

# SHELBY COUNTY LAW ENFORCEMENT PERSONNEL BOARD

P.O. BOX 1006  
COLUMBIANA, AL 35051

Shelby County Law Enforcement Personnel Board  
Regular Meeting Minutes  
September 19, 2023, at 4:00 PM  
Sheriff's Office Training Center—Large Classroom  
543 McDow Road Columbiana, AL 35051

## I. CALL TO ORDER

Board Chairman, Mr. Jake Guercio called the meeting to order at 4:00 p.m.

## II. INVOCATION

Mr. Rick Ogden gave the invocation.

## III. ROLL CALL

Present:

Mr. Jake Guercio Board Chairman  
Mr. James Sellers, Board Secretary  
Mr. Rick Ogden  
Mr. Bill Keller  
Danielle Warren, LEPB Office Administrator

Others Present:

Major Jay Fondren  
Lieutenant Nathan Kendrick  
Sergeant Janet Parker  
Sergeant David Perry  
Ms. Leigh Ann Bates

## IV. ADOPTION OF AGENDA

Ms. Warren requested amending the agenda to change the date on the agenda to September 19th. She also requested tabling Item 2 under New Business. Board Chairman, Mr. Jake Guercio requested moving Item 4 under New Business to the last order of business on the agenda. Mr. Bill Keller made a motion to approve the agenda as amended. The motion was seconded by Mr. Rick Ogden. The motion passed unanimously.

**V. PUBLIC COMMENTS**

Mr. Jake Guercio stated the Citizens Academy begins on Thursday (October 21, 2023) and asked those in attendance to help spread the word and get involved.

**VI. CORRESPONDENCE AND MESSAGES**

Notices from the Sheriff's Office including merit step raises were reviewed, no action required.

**VII. READING/APPROVAL OF SEPTEMBER 5, 2023, REGULAR MEETING MINUTES**

Mr. Bill Keller made a motion to approve the September 5, 2023, Regular Meeting Minutes as presented. The motion was seconded by Mr. James Sellers. The motion passed unanimously.

**VIII. OLD BUSINESS**

- 1) Discussion regarding electronic signatures on LEPB forms
  - a. Ms. Warren updated the Board with Mr. Arnold's legal opinion that electronic signatures on the Reserve Sick Leave Bank Participation Form and Educational Incentives Request Form is acceptable. The Board had tentatively approved Mr. Dale Gorham, of Net-to-Net, Inc.'s recommendation of purchasing Adobe Acrobat Suite for fillable forms pending Mr. Arnold's opinion. Mr. Bill Keller made a motion to approve moving forward with the purchase of Adobe Acrobat Suite and turning the above mentioned forms into fillable forms. The motion was seconded by Mr. James Sellers. The motion passed unanimously.

**IX. NEW BUSINESS**

- 1) Review/Ratification of September 15, 2023, Deputy Sheriff and Jail Deputy Test Scores
  - a) Mr. James Sellers made a motion to ratify the test scores as presented and recommended the qualified candidates be added to the eligibility list. The motion was seconded by Mr. Bill Keller. The motion passed unanimously.
- 2) 2023 Sworn Promotional Process Captain and Lieutenant Scores
  - a) Board Chairman, Mr. Jake Guercio tabled the review of 2023 Promotional Process Captain and Lieutenant test scores until Sergeant scores and feedback reports became available.
- 3) Review/Discussion of RSLB Statement
  - a) Ms. Warren created a Reserve Sick Leave Participation statement in an effort to better communicate to Sheriff's Office employees participating in the Reserve Sick Leave Bank of their days donated or used, as well as to improve the RSLB record keeping system. She was concerned that participants may read the

statement as days used, if any, negated days donated, which is not how the sick leave bank operates. Days used does not negate days donated. There was discussion regarding how the records for the RSLB are maintained. Currently, all RSLB data is maintained in an Excel spreadsheet. Following discussion, Mr. Guercio asked Ms. Warren to look into timekeeping software that may help better maintain RSLB data, as well as improve accuracy of record keeping. The matter would be tabled for thirty (30) days to allow adequate time for research. The topic is to be added to the agenda for the last meeting in October.

## **X. FINANCIALS**

- 1) Industrial/Organizational Solutions, Inc., Invoice #C57837A for \$51,950.00 for 2023 Sworn Promotional Process
  - a) Mr. Bill Keller made a motion to approve payment. The motion was seconded by Mr. James Sellers. The motion passed unanimously.
- 2) August and September 2023 Budget Reports were reviewed, no action taken.

## **XI. OTHER BUSINESS**

Ms. Warren reminded the Board of the upcoming 1-day Reserve Sick Leave Bank deduction, occurring on September 29, 2023. Following the 1-day deduction, she would conduct another audit of the Reserve Sick Leave Bank, to determine the amount of days necessary, if any, to replenish the Bank. The LEPB Rules and Regulations state that the RSLB must maintain 500 days, and should it fall below the threshold, participants must donate days until the bank reaches the 500 day minimum. Because the number of days fell well below the threshold, she stated that replenishing the bank would take quite some time so that it doesn't negatively impact the participants.

Major Fondren stated that some employees who are not enrolled in the RSLB, have asked if they may donate days to the RSLB because they are maxed out on accrued sick time and cannot accrue any more time. The maximum sick days employees may accrue are 150 days. He stated those employees have never had a way to donate those days. Mr. Bill Keller asked, if the Board adopted a resolution allowing employees who desire to make a one time contribution to the RSLB, is that legally allowable. Mr. Guercio stated that it isn't in the Rules and Regulations that the Board couldn't allow it. Major Fondren stated that the Board could keep the commitment to those who wish to participate, to contribute the eight (8) days. This would be just for those who wanted to donate excess days.

Mr. Guercio asked if, when discussed before, that such contributions would have to happen before December 31st, because any additional accrued time would reset to the 1200 hour maximum. Ms. Bates recommended the donation, if the Board were to allow it, occur in November so as to not overwhelm County Personnel due to the end-of-year

tasks that they must complete. Mr. Keller asked how this information would be circulated to Human Resources. Ms. Bates responded through email and stated that any necessary adjustments are communicated via email. Mr. Keller then asked how much time would need to be allotted to communicate this to County Payroll. Ms. Bates recommended no later than the end of November. Mr. Keller suggested November 15th. Ms. Bates responded that would be sufficient.

There was discussion regarding the 1200 hour maximum allowable accrued sick leave days. Major Fondren asked about possible concerns of unintentionally creating a neverending sick leave bank. Mr. Keller asked if the Board should consider capping the number of hours that could be donated in totality. Mr. Rick Ogden asked about how the accrued 1200 hours affects an employee at retirement. Major Fondren stated he could add those hours to his retirement to extend his service credit or get paid half of the hours at final salary. Mr. Keller recommended putting a cap on allowable donated hours to the RSLB. Mr. James Sellers followed up, recommending allowing a one time donation to see how it works, and make a final decision whether to make a permanent change based on the results of the one time donation. Ms. Warren requested those employees who wish to donate days complete a form so that there is a formal record of that donation to ensure accurate record keeping.

The Shelby County Law Enforcement Personnel Board resolves to allow employees of the Shelby County Sheriff's Office to make a special donation of sick leave time to the Reserve Sick Leave Bank in any amount of days or hours they choose. That donation can be made during the open enrollment period between September 29th and November 30th, 2023. This will be a one time donation to replenish the Reserve Sick Leave Bank. This donation can be submitted to the LEPB on a form that the Board will provide.

Mr. Bill Keller made a motion to approve the resolution. The motion was seconded by Mr. James Sellers. The motion passed unanimously.

Discussion regarding sick leave accrual hours upon retirement then followed and may be a topic to revisit at another time.

## **XII. EXECUTIVE SESSION**

Mr. James Sellers made a motion to enter into Executive Session. The motion was seconded by Mr. Bill Keller. The motion passed unanimously.

The purpose of this executive session is for (1) The Board to review and discuss the good name and character of LEPB employees and their related performance and/or (2) Discuss pending legal actions which either are or could be associated with the LEPB and/or (3) any discussions that are associated with the good name

and character of persons who may be affiliated with of affected by any action of the Shelby County Law Enforcement Personnel Board (LEPB).

The Board will reconvene in open meeting in approximately 15 minutes.

(Time recessed: 5:02 p.m. Time reconvened: 5:24 p.m.)

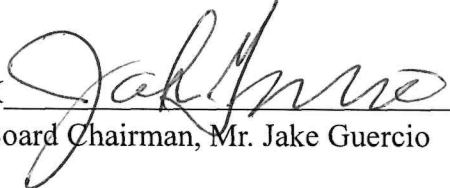
The Board entered into regular session at 5:24 p.m.

Mr. Jake Guercio put forth a resolution to, beginning October 1, 2023, placing the LEPB Office Administrator at Step 1 of the Human Resources Administrative Assistant Pay Step Progression of the LEPB Pay Scale Rev-1 October 1, 2022. To have the LEPB Office administrator's pay step increases take place on the hire date anniversary. Additionally, with the exception of retirement, to have all other benefits mirror the Shelby County Sheriff's Office, including sick leave accrual, vacation leave time, and holiday schedule. To grant the same one time \$2,800.00 cost of living adjustment payment for eligible, full-time Shelby County Sheriff's Office employees and all cost of living adjustments mirror those approved for the Shelby County Sheriff's Office employees going forward. Mr. James Sellers made a motion to approve the resolution. The motion was seconded by Mr. Bill Keller. The motion passed unanimously.


**RECESS/ADJOURN**

There being no further business, Mr. Bill Keller made a motion to adjourn the meeting. The motion was seconded by Mr. James Sellers.

Board Chairman, Mr. Jake Guercio adjourned the meeting at 5:28 p.m.

X   
Board Chairman, Mr. Jake Guercio

Date: 10 / 2 / 2023

X   
Board Secretary, Mr. James Sellers

Date: 10 / 2 / 2023

The next meeting of the Shelby County LEPB is a regular meeting planned for Tuesday, October 3, 2023, at 4:00 p.m. at the Sheriff's Office Training Center at 543 McDow Road, Columbiana, AL, 35051.