

SHELBY COUNTY LAW ENFORCEMENT PERSONNEL BOARD

P.O. BOX 1006
COLUMBIANA, AL 35051

Shelby County Law Enforcement Personnel Board
Regular Meeting Minutes
June 17, 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
Danielle Warren, LEPB Administrative Assistant

Absent:

Mr. Alan Miller
Mr. Bill Keller

Others Present:

Sheriff John Samaniego
Major Jay Fondren
Lieutenant Debbie Sumrall
Ms. Leigh Ann Bates
Mr. Butch Ellis—Attorney, Wallace/Ellis

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. CORRESPONDENCE & MESSAGES

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

VI. READING/APPROVAL OF JUNE 3, 2025, REGULAR MEETING MINUTES

Due to lack of quorum, the reading and approval of the June 3, 2025, Regular Meeting Minutes were tabled until the next meeting.

VII. OLD BUSINESS

- 1) Discussion regarding Marketing Internship
 - a) Lt. Sumrall provided a sample job description for the marketing intern position with pay, estimated work hours per week, as well as duration of the internship. The internship was determined to last 12 weeks at a pay rate of \$15.00 per hour, with the position being part-time at 20 hours per week. There was discussion whether this was considered a contract position or a position that needed to go through the governmentjobs.com application process. The Board agreed the position would be a contract position. Lt. Sumrall stated they could use the current Sheriff's Office internship application along with completing the necessary background check forms. There was brief discussion on the type of design software that would be needed for the position. Lt. Sumrall stated she would research software design programs and report back to the LEPB. Following discussion, Mr. Guercio asked Ms. Warren to update the format of the proposed internship job description to match the other LEPB job descriptions. He requested all information be ready to present at the next meeting.

VIII. NEW BUSINESS

- 1) Review/Ratification of June 13, 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. Rick Odgen. The motion passed unanimously.
- 2) June 2025 Fitness Incentives List was reviewed, no action necessary.
- 3) Discussion regarding 2026 LEPB Budget, Jake: wants budget completed by 2nd time next month.
 - a) Mr. Jake Guercio stated he would like the budget completed by the second meeting in July. He asked Ms. Warren to prepare a line item estimated budget for the next meeting for discussion.

IX. FINANCIALS

- 1) Review of June 15, 2025, credit card statement for \$2,677.55 with receipts included
- 2) Review of CBS 42 Advertising Invoice (for review only–Prepaid)

3) Review of Expense Report for Ms. Warren

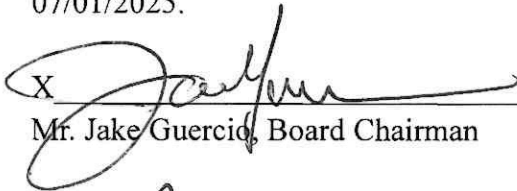
- a) Mr. James Sellers made a motion to approve payment. The motion was seconded by Mr. Rick Odgen.

RECESS/ADJOURN

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

Board Chairman, Mr. Jake Guercio, adjourned the meeting at 4:30 p.m.

Meeting minutes submitted by LEPB Administrative Assistant, Danielle Warren, on 07/01/2025.

X 
Mr. Jake Guercio, Board Chairman

Date: 08 / 05 / 2025

X 
Mr. James Sellers, Board Secretary

Date: 08 / 05 / 2025

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