

Shelby County Law Enforcement Personnel Board
Regular Meeting
November 9, 2017, 6:30 p.m.

Chairman Donaldson called the meeting to order at the Sheriff's Office Training Center, asking Mr. Mitchell to give the invocation.

Board members and staff present were Mr. Donaldson, Mr. Lewis, Mr. Mitchell, Mr. Brasher, Mr. Martin, and secretary Lucy Womac. Guest present was Lt. Mark Bishop.

Mr. Martin moved to approve the minutes of the October 24 regular meeting and October 30 special meeting. Mr. Mitchell said the minutes should be more condensed; he seconded the motion and it carried.

OLD BUSINESS

The monthly budget from Commission Accounting was discussed. Mr. Donaldson had asked Finance Manager Butch Burbage to include the carry-over amount.

Mr. Mitchell moved to adopt the proposed rewrite as the official LEPB Rules and Regulations. Mr. Lewis seconded the motion and it passed.

NEW BUSINESS

The secretary was asked to contact IOS about electronic entry-level tests and a proposal for the evidence technician job description.

Mr. Lewis moved to approve the secretary's time sheets. Mr. Martin seconded the motion and it carried.

The November 4 Deputy and Corrections Officer exam results were presented. Mr. Lewis moved to approve the new eligible lists. Mr. Mitchell seconded the motion and it passed. Lt. Bishop was given copies of the lists.

Bills and invoices were considered. Amanda Certain had submitted a bill for \$280.26 to administer the recent Deputy and C. O. exams. Office Depot's invoice for copier paper and toner cartridges for the LEPB office was in the amount of \$408.97. Mr. Lewis moved to approve both bills for payment. Mr. Mitchell seconded the motion and it carried.

Chairman Donaldson called a work session to discuss the employment process at 5:00 p.m. Tuesday, December 5 in Pelham, pending availability of a conference room. Jennifer Elksnitis with NeoGov will be contacted for a real-time edit of the job application.

The next regular meeting was moved to 5:00 p.m. Wednesday, December 13, still at the Training Center.

The Board then went into executive session from 7:22 p.m. to 7:55 p.m.

Chairman Donaldson requested a word document of the Rules. The secretary was asked for a list of items in the LEPB office inventory to be brought to the next meeting. Mr. Mitchell asked that the Board look into getting a card reader for the office door.

As FYI, the Sheriff had approved three employees' step raises due in December.

With no further business, the meeting was adjourned by motion of Mr. Lewis.

Minutes approved by:

Randall W. Donaldson, Board Chairman

Bill M. Martin, Board Secretary

Teddy R. Brasher

Lyle D. Mitchell

Christopher J. Lewis, Sr.