

Shelby County Law Enforcement Personnel Board
Regular Meeting
March 21, 2017, 6:30 p.m.

Chairman Donaldson called the meeting to order at the Sheriff's Office Training Center, asking Mr. Brasher 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 Dale Gorham of Net-to-Net and Chief Deputy Chris George.

The agenda was adopted with one deletion. Mr. Brasher moved to approve the minutes of the February 21 regular meeting, February 20 work session, and March 13 special meeting. Mr. Mitchell seconded the motion and it carried.

OLD BUSINESS

The February budget detail from Commission Accounting was distributed. Mr. Gorham was asked to update the Board concerning recent and future changes to the website, including logo options and adding the members' names to the letterhead. He offered to assist the members in setting up email accounts connected to the site, a calendar for upcoming exams and meetings, a Facebook page to help with recruitment, and Cloud storage.

Chairman Donaldson called a special meeting for Monday, April 3 at the Training Center to discuss recruitment and other agenda items, the time to be announced pending availability of all members to attend.

Briefly discussed were guidelines for retention, archiving, and destruction of records concerning local governments and county commissions, and guidelines presented earlier. The proposed updates to the Rules will be discussed at a future meeting. Chairman Donaldson said the LEPB needs a formal contract from IOS to go forward with the new job descriptions.

NEW BUSINESS

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

New Deputy Benjamin D. Jacks recently finished a baccalaureate degree at Troy University, majoring in criminal justice with an emphasis on homeland security and a minor in military science. New Corrections Officer Aaron P. Hughes holds a bachelor of arts in communication from the University of Alabama, with a concentration in media production. New C. O. Robert L. Alston has a bachelor of business administration degree from Faulkner University. Each was requesting an educational incentive of ten percent. After considering all three transcripts, Mr. Mitchell moved to grant the incentives. Mr. Martin seconded the motion and it passed.

New C. O. Kelly Stephens had inquired whether a master of arts in psychology, criminology, and justice studies from the University of the Rockies would qualify for the fifteen percent educational incentive. The school has Regional accreditation from the North Central Association of Colleges and Schools, The Higher Learning Commission. The members were presented with the degree program requirements printed from the university's website. Chief George agreed that the listed courses would benefit her. After a brief discussion, it was decided that all Board members should be present for a vote. The matter was tabled for the April 3 special meeting.

The secretary presented her retirement contribution letter and supporting documents to the Board. Per the 2007 agreement, Mr. Martin moved to reimburse her for up to five percent of her base salary. Mr. Mitchell seconded the motion and it passed.

The Board considered invoice #12 on the current fifteen-month promotional contract with AUM SummaSource in the amount of \$5,321.27. There were no cost reimbursables for the month of February. The members were of the opinion that the results of the Sergeant testing/assessment process should be received before the invoice is approved for payment.

As FYI, the Sheriff had approved six employees' step raises due in April.

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