

SHELBY COUNTY LAW ENFORCEMENT PERSONNEL BOARD

P.O. BOX 1006
COLUMBIANA, AL 35051

Shelby County Law Enforcement Personnel Board
Meeting Minutes
Regular Meeting
March 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 4:01 p.m.

II. INVOCATION

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

III. ROLL CALL

Present:

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

Others Present:

Sheriff John Samaniego
Major Jay Fondren
Captain Mark Bishop

IV. ADOPTION OF AGENDA

Board Secretary, Mr. Lyle Mitchell, made a motion to approve the agenda as presented. The motion was seconded by Mr. Jake Guercio. The motion passed unanimously.

V. READING/APPROVAL OF FEBRUARY 15, 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

None.

VII. CORRESPONDENCE AND MESSAGES

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

VIII. OLD BUSINESS

- 1) Re-visit the Shelby County Reporter invoice for \$1,577.00.
 - a) The Board reviewed the invoice from Shelby County Reporter. The invoice was billed to the Shelby County Commission. Mr. Bill Keller made a motion to request the invoice be re-invoiced to the Shelby County Law Enforcement Personnel Board. The motion was seconded by Mr. Alan Miller. The motion passed unanimously.
- 2) Legislative changes to LEPB Bill
 - a) The Personnel Board reviewed the changes to Alabama Act #79-524 increasing Board funding from \$150,000, annually to \$275,000, annually. The Act is to take effect three (3) months from the date the Bill was signed (February 17, 2022).
- 3) Update on salary study pricing and timing.
 - a) Board Chairman, Mr. Randall Donaldson, provided an update from Pontifex Consulting Group regarding a salary study. Pontifex Consulting Group provided a proposal, with an estimate of four (4) to six (6) weeks to complete the study with a projected cost of \$2,500. Board Chairman, Mr. Randall Donaldson, recommended a contract be drawn up for review and a formal presentation be made at the next regular Board meeting.
- 4) Discussion on remote testing options through PearsonVUE and @Home by IOS (Industrial/Organizational Solutions, Inc.)
 - a) LEPB Office Administrator, Danielle Warren, along with Major Jay Fondren, presented notes from discussion with Ms. Kate Luburic of Industrial/Organizational Solutions, Inc., regarding remote testing options for out-of-state and military candidates. The discussion centered on utilizing PearsonVue testing facilities to administer deputy sheriff exams. PearsonVue offers more flexibility for both out-of-state candidates as well as military candidates. The only cost incurred on the part of the candidate is administrative costs (\$75), the candidate can receive a coupon code to cover the costs of the test (\$25). The candidate also has the option of applying for financial hardship through IOS. PearsonVue only offers NCJOSI² (Deputy Sheriff exam)

through PearsonVue, thus, Ms. Luburic recommended a Transportability Study, which would be no cost to the Board, to determine if there is a substantial difference between the NCJOSI² exam (deputy sheriff exam) or the NCOSI exam (jail deputy exam). Both tests are entry-level, general knowledge, cognitive ability exams and are not job specific. Board Chairman, Mr. Randall Donaldson, asked Ms. Warren to inquire with IOS the costs of conducting a Validation Study and present findings at the next Board meeting. Board Chairman, MR. Randall Donaldson, recommended discussing the legality of administrative costs for the exam with Attorney, Mr. Josh Arnold.

IX. NEW BUSINESS

- 1) Review/Approval of March 11, 2022, Deputy Sheriff & Jail Deputy Test Results.
 - a) Board Secretary, Mr. Lyle Mitchell, made a motion to accept the test scores as presented. The motion was seconded by Mr. Bill Keller. The motion passed unanimously. Copies of the approved test scores were provided to Major Jay Fondren.
- 2) Reserve Sick Leave discussion to clarify definition of days.
 - a) LEPB Office Administrator, Danielle Warren, asked for a clarification of what constituted a “day” in regards to the Reserve Sick Leave Bank Program. Following a discussion, Chairman Donaldson announced that requests for reserve sick leave “days” are interpreted to mean eight (8) hour work days, not calendar days.
- 3) Request from Jail Deputy Crystal Bryant for an additional 30 days from the Reserve Sick Leave Bank.
 - a) Mr. Bill Keller made a motion to approve Jail Deputy Crystal Bryant’s reserve sick leave request for thirty (30) days. The motion was seconded by Mr. Alan Miller. The motion passed unanimously.
- 4) Request from Sheriff Samaniego to begin new Administrative Assistant I, Mary Kelley, at Pay Step 6.
 - a) Board Secretary, Mr. Lyle Mitchell, made a motion to approve Sheriff Samaniego’s request to begin new Administrative Assistant I, Mary Kelley, at Pay Step 6. The motion was seconded by Mr. Biller Keller. The motion passed unanimously.
- 5) Request from Sheriff Samaniego to have the Board consider revising the current longevity pay scale to match the newly adopted longevity pay scale passed by the Shelby County Commission (Shelby County Commission Resolution 2022-03-14).

- a) Per section 3.09 of the LEPB Rules and Regulations (November 9, 2017), the “Personnel Board, by public hearing, may from time to time amend the Rules.” Mr. Lyle Mitchell made a motion to approve the request from Sheriff Samaniego regarding the longevity pay scale and for the Board to hold a public hearing regarding the request. The motion was seconded by Mr. Bill Keller. The motion passed unanimously. The next step toward amending the Rules will be a Public Hearing, which will be on April 5, 2022, in connection with the next scheduled regular meeting of the LEPB.
- 6) Deputy Nicholas Talton requested a 10% educational incentive for earning a Bachelor’s Degree in Criminal Justice from Faulkner University. Faulkner University is accredited by the Commission on Colleges and Schools of the Southern Association of Colleges and Schools, recognized by the U.S. Department of Education.
 - a) Board Secretary, Mr. Lyle Mitchell, made a motion to approve Deputy Nicholas Talton’s request. The motion was seconded by Mr. Jake Guercio. The motion passed unanimously.
- 7) Deputy Matthew Willis requested a 10% educational incentive for earning a Bachelor’s Degree in Psychology from Western Carolina University. Western Carolina University is accredited by the Commission on Colleges and Schools of the Southern Association of Colleges and Schools, recognized by the U.S. Department of Education.
 - a) Board Secretary, Mr. Lyle Mitchell, made a motion to approve Deputy Matthew Willis’ request. The motion was seconded by Mr. Jake Guercio. The motion passed unanimously.
- 8) Deputy Miranda Pilato requested a 10% educational incentive for earning a Bachelor’s Degree in Criminal Justice from Faulkner University. Faulkner University is accredited by the Commission on Colleges and Schools of the Southern Association of Colleges and Schools, recognized by the U.S. Department of Education.
 - a) Mr. Jake Guercio made a motion to approve Deputy Miranda Pilato’s request. The motion was seconded by Board Secretary, Mr. Lyle Mitchell. The motion passed unanimously.
- 9) A Discussion regarding the possibility of creating a Facebook page for the Board was tabled.
- 11) January, February, and March 2022 budget reports.
 - a) Budget reports were reviewed with no action taken.
- 12) Timing and Frequency of Board Meetings going forward.
 - a) The Board discussed holding their regular Board meetings on the third (3rd) Tuesday of each month. The first (1st) Tuesday meeting could either

be a regular meeting or a planning meeting dependent on the needs of the Board.

X. BILLS/INVOICES

No new bills or invoices.

XI. BOARD SECRETARY REPORT

Board Secretary, Mr. Lyle Mitchell, provided the Board an update on the reconfiguration of the LEPB office furniture.

XII. OTHER BUSINESS

Board Chairman, Mr. Randall Donaldson, asked Captain Mark Bishop on an update from High Noon Productions and the status of current recruitment efforts. Mr. Randall Donaldson also asked if the Sheriff's Office and the Board would want to consider establishing a long-term recruitment relationship with High Noon Productions. Time was asked for consideration on the topic.


Additionally, there were questions on how the additional funds created by the revised Act would be disbursed. 1) If the Board would receive an appropriated amount on the date the changes are to take effect (projected to be near May 8, 2022)? Or, 2) if the increase would not come until the new fiscal year (October 1st)? Questions need to be addressed with the County Accounting Department.


RECESS/ADJOURN

There being no further business, Board Secretary, Mr. Lyle Mitchell, made a motion to adjourn the meeting.

Board Chairman, Mr. Randall Donaldson, adjourned the meeting at 6:01 p.m.

Minutes submitted by Danielle Warren, LEPB Office Administrator on 04/05/2022.

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 April 5, 2022, at 4:00 p.m. at the Shelby County Services Building-280 location, 19220 Highway 280, Birmingham, Alabama, 35242.