

Shelby County Law Enforcement Personnel Board
Regular Meeting
May 16, 2017, 6:30 p.m.

Secretary Bill Martin called the meeting to order at the Sheriff's Office Training Center, asking Chief George to give the invocation.

Board members and staff present were Mr. Martin, Mr. Brasher, Mr. Mitchell, Mr. Lewis, and secretary Lucy Womac. Guest present was Chief Deputy Chris George.

Mr. Mitchell moved to shorten the agenda and discuss the Captain testing and assessment process, secretary's time sheets, approval of the May 6 Deputy and Corrections Officer exam results, and approval of invoices for payment. Mr. Lewis seconded the motion and it carried.

Mr. Lewis moved to approve the minutes of the April 18 regular meeting and May 4 special meeting. Mr. Brasher seconded the motion and it passed.

OLD BUSINESS

The LEPB's budget for April from Commission Accounting was discussed. It was decided that the Rules rewrite and Records Disposition would be postponed for a special meeting.

Mr. Martin asked Chief George to update the Board members on the Captain assessment process. Chief reported that the assessors, recruited from several law enforcement agencies, were trained today. He briefly outlined some of the planned exercises. The candidates will report to Liberty Baptist Church in Chelsea at staggered times on Wednesday to participate. Chief had asked Mrs. Womac to assist the Industrial/Organizational Solutions team tomorrow.

NEW BUSINESS

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

New Deputy Parris D. Wiggins holds a bachelor of arts in interdisciplinary studies with a concentration in community services from the University of South Alabama and is currently completing a master's degree. Mr. Lewis observed that his baccalaureate program contained several criminal justice-related courses. He moved that the Board approve an educational incentive of ten percent for Deputy Wiggins. Mr. Mitchell seconded the motion and it passed.

Bills and invoices were then considered. Amanda Certain turned in a bill for \$280.60 for administering the May 6 Deputy and C.O. written exams. Mr. Mitchell recommended that persons submitting bills or invoices be required to sign the bill/invoice prior to submission for consideration for payment. AUM SummaSource had submitted invoices #13 and #14 on the current fifteen-month promotional contract; the March bill for \$7,254.78 included \$1,933.51

in cost reimbursables, and April's bill was in the monthly fixed fee amount of \$5,321.27. NeoGov had presented an invoice for the year for \$4,682.00. Dale Gorham's annual Net2Net invoice totaled \$3,165.00. IPMA's invoice for \$1,263.00 covered the May written exams; their annual membership dues bill was for \$397.00. Mr. Mitchell moved to approve the bills for payment. Mr. Lewis seconded the motion and it carried. I/O Solutions will be contacted concerning cost reimbursables on the Captain assessment project.

Results of the May 6 Deputy and C.O. exams were considered. Mr. Lewis moved to approve the lists and give copies to Chief George. Mr. Mitchell seconded; the motion passed.

The NeoGov application process was discussed. Mr. Mitchell stated that applicants should still be required to submit notarized originals of the Applicant Statement and Authorization to Release Information form, and Mr. Lewis agreed. Applicants might be allowed to attach the Background Investigation Authorization form to the online application, but the members felt that further discussion should include the Chairman. Any decisions will affect the wording of the posted Notices of Examination and the Check List. In the meantime, Mr. Mitchell moved to have the job application temporarily closed until after the Board reviews the entire process and approves the wording used on the website. Mr. Lewis seconded the motion and it carried.

As FYI, the Sheriff had approved nine employees' step raises due in June.

Mr. Martin asked the secretary to contact Chairman Donaldson about holding a special meeting at 4:30 p.m. on Tuesday, May 30 in Pelham, pending availability of a conference room.

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

Minutes approved by:

Bill M. Martin, Board Secretary

Teddy R. Brasher

Lyle D. Mitchell

Christopher J. Lewis, Sr.