

SHELBY COUNTY LAW ENFORCEMENT PERSONNEL BOARD

P.O. BOX 1006
COLUMBIANA, AL 35051

Shelby County Law Enforcement Personnel Board
Public Hearing & Regular Meeting Minutes
March 18, 2025, 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 4:02 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. Alan Miller
Danielle Warren, LEPB Administrative Assistant

Absent:

Mr. Bill Keller

Others Present:

Sheriff John Samaniego
Major Jay Fondren
Lieutenant Debbie Sumrall
Ms. Leigh Ann Bates
Mr. Brian Kilgore

IV. ADOPTION OF AGENDA

Mr. James Sellers made a motion to approve the agenda as presented. The motion was seconded by Mr. Rick Ogden. The motion passed unanimously.

**V. PUBLIC HEARING ON PROPOSED RESOLUTION 2025-03-18
REGARDING LANGUAGE IN CANDIDATE NOTICES**

Board Chairman, Mr. Jake Guercio, noted this is the first reading of the proposed resolution. Mr. Guercio requested one typographical error be corrected by changing the year date of 2024 to 2025. Mr. Guercio then opened the floor for discussion. There was no discussion from the floor. The second reading and discussion of the proposed resolution will be presented at the next regular meeting of the LEPB on Tuesday, April 1, 2025.

VI. CORRESPONDENCE & MESSAGES

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

**VII. READING/APPROVAL OF MARCH 4, 2025, REGULAR MEETING
MINUTES**

Mr. James Sellers made a motion to approve the March 4, 2025, Regular Meeting Minutes as presented. The motion was seconded by Mr. Rick Ogden. The motion passed unanimously.

VIII. OLD BUSINESS

- 1) Update regarding recruitment advertising from Lt. Debbie Sumrall
 - a) Lt. Sumrall presented the two (2) completed commercials, one from CBS 42 and the other from ABC 33/40, both for the jail deputy positions. Lt. Sumrall noted she was continuing work on digital components such as the QR code and website pixel, which Mr. Dale Gorham is assisting with, as well as working on the social media components. Lt. Sumrall stated she met with representatives from ABC 33/40 about the fall football advertising season and presented a list of itemized prices per game. She stated in their meeting that transparency and itemized pricing would be required. She noted there are several packages available, and those can be altered or tailored to meet the advertising needs. She stated ABC 33/40 marketing representatives would be available to make a presentation if the Board wanted.
 - b) Lt. Sumrall stated she was not ready to present the summer advertising plans yet as she would like to acquire more pricing information. She noted the advertising industry does not promote "going dark" during a campaign in order to keep the name out there all year. With that in mind, Lt. Sumrall wants to do more research and price shopping to find the plan that can provide the most services for the best price. She stated that it would be something similar to a social media or connected TV campaign.

- c) Mr. Guercio asked Lt. Sumrall whether the price list presented is a “pick and choose” option. Lt. Sumrall responded in the affirmative with the caveat that the prices presented are part of a package anticipated to be around \$100,000. She stated that she would like to review the previous year’s invoices to compare pricing. Ms. Warren stated that she could send that information to Lt. Sumrall.
- d) Mr. Guercio asked for clarification whether the totals presented were based on accepting the package presented. Lt. Sumrall responded in the affirmative. She also clarified questions about when the commercials would air, whether before (pre)-game, during the game (i.e., internal), or after (post) game. Lt. Sumrall stated that if pricing was a concern, then looking at Connected TV or YouTube Sports may be a viable option. She also noted that falling back to a maintenance plan may be another option. Lt. Sumrall noted the summer package she and Ms. Ridderhoff discussed included commercials that would air during Birmingham Barons games. Mr. Guercio thanked Lt. Sumrall for her hard work.

IX. NEW BUSINESS

- 1) Review/Ratification of March 14, 2025, 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. Alan Miller. The motion passed unanimously.
 - b) Mr. Guercio noted that the number of those who tested in the score report was the least amount of candidates that had been received in some time. Ms. Warren stated that since the commercials have stopped, the number of applicants has significantly decreased. Mr. Guercio posited that perhaps the number of applications have seasonal trends. Ms. Warren was instructed to go back through the last two (2) years of applications and test records and compile the data for the Board and Sheriff’s Office to review.
- 2) Request from Sheriff John Samaniego regarding new hires Jail Deputy Jose Mendez and Deputy Sheriff Matt Smith
 - a) Mr. Rick Ogden made a motion to approve the Sheriff’s requests. The motion was seconded by Mr. James Sellers. The motion passed unanimously.
- 3) Discussion regarding laptop chargers and laptop donation letter
 - a) Mr. Dale Gorham of Net-to-Net, Inc. sent a recommendation via email that the laptops needed new chargers and one laptop would need the battery replaced. Ms. Warren typed a letter stating the model, serial numbers, and

estimated value of the laptops to be donated to The Arc of Shelby County. Following a brief discussion of the costs and review of the letter, Mr. James Sellers made a motion to approve the donation of the laptops to The Arc of Shelby County after purchasing the recommended items. The motion was seconded by Mr. Alan Miller. The motion passed unanimously.

4) Discussion regarding the educational incentive

- a) Major Fondren stated that a former employee reached out to County Payroll disputing the amount of the educational incentive they received. Major Fondren stated he spoke with a representative in County payroll to ask how the educational incentive is paid out to termed employees and that the amount is prorated in the arrears. Major Fondren addressed the differentiation in dates presented and the dates for 2023 began from the enactment of the amended educational incentive. The 2024 list began with the calendar year.
- b) The discussion turned to the unclear language in the rule concerning the payout of the educational incentive. The former payout was added to an employee's hours worked. Major Fondren stated he suspected the same principle was applied with the revised regulation. Mr. James Sellers stated that when he came on the Board, clarification was sought and the decision was that it was a lump sum payment. Again, confusion in the language of the regulation was addressed. Sheriff Samaniego stated that he believed it was better business for the educational incentive to be prorated.
- c) Mr. Sellers noted the confusion in using the fiscal year versus the calendar year, in that some termed employees appeared to receive the full amount, while those whose proration was determined by the calendar year, did not. Sheriff again noted, the proration only applies to termed employees. There is a letter issued to payroll that states the educational incentive is prorated, if applicable.
- d) Mr. Rick Ogden stated there appeared to be three (3) questions to address: 1) whether to use the calendar year of the fiscal year, and it seems like it would be appropriate to use the calendar year; 2) whether to keep the educational incentive of \$3,000.00 in place, and noted it should be kept because it is a good recruiting tool; and 3) whether to pay a lump sum or to prorate the incentive for termed employees. As to the third question he stated, in his opinion, the employee who leaves should not be entitled to the full amount because they were not employed with the Sheriff's Office for the full year.
- e) Major Fondren stated the County will need justification to backpay employees who were previously prorated. Sheriff Samaniego stated that if

a rule is general, then precedent dictates how the rule is applied. Mr. Brian Kilgore stated that the Board can revise the rule to address proration. Mr. Sellers addressed the clarification of the lump sum payment to which Mr. Guercio responded the lump sum payment statement did not specifically address termed employees. Mr. Guercio recommended amending the rule to include language that specifically addresses proration based on the former employee's separation date.

- f) Mr. Alan Miller requested an electronic copy of the educational incentive policy for review and from which to draft a proposed amendment including clarifying language regarding proration for separated employees.

X. FINANCIALS

- 1) Review of March 15, 2025, credit card statement for \$5,770.00 with receipts included
- 2) Review of NeoGov invoice INV-128298 for \$7,793.85 for Insight annual subscription
 - a) Mr. James Sellers made a motion to approve payment for both invoices. The motion was seconded by Mr. Rick Ogden. The motion passed unanimously.

XI. OTHER BUSINESS

- 1) Request from Ms. Warren, LEPB Administrative Assistant
 - a) Ms. Warren submitted a request for reasonable accommodation. The Board addressed her request in Executive Session. Mr. Brian Kilgore stated he would investigate whether the accommodation request could be met or granted.

XII. EXECUTIVE SESSION

Mr. James Sellers made a motion to go into executive session. The motion was seconded by Mr. Rick Ogden. The motion passed unanimously.

Board Chairman, Mr. Jake Guercio, convened the regular meeting into executive session at 4:46 p.m.

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 or 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: 4:46 p.m. Time reconvened: 5:11 p.m.)

Mr. James Sellers made a motion to return to regular session. The motion was seconded by Mr. Alan Miller. The motion passed unanimously.


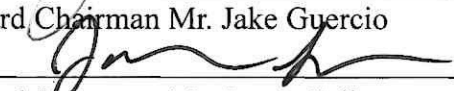
Board Chairman, Mr. Jake Guercio reconvened the regular meeting at 5:11 p.m.

RECESS/ADJOURN

There being no further business, Mr. James Sellers made a motion to adjourn the meeting. The motion was seconded by Mr. Rick Ogden. The motion passed unanimously.

Board Chairman, Mr. Jake Guercio, adjourned the meeting at 5:11 p.m.

Meeting minutes submitted by LEPB Administrative Assistant, Danielle Warren, on 04/01/2024.

X 
Board Chairman Mr. Jake Guercio
X 
Board Secretary, Mr. James Sellers

Date: 4 / 1 / 2025

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The next meeting of the Shelby County LEPB is a regular meeting planned for Tuesday, April 1, 2025, at 4:00 p.m. at the Sheriff's Office Training Center, at 543 McDow Road, Columbiana, AL, 35051.