

Shelby County Law Enforcement Personnel Board
Regular Meeting
September 18, 2017, 6:30 p.m.

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

Board members and staff present were Mr. Donaldson, Mr. Brasher, Mr. Martin, Mr. Lewis, Mr. Mitchell, and secretary Lucy Womac. Guests present were Mrs. Mary Lewis and Chief Deputy Chris George.

The agenda was adopted after the removal of bills and invoices and Reserve Sick Leave Bank requests. Mr. Martin moved to approve the minutes of the August 14 regular meeting, and the August 15 and September 5 special meetings. Mr. Brasher seconded the motion and it carried.

OLD BUSINESS

The LEPB's budget for August from Commission Accounting was presented.

Mr. Lewis moved to approve the LEPB Rules rewrite and appendices, noting that any job descriptions approved later could be added. Mr. Mitchell seconded the motion and it carried. The employees' input would be welcome at a special meeting. Due to scheduling conflicts, that October 3 meeting was now changed to October 10, still 4:00 p.m., pending availability of a conference room in Pelham. The October 17 regular meeting was moved to October 24, and a special meeting was called for 4 p.m. October 30 for the secretary's review, pending availability of a conference room in Pelham.

The secretary was asked to contact Landon Lyle, Account Executive with Screen Vision Media, to have an invoice sent for the \$2000.00 approved at the September 5 meeting to run recruitment ads in movie theaters for the Sheriff's Office.

NEW BUSINESS

A Sergeant with Hoover Police Department investigating a former Shelby County Sheriff's Office employee had contacted the LEPB office for information and was given the employee's hire, promotion, and resignation dates. Chief George will talk to the Sergeant.

Sergeant Deputy Timothy A. Billingsley has completed a master of arts in human services counseling from Liberty University, accredited by the Southern Association of Colleges and Schools. The Board members considered his official transcript and requested that Sgt. Billingsley be contacted to attend the next meeting to answer questions about the degree.

Copies of the current paper employment application and a sample online application were distributed. It was decided that the Board would continue taking paper applications for the November 4 Deputy and Corrections exams so the new Notices of Examination could be posted, and to allow the Sheriff's Office time to compare the applications and comment.

On September 11, the Shelby County Commission had passed a resolution that included a Cost-Of-Living Adjustment of two percent for the other county employees, to be effective October 6, the start of the first full pay period in the new fiscal year. Mr. Mitchell now moved to grant a two-percent COLA for the employees of the Sheriff's Office, effective October 6. Mr. Lewis seconded the motion and it passed. The Board then went into executive session at 4:35 p.m. to discuss a COLA for their secretary. The session ended at 4:50 p.m. Mr. Martin then moved to give Mrs. Womac a two-percent COLA. Mr. Brasher seconded the motion and it carried.

As FYI, the Sheriff had approved eight employees' step raises due in October; one was denied due to a suspension.

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.