

SHELBY COUNTY LAW ENFORCEMENT PERSONNEL BOARD

P.O. BOX 1006
COLUMBIANA, AL 35051

Shelby County Law Enforcement Personnel Board
Regular Meeting Minutes
March 5, 2024, 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 4:06 p.m.

II. INVOCATION

Mr. Bill Keller gave the invocation.

III. ROLL CALL

Present:

Mr. Jake Guercio, Board Chairman

Mr. Rick Ogden

Mr. Bill Keller

Danielle Warren, LEPB Administrative Assistant

Others Present:

Sheriff John Samaniego

Major Jay Fondren

Ms. Leigh Ann Bates

IV. ADOPTION OF AGENDA

Ms. Warren requested amending the agenda by tabling the presentation from NeoGov, who needed to reschedule. 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. CORRESPONDENCE & MESSAGES

Notices from the Sheriff's Office were reviewed, no action necessary.

VI. READING/APPROVAL OF FEBRUARY 20, 2024, REGULAR MEETING MINUTES

Board Chairman, Mr. Jake Guercio requested tabling voting on the meeting minutes until more Board members who attended that meeting could be present to vote on the matter.

VII. NEW BUSINESS

- 1) Review/Approval of March 1, 2024, Pearson Test Score & Exam Exempt Candidates
 - a. Mr. Bill Keller made a motion to approve the scores as presented. The motion was seconded by Mr. Rick Ogden. The motion passed unanimously.
 - b. Major Jay Fondren addressed a question Ms. Warren posed regarding test exemption for those with certified, sworn law enforcement experience who apply for jail deputy positions. After briefly restating how the new rule regarding test exemption applies, Sheriff Samaniego stated those with prior certified, sworn law enforcement experience who apply for jail deputy positions are not exempt from the computer-based exam.
- 2) Request from Sheriff Samaniego regarding consideration of adding a new job description for a Community Relations Specialist
 - a. Sheriff Samaniego discussed the request. He stated there are a number of sworn employees doing media administrative tasks and would prefer a civilian to perform those job duties. The employee would handle social media, job fairs, and other related tasks. The Sheriff's Office is interested in a candidate with media experience who would be interested in working in media for law enforcement purposes. He noted a few area agencies that have a similar position. Mr. Bill Keller asked whether the Sheriff's Office had considered bringing on a journalism or communications student intern. Sheriff Samaniego stated that he hadn't, but it is a good idea. He stated that most of the media work would be completed by the employee, but the Sheriff would remain the face of the Office. He also stated that he didn't anticipate filling the role any time soon. Mr. Keller inquired as to the next administrative steps. Sheriff Samaniego stated that there is a threshold as to how many employees the Sheriff's Office can employ. Major Jay Fondren stated that before hiring the Board would need to prescribe a pay scale for the position. Next steps following adoption of the job description and pay scale would be finding a place in the current employment numbers which is usually conducted between the Sheriff's Office and the County. Sheriff Samaniego stated he was presenting the job

description as a concept and the Board members not present need an opportunity to view the proposed job description as well.

- 3) The Interview Now Summary Activity Report for February 2024 was reviewed and briefly discussed.
- 4) Request from Ms. Warren to attend the 2024 National Archives and Records Administrators Annual Conference in Atlanta, GA, July 17-19, 2024, and for reimbursement for associated costs
 - a. Following a brief discussion about the conference, Mr. Bill Keller made a motion to approve Ms. Warren's attendance. The motion was seconded by Mr. Rick Ogden. The motion passed unanimously.
 - b. Following a brief discussion regarding the reimbursement process for attending professional development events, Sheriff Samaniego agreed to utilize professional development funds from the Sheriff's Office with the understanding the LEPB would reimburse the Sheriff's Office for expenses incurred.

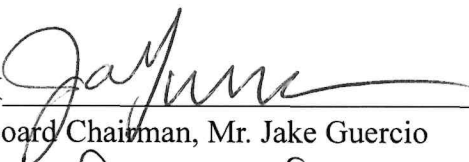
VIII. FINANCIALS

- 1) Expense report for Danielle Warren for mileage and National Archives and Records Administrators membership fee reimbursement
 - a) Mr. Bill Keller made a motion to approve Ms. Warren's expense report. The motion was seconded by Mr. Rick Ogden. The motion passed unanimously.

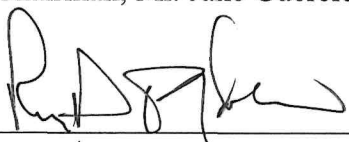
RECESS/ADJOURN

There being no further business, Mr. Rick Ogden made a motion to adjourn the meeting. The motion was seconded by Mr. Bill Keller. The motion was approved unanimously.

Board Chairman, Mr. Jake Guercio, adjourned the meeting at 4:44 p.m.

X 
Board Chairman, Mr. Jake Guercio

Date: 3 / 19 / 2024

X 

Date: 3 / 19 / 2024

The next meeting of the Shelby County LEPB is a regular meeting planned for Tuesday, March 19, 2024, at 4:00 p.m. at the Sheriff's Office Training Center, at 543 McDow Road, Columbiana, AL 35051.