

# **SHELBY COUNTY LAW ENFORCEMENT PERSONNEL BOARD**

P.O. BOX 1006  
COLUMBIANA, AL 35051

Shelby County Law Enforcement Personnel Board  
Regular Meeting Minutes  
August 5, 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. Bill Keller gave the invocation.

## **III. ROLL CALL**

Present:

Mr. Jake Guercio, Board Chairman  
Mr. James Sellers, Board Secretary  
Rick Ogden  
Bill Keller  
Alan Miller  
Danielle Warren

Others Present:

Major Jay Fondren  
Lt. Debbie Sumrall  
Lt. David Perry  
Leigh Ann Bates  
Krissie Masters  
Phil Burns  
Brian Kilgore  
Jesslyn Wilson

## **IV. ADOPTION OF AGENDA**

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

**V. CORRESPONDENCE & MESSAGES**

Notices from the Sheriff's Office including August Merit Step Raises were reviewed, no action necessary.

**VI. READING/APPROVAL OF JUNE 3, 2025, & JULY 1, 2025, JULY 15, 2025, REGULAR MEETING MINUTES & JULY 18, 2025 SPECIAL MEETING MINUTES**

- 1) June 3, 2025 Regular Meeting Minutes
  - a) Mr. James Sellers made a motion to accept the June 3, 2025, Regular Meeting Minutes as presented. The motion was seconded by Mr. Bill Keller. The motion passed unanimously.
- 2) July 1, 2025 Regular Meeting Minutes
  - a) Mr. Alan Miller made a motion to approve the July 1, 2025, Regular Meeting Minutes as presented. The motion was seconded by Mr. James Sellers. The motion passed unanimously.
- 3) July 15, 2025 Regular Meeting Minutes
  - a) Mr. James Sellers made a motion to approve the July 15, 2025, Regular Meeting Minutes as presented. The motion was seconded by Mr. Rick Ogden. The motion passed unanimously.
- 4) July 18, 2025 Special Meeting Minutes
  - a) Mr. Bill Keller made a motion to approve the July 18, 2025, Special Meeting Minutes as presented. The motion was seconded by Mr. James Sellers. The motion passed unanimously.

**VII. OLD BUSINESS**

- 1) On Campus Career Fairs
  - a) Registration for the following career fairs were paid using the LEPB Credit Card and receipts will be included when the Credit Card statement for August is issued (August 15th)
    - i) University of Alabama, University of Alabama in Huntsville, Auburn University, University of Memphis, & University of Southern Mississippi
  - b) Hotels have been booked using the LEPB Credit Card and confirmations received for the following out of state career fairs or Explorer events
    - i) University of Memphis, University of Southern Mississippi, and Explorer's Winterfest in Gatlinburg (February 2026)
  - c) Update on Marketing Intern
    - i) Lieutenant Debbie Sumrall stated the Sheriff's Office received two (2) applications for the Marketing Internship, but noted one (1) was unqualified based on their work background. The other

candidate is currently working towards a Digital Sales degree, at UAB. The candidate is also the daughter of one of the Sheriff's Office employees. They came recommended. Lt. Sumrall and the hiring staff at the Sheriff's Office conducted a pre-interview and formal interview. She stated this candidate would be who they would recommend awarding the internship to. She noted they kept the internship open and with Major Jay Fondren's help, distributed the internship posting through the County internship system. She stated that she believed sufficient time had elapsed for candidates to submit an application. Mr. Bill Keller asked Lt. Sumrall why that candidate should be hired. Lt. Sumrall responded by reading a recommendation submitted by one of the candidate's professors, noting their strong sense of empathy and hard work and working at the same while attending college. Lt. Sumrall also noted the candidate being raised in a law enforcement family. Lt. Sumrall noted that they needed a candidate who could speak the "sales speak" and felt this candidate could do that. Mr. Keller followed up by asking what steps they needed to take to approve the hire. Major Fondren responded stating they could run it by the Sheriff if the LEPB approved. Board Chairman, Mr. Jake Guercio, opened the floor for a motion to approve the marketing intern hire.

- ii) Mr. Bill Keller made a motion to approve the hiring of the marketing intern candidate. The motion was seconded by Mr. James Sellers. The motion passed unanimously.

## **VIII. NEW BUSINESS**

### **1) Discussion regarding Fiscal Year 2026 Budget**

- a) Mr. Jake Guercio stated that as the LEPB goes into Fiscal Year 2026, he wanted to ensure they had enough information about recruitment costs to accurately calculate a 2026 budget. Lt. Sumrall responded that with the costs that have been put together, that the ballpark figure was a good, ballpark estimation of costs. She noted that as the fall 2025 career fairs end that she would like to transition to military bases. Mr. Guercio stated he just wants to make sure the LEPB budgets sufficient funds to cover such recruiting efforts; to ensure the recruitment budget is sufficient. Lt. Sumrall stated she met with iHeart Media and always keeps in mind the budget and believes the recruiting costs are enough for the word of mouth recruiting. Mr. Guercio stated that spring advertising data showed upticks in website visits and applications and they may need to consider dedicating more funds towards advertising efforts than in years past. Mr.



Keller stated he would like to see the results of the career fairs. He stated he believed it would be a combination of in-person recruitment and advertising.

- b) Mr. Keller asked Major Fondren what the current vacancies were. Major Fondren responded with six (6) Deputy Sheriff and seven (7) Jail Deputies vacancies and that included those interviewed the day before. He also noted those numbers included the positions approved by the Commission two (2) months before.
- c) Mr. James Sellers made a motion to approve the FY2026 Budget. The motion was seconded by Mr. Bill Keller. The motion passed unanimously.

## **IX. FINANCIALS**

- 1) IOS Invoice #C63664A for \$17,500.00 for Installment 2 of 3 for the Sworn Promotional Process.
  - a) Mr. Bill Keller made a motion to approve the invoice for payment. The motion was seconded by Mr. James Sellers. The motion passed unanimously.
  - b) Major Jay Fondren addressed the Board about hotel booking for the assessors. Mr. Guercio stated to inform Ms. Warren to book the hotel rooms when assessor arrangements were ready.
- 2) Amazon Invoice INV2025\_07\_24-AMAZON for \$832.95 for a new computer monitor and HDMI cable was reviewed.
- 3) Amazon Invoice INV2025\_07\_29-AMAZON for \$74.27 for a business card holder book and tab top file guides was reviewed.
- 4) Amazon Invoice INV2025\_07\_30-AMAZON for \$16.99 for an internet address and password book was reviewed.
  - a) *\*Subitems 2 & 3 were ordered under the same PO Number, but shipped at different times and that created 2 invoices*
- 5) WVTM Pre-Bill (Invoice) INV2025\_07\_25-WVTM for \$19,000.00 for Long form video and HDTV digital distribution (*\*For Review Only, the amount pre-approved*) was reviewed.
- 6) June & July 2025 Budget Reports were reviewed, no action required.

## **XI. OTHER BUSINESS**

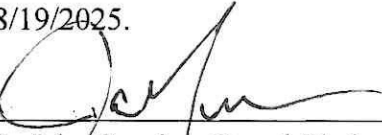
Mr. Brian Kilgore stated he is leaving Wallace/Ellis on August 15th, and a new attorney will be attending the Board meetings in the next couple of weeks.

## RECESS/ADJOURN

There being no further business, Mr. Alan Miller 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 08/19/2025.

X  \_\_\_\_\_

Mr. Jake Guercio, Board Chairman

Date: 08 / 28 / 2025

X  \_\_\_\_\_

Mr. James Sellers, Board Secretary

Date: 08 / 28 / 2025

The next meeting of the Shelby County LEPB is a regular meeting planned for Tuesday, August 19, 2025, at 4:00 p.m. at the Sheriff's Office Training Center, at 543 McDow Road, Columbiana, AL, 35051.