

# **SHELBY COUNTY LAW ENFORCEMENT PERSONNEL BOARD**

P.O. BOX 1006  
COLUMBIANA, AL 35051

Shelby County Law Enforcement Personnel Board  
Meeting Minutes  
Regular Meeting  
February 15, 2022 at 4:00 PM  
Sheriff's Office Training Center  
Columbiana, AL 35051

## **I. CALL TO ORDER AND WELCOME**

Board Chairman, Mr. Randall Donaldson, called the meeting to order at 4:00 p.m.

## **II. INVOCATION**

Board member, Mr. Bill Keller gave the invocation.

## **III. ROLL CALL**

Present:

Mr. Randall Donaldson, Board Chairman  
Mr. Lyle Mitchell, Board Secretary  
Mr. Jake Guercio  
Mr. Alan Miller  
Mr. Bill Keller  
Danielle Warren, LEPB Office Administrator

Others Present:

Major Jay Fondren  
Deputy Jeffrey Bahr

## **IV. ADOPTION OF AGENDA**

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

## **V. READING/APPROVAL OF FEBRUARY 1, 2022 MEETING MINUTES**

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

## **VI. COMMITTEE REPORTS**

None.

## **VII. CORRESPONDENCE AND MESSAGES**

Notices from Sheriff's Office regarding new hire(s), promotion(s), end of employment notice(s), and merit step raises were reviewed, no action required.

## **VIII. OLD BUSINESS**

- 1) Update on the Request for Budget Increase Legislation
- 2) Mr. Alan Miller provided an update on the progression of the Shelby County Law Enforcement Personnel Board's request for a budget increase in the State Legislature.
- 3) Discussion on Quote from Pontifex Consulting Group for Salary Study Services
  - a. Board Chairman, Mr. Randall Donaldson, discussed the pricing for a salary study and how prior services provided from Pontifex Consulting Group were different in scope compared to the current request for a new salary study and would, thus, follow up with the organization to further discuss pricing and options to present at the next board meeting.
- 4) Discussion on @Home Test Service offered by Industrial/Organizational Solutions, Inc.
  - a. Ms. Danielle Warren discussed @Home Online Testing offered through IOS (Industrial/Organization Solutions, Inc.), a proctored, online testing service. Board Secretary, Mr. Lyle Mitchell, asked the board to address any further questions to Ms. Warren to ask at her next meeting with Ms. Kate Luburic of IOS in regards to both @Home Testing as well as services offered through Pearson VUE testing sites with follow up to be presented at the next board meeting.

## **IX. NEW BUSINESS**

- 1) Approval of February 11, 2022, Test Results Deputy Sheriff and Jail Deputy.
  - 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) Jail Deputy Crystal Bryant's Reserve Sick Leave Request for 20 days. Mr. Bill Keller made a motion to approve Jail Deputy Crystal Bryant's reserve sick leave request for 20 days. The motion was seconded by Mr. Alan Miller. The motion passed unanimously.
- 3) Jail Deputy Jonathan Ray requested an educational incentive of 5% for earning an Associate's Degree in Criminal Justice in December 2021 from Eastern Gateway Community College. Eastern Gateway

Community College is accredited by the Higher Learning Commission, recognized by the U.S. Department of Education.

- a. Board Secretary, Mr. Lyle Mitchell, made a motion to approve Jail Deputy Jonathan Ray's request. The motion was seconded by Mr. Bill Keller. The motion passed unanimously.

- 5) Inquiry from Deputy Jeffrey Bahr regarding pursuit of a Master's in Aviation. Deputy Jeffrey Bahr addressed the board asking for clarification as to whether the degree plan being sought met the LEPB's criteria of an advanced degree relating to the job functions in the Sheriff's Office. The LEPB Rules and Regulations 6.03 Educational Incentives states, "This advanced degree must be in a field related to the job functions in the Sheriff's Office." Upon review of the degree plan submitted by Deputy Bahr, the board agreed that the degree plan did meet the criteria. However, educational incentives cannot be awarded prior to completion of the degree. Deputy Bahr was encouraged to pursue the degree if he so chooses.
- 6) Sheriff Samaniego requested to start new hire Nicholas Talton at a higher pay step than the existing normal pay step due to his past experience and training.
  - a. Board Secretary Mr. Lyle Mitchell, made a motion to approve the Sheriff's request. The motion was seconded by Mr. Biller Keller. The motion passed unanimously.

#### **X. BILLS/INVOICES**

- 1) Shelby County Newspapers Acct#142305 for \$1,577.00.
  - a. Mr. Alan Miller made a motion to approve the invoice for payment. The motion was seconded by Mr. Biller Keller, with one dissension. The motion did not carry.

#### **XI. BOARD SECRETARY REPORT**

Board Secretary, Mr. Lyle Mitchell, provided an update on the purchase of an air purifier for the office to aid in reducing air contaminants and provide better air circulation. He also provided an update on having County Facilities assist in rearranging the office furniture to create a more optimal working environment and meeting environment in the current office space.

#### **XII. OTHER BUSINESS**

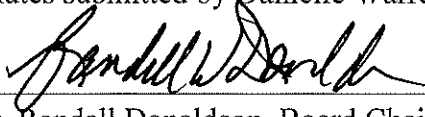
The Board agreed to cancel the regular board meeting of March 1, 2022.


#### **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 5:03 p.m.

Minutes submitted by Danielle Warren, LEPB Office Administrator on 03/15/2022.

X  Date: 4-5-2022  
Mr. Randall Donaldson, Board Chairman

X  Date: 4-5-2022  
Mr. Lyle Mitchell, Board Secretary

The next meeting of the Shelby County LEPB is a regular meeting planned for March 15, 2022, at 4:00 p.m. at the Sheriff's Office Training Center in Columbiana, Alabama.