice for \$5,595.62, which included \$274.35 in cost reimbursables, and their August invoice for the \$5,321.27 fixed fee with no reimbursables. Amanda Certain's bill for \$287.68 was for administering the Deputy and Corrections Officer written exams on August 20. Iva Jane Shanahan's bill for \$139.07 was for testing one applicant who had requested extended time to take the Deputy exam that day. Mr. Lewis moved to approve all the bills for payment. Mr. Mitchell seconded the motion and it carried.

The Board then discussed the proposal for AUM SummaSource to create a job description for Evidence Custodian. Chief George indicated that the Sheriff's Office has an employee in mind who can fill that civilian position. The proposed contract would be to conduct a job analysis, develop job descriptions, review a proposed pay schedule and formulate recommendations, provide recommendations for selection testing, and review results with stakeholders and document the findings. Mr. Lewis moved to enter into the contract with SummaSource. Mr. Mitchell seconded the motion and it passed.

As FYI, the Board members were given a list of twenty employees approved for step raises that covered through September; one was denied due to a suspension. On motion of Mr.

Lewis, the Board went into executive session at 7:18 p.m. On Mr. Mitchell's motion, executive session ended at 7:23 p.m.

The Sheriff arrived from attending the Commission meeting, and a brief discussion ensued concerning the possible Cost-Of-Living Adjustment. The Commission members did not make a decision on a percentage amount for the other county employees. The LEPB members agreed to wait and decide a percentage for the Sheriff's Office employees until the Commission settles on a final figure for the other employees.

A special meeting was called for 4:00 p.m. Monday, August 29 to discuss the Rules rewrite and approve the August 20 written exam results, and a budget meeting was called for 4:00 p.m. Monday, September 12, pending availability of conference rooms. Due to a conflict, the next regular meeting was changed to Monday, September 19, still 6:30 p.m. at the Sheriff's Office Training Center in Columbiana.

With no further business, the meeting was adjourned.

Minutes approved by:

Randall W. Donaldson, Board Chairman

Bill M. Martin, Board Secretary

Teddy R. Brasher

Lyle D. Mitchell

Christopher J. Lewis, Sr.