

# **SHELBY COUNTY LAW ENFORCEMENT PERSONNEL BOARD**

P.O. BOX 1006  
COLUMBIANA, AL 35051

Shelby County Law Enforcement Personnel Board  
Regular Meeting Minutes  
July 15, 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 4:00 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  
Danielle Warren, LEPB Administrative Assistant

Absent:

Mr. Alan Miller  
Mr. Bill Keller

Others Present:

Major Jay Fondren  
Lieutenant Debbie Sumrall  
Lieutenant David Perry  
Lieutenant Leslie Hood  
Sergeant Tommy Maddox  
Ms. Leigh Ann Bates  
Mr. Dale Gorham, Net-to-Net, Inc.  
Mr. Butch Ellis, Wallace/Ellis  
Ms. Jesslan Wilson, Deputy County Manager

## **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, JUNE 17, 2025, & JULY 1, 2025, REGULAR MEETING MINUTES**

- 1) The June 3, 2025, Regular meeting minutes were tabled due to lack of quorum of members present at the meeting.
- 2) Mr. James Sellers made a motion to approve the June 17, 2025, Regular Meeting Minutes are presented. The motion was seconded by Mr. Rick Ogden. The motion passed unanimously.
- 3) The July 1, 2025, Regular Meeting Minutes were tabled due to lack of quorum of members present at the meeting.

**VII. OLD BUSINESS**

- 1) Discussion regarding Advertising and Recruitment Efforts and Proposals
  - a) Lieutenant Debbie Sumrall presented three packages presented by NBC 13 for the creation of long form videos that could be used in conjunction with in-person recruitment events, such as on campus career fairs. She requested the Board to consider the \$19,000 long-form commercial package that included digital marketing content. Mr. James Sellers made a motion to approve Lt. Sumrall's recommendation. The motion was seconded by Mr. Rick Ogden. The motion passed unanimously.
  - b) A list of proposed on-campus career fairs and associated costs for registration fees, estimated hotel, and per diem for out-of-state career fairs was presented to the Board. Following brief discussion, Mr. James Sellers made a motion to approve the costs for those career fairs occurring during the remainder of fiscal year 2025, with an estimated total of \$5,963. The motion was seconded by Mr. Rick Ogden. The motion passed unanimously.
  - c) Lieutenant Sumrall presented three advertising proposals submitted by CBS 42, ABC 33/40, 280 Living, and NBC 13. Lt. Sumrall stated she would like for the marketing intern to review the packages before submitting a proposal to the Board.
  - d) Lieutenant Sumrall presented the proposals from Maridan for the marketing merchandise to be used at in-person recruiting events. After reviewing the costs for each proposal, Mr. James Sellers made a motion to approve all proposals. The motion was seconded by Mr. Rick Ogden. The motion passed unanimously.

## **VIII. NEW BUSINESS**

- 1) Review/Approval of the July 11, 2025 Deputy Sheriff & 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.
  - b) Lt. Sumrall briefly discussed the Army Reserve's P3 Program (Private Public Partnership) and wanted to revisit discussions with the Sheriff about the Sheriff's Office becoming a member.
- 2) Discussion regarding Administrative Assistant & Executive Administrator Job Descriptions
  - a) The Board reviewed the draft job descriptions for the Executive Administrator and Administrative Assistant. Following review, Mr. Rick Ogden made a motion to approve the job descriptions as presented. The motion was seconded by Mr. James Sellers. The motion passed unanimously.
- 3) Request from Ms. Warren regarding Certified Records Analyst Exam Costs
  - a) Ms. Warren presented a request to the Board regarding costs associated with ICRM's Certified Records Analysts exams to become a Certified Records Analyst upon passing the required three (3) exams. Following review, Mr. James Sellers made a motion to approve the Board covering the costs of the three (3) exams). The motion was seconded by Mr. Rick Ogden. The motion passed unanimously.

## **IX. FINANCIALS**

- 1) Review of USPS Billing Statement for P.O. Fee of \$81.00 for 6 months or \$162.00 for 12 months
  - a) Mr. James Sellers made a motion to approve payment for the 12 months amount of \$162.00. The motion was seconded by Mr. Rick Ogden. The motion passed unanimously.

## **XI. OTHER BUSINESS**

- 1) Requests from Ms. Warren regarding Merit Step Raise and ADA Accommodations
  - a) Following Executive Session and after reviewing Ms. Warren's request regarding her step raise in accordance with her employment anniversary date and discussion of job performance, Ms. Warren requested a step raise from Step 3 to Step 6 on the HR Administrative Assistant pay scale she was placed on. Expressing concern over "topping out" too quickly Mr. James Sellers made a motion to move Ms. Warren from the HR



Administrative Assistant pay scale to Step 1 of the Executive Administrator pay scale effective with her employment anniversary date of 07/22/2025. The motion was seconded by Mr. Rick Ogden. The motion passed unanimously.

- b) Following Executive Session and after reviewing Ms. Warren's ADA Accommodation request, Mr. James Sellers made a motion to approve Ms. Warren's request. The motion was seconded by Mr. Rick Ogden. The motion passed unanimously

#### **X. 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 4:21 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.

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

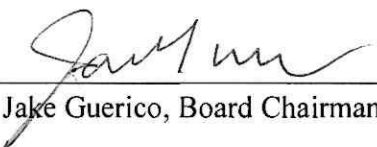
(Time recessed 4:21 p.m. Time reconvened 4:41 p.m.)

#### **RECESS/ADJOURN**

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

Board Chairman, Mr. Jake Guercio, adjourned the meeting at 4:51 p.m.

Meeting minutes submitted by LEPB Administrative Assistant, Danielle Warren, on 08/05/2025.

X   
Mr. Jake Guerico, 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, August 5, 2025, at 4:00 p.m. at the Sheriff's Office Training Center, at 543 McDow Road, Columbiana, AL, 35051.