

SHELBY COUNTY LAW ENFORCEMENT PERSONNEL BOARD

P.O. BOX 1006
COLUMBIANA, AL 35051

Shelby County Law Enforcement Personnel Board
Meeting Minutes
Regular Meeting
January 18, 2022 at 4:30 PM
Sheriff's Office Training Center
Columbiana, AL 35051

I. CALL TO ORDER AND WELCOME

Interim Board Chairman, Mr. Randall Donaldson, called the meeting to order at 4:44 p.m.

II. INVOCATION

Board member, Mr. Jake Guercio, gave the invocation.

III. ROLL CALL

Present:

Mr. Randall Donaldson, Interim Board Chairman

Mr. Lyle Mitchell, Board Secretary

Mr. Jake Guercio

Mr. Alan Miller

Mr. Bill Keller

SCLEPB Office Administrator, Danielle Warren

Others Present:

Major Jay Fondren

Captain Mark Bishop

Mr. Josh Arnold of Ellis & Wallace, Attorneys-at-Law

IV. ADOPTION OF AGENDA

Mr. Bill Keller made a motion to approve the agenda with an addition to Item X. BILLS/INVOICES. The motion was seconded by Mr. Jake Guercio. The motion passed unanimously.

V. READING/APPROVAL OF JANUARY 4, 2022, MEETING MINUTES

Mr. Bill Keller made a motion to accept the meeting minutes as presented. The motion was seconded by Mr. Jake Guercio. The motion passed unanimously.

VI. COMMITTEE REPORTS

Regarding the request to the Shelby County Legislative Delegation for the funding increase for the LEPB, Mr. Jake Guercio reported that Representative Corley Ellis emailed a copy of the proposed budget request to the Shelby County Reporter newspaper for public announcement.

VII. CORRESPONDENCE AND MESSAGES

Notices from Sheriff's Office about Merit Step Raises and Fitness Incentives were reviewed, no action required.

VIII. OLD BUSINESS

Receipt of letter from attorney Mr. William Gray to the LEPB regarding his client Sgt. David Black, was acknowledged. No action was taken or anticipated.

IX. NEW BUSINESS

1. Review of test scores for Deputy Sheriff, Jail Deputy, and Admin positions from January 14, 2022, testing.
 - a. Board Secretary, Mr. Lyle Mitchell, made a motion to accept the test scores as presented. The motion was seconded by Mr. Jake Guercio. The motion passed unanimously. Copies of the approved test scores were provided to Major Fondren.
2. Education Incentive Request from Deputy Daniel Cates for 10% salary increase for acquiring a bachelor's degree in Criminal Justice with a minor in Psychology from the University of Alabama, accredited by the Southern Association of Colleges and Schools Commission on Colleges, recognized by the U.S. Department of Education. Degree awarded December 2021.
 - a. Board Secretary, Mr. Lyle Mitchell, made a motion to approve Deputy Daniel Cates's request. The motion was seconded by Mr. Alan Miller. The motion passed unanimously.
3. Jail Deputy Crystal Bryant requested an additional 30 days from the Reserve Sick Leave Bank. Jail Deputy Bryant joined the Reserve Sick Leave Bank Program in 2018 and her last two (2) days of contribution were to be submitted in 2021.
 - a. Mr. Bill Keller made a motion to approve Jail Deputy Crystal Bryant's request. The motion was seconded by Mr. Alan Miller. The motion passed unanimously.
4. Discussion of CALEA Certification. Major Jay Fondren and Captain Mark Bishop reviewed the CALEA program and the additional employment and application steps needed by the LEPB in order to achieve next tier certification.

X. BILLS/INVOICES

1. Approval of reimbursement request from Ms. Warren for \$164.77 for refreshments for January 4, 2022, regular meeting and reception.
 - a. Mr. Bill Keller made a motion to approve Ms. Warren's reimbursement request. The motion was seconded by Board Secretary, Mr. Lyle Mitchell. The motion passed unanimously.
2. Net-to-Net, Inc. Invoice 9795 for \$830.00
 - a. Mr. Bill Keller made a motion to approve the invoice for payment. The motion was seconded by Mr. Alan Miller. The motion passed unanimously.
3. December YTD Budget Report & January MTD 2022 Budget Report were reviewed, no action required.

XI. BOARD SECRETARY REPORT

No report.

XII. ELECTION OF OFFICERS

In accordance with the provisions of the enabling act for the LEPB, the election of Board Chairman and Board Secretary are required to be conducted at the beginning of each calendar year.

Board Secretary, Mr. Lyle Mitchell, opened the floor for nominations for the office of Board Chairman. Mr. Alan Miller nominated Mr. Randall Donaldson. Board Secretary, Mr. Lyle Mitchell, called for nominations for Board Chairman two more times. With no further nominations made, Mr. Lyle Mitchell declared Mr. Randall Donaldson the Board Chairman for 2022.

Board Chairman, Mr. Randall Donaldson, opened the floor for nominations for the office of Board Secretary. Mr. Jake Guercio nominated Mr. Lyle Mitchell. Mr. Randall Donaldson called for nominations for Board Secretary two more times. With no further nominations made, Chairman Randall Donaldson declared Mr. Lyle Mitchell Secretary for 2022.

XIII. EXECUTIVE SESSION

Board Secretary, Mr. Lyle Mitchell, made a motion to go into executive session.

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 (2) Discuss pending legal actions which either are or could be associated with the LEPB and (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 motion was seconded by Mr. Bill Keller. The motion passed unanimously.

The Board will reconvene in open meeting in approximately 20 minutes.

(Time recessed 5:52 p.m. Time reconvened 6:26 p.m.)

Board Chairman, Mr. Randall Donaldson, recessed the meeting for a 5-minutes recess at 6:26 p.m. Board reconvened into open meeting at 6:31 p.m.

XIV. OTHER BUSINESS

The Board discussed adjusting Board meetings to occur on the first and third Tuesdays of each month at the Sheriff's Office Training Center with meetings to begin at 4:00 p.m.

Schedule time with Mr. Dale Gorham, of Net-to-Net Services, to discuss revisions to the Board website as well as selecting dates for computer training.

The Board discussed the need for a Salary Survey for the Sheriff's Office employees, ideally to be completed by June 1, 2022. The Board asked Ms. Warren to make an inquiry with Industrial/Organizational Solutions, Inc. to determine if IOS conducts salary surveys.


The Board briefly discussed investigating methods of offering the Deputy Sheriff and Jail Deputy via online means, especially in consideration of an increased interest from persons outside the state as well as those deployed with the military. The Board asked Ms. Warren to research the topic. The Board also asked Mr. Josh Arnold of Ellis & Wallace to study the state statute regarding examination fees.

RECESS/ADJOURN


There being no further business, Mr. Alan Miller made a motion to adjourn the meeting.

Board Chairman, Mr. Randall Donaldson, adjourned the meeting at 7:07 p.m.

Minutes submitted by Danielle Warren, LEPB Office Administrator on 02/01/2022.

 ORIGINAL

X _____ Date: _____
Mr. Randall Donaldson, Board Chairman

X  _____ Date: 2-1-2022
Mr. Lyle Mitchell, Board Secretary

The next meeting of the Shelby County LEPB is a regular meeting planned for February 1, 2022 at 4:00 p.m. at the Sheriff's Office Training Center in Columbiana, Alabama.

