

**Shelby County Law Enforcement Personnel Board**  
**Regular Meeting**  
**September 19, 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. Mitchell, and secretary Lucy Womac. Guests present were Sheriff John Samaniego and Chief Deputy Chris George.

The agenda was adopted after the removal of educational incentives. Mr. Martin moved to approve as written the minutes of the August 22 regular meeting and the August 29 and September 12 special meetings. Mr. Mitchell seconded the motion and it carried.

**OLD BUSINESS**

The Board members again reviewed the August budget information from Commission Accounting which showed a positive balance. As discussed previously, Chief George will bring the Knowledge, Skills, and Abilities requirements for the future Fleet Manager to the next meeting. A job description will be written for the position.

**NEW BUSINESS**

On September 12 the Commission approved a Cost-Of-Living Adjustment of two percent for the county employees, to be effective October 7, the first day of the first full pay period in October. Mr. Mitchell now moved that the LEPB approve a two-percent COLA for the classified employees of the Sheriff's Office, effective October 7. Mr. Brasher seconded the motion and it passed. Mr. Brasher then moved to approve the same COLA for the Board's secretary. Mr. Mitchell seconded that motion and it carried. Chief George said the new pay scales should include the job titles of Sergeant Deputy Sheriff, Lieutenant Deputy Sheriff, Corrections Officer Sergeant, and Corrections Officer Lieutenant.

An invoice had been received from IPMA for the August 20 written exams in the amount of \$863.86. Mr. Martin moved to approve it. Mr. Mitchell seconded; the motion passed.

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

As FYI, the members were given a list of four employees approved for October step raises.

A special meeting was called for 4:00 p.m. Monday, September 26 to discuss the proposed Rule changes and the Fleet Manager position, pending availability of a conference room. With no further business, the meeting was adjourned.

Minutes approved by:

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Randall W. Donaldson, Board Chairman

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Bill M. Martin, Board Secretary

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Teddy R. Brasher

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Lyle D. Mitchell