

SHELBY COUNTY LAW ENFORCEMENT PERSONNEL BOARD

P.O. BOX 1006
COLUMBIANA, AL 35051

Shelby County Law Enforcement Personnel Board
Meeting Minutes
Regular Meeting
April 5, 2022 at 4:00 PM
Shelby County Services Building
19220 US-280
Birmingham, AL 35242

I. CALL TO ORDER

Board Chairman, Mr. Randall Donaldson, called the meeting to order at 4:05 p.m.

II. INVOCATION

Board Secretary, Mr. Lyle Mitchell, 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:

Major Jay Fondren
Captain Mark Bishop
Attorney, Mr. Josh Arnold

IV. WELCOME AND COMMENTS BY CHAIRMAN

Board Chairman, Mr. Randall Donaldson welcomed all present. Major Jay Fondren provided a health update on Jail Deputy Crystal Bryant. Captain Mark Bishop informed the Board that there are currently six (6) open Deputy Sheriff Positions and four (4) open Jail Deputy Positions.

V. ADOPTION OF AGENDA

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

VI. READING/APPROVAL OF MARCH 15, 2022, MEETING MINUTES

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

VII. COMMITTEE REPORTS

None.

VIII. CORRESPONDENCE AND MESSAGES

Notices from Sheriff's Office regarding a disqualification and a resignation were reviewed, no action required.

IX. OLD BUSINESS

- 1) Update on Salary Study
 - a) Board Chairman, Mr. Randall Donaldson, discussed the timeline and pricing provided in the proposal submitted by Pontifex Consulting Group, LLC. Major Jay Fondren informed the Board that the Shelby County Commission was also conducting a salary study. The estimated completion date of the Pontifex Consulting Group's study is anticipated to be around June 1, 2022. Board Secretary, Mr. Lyle Mitchell, made a motion for the Board to enter into contract with Pontifex Consulting Group, LLC to complete a salary study. The motion was seconded by Mr. Jake Guercio. The motion passed unanimously.
- 2) Review/Approval of Shelby County Newspapers, Inc. Invoice for \$1,577.00.
 - a) The Board revisited the invoice from Shelby County Newspapers, Inc. The Board determined, after consulting with Attorney, Mr. Josh Arnold that the Board could not pay an invoice that is not issued to the Shelby County Law Enforcement Personal Board for auditing purposes. Board member, Mr. Alan Miller stated that he would approach Shelby County Newspapers, Inc., and ask that a corrected invoice be issued to the Law Enforcement Personnel Board and not the Shelby County Commission. The corrected invoice, once received by the Law Enforcement Personnel Board, should be submitted to accounting for immediate payment upon receipt.
- 3) Discussion on new budget effective date
 - a) The Board consulted Attorney, Mr. Josh Arnold regarding the legally effective date of revised Act #79-524 with the new budgetary allotment (signed February 17, 2022). The Board asked Mr. Arnold to further look into the matter and report findings at a later time to be determined.
- 4) Discussion on remote testing through Pearson Vue Testing Services.

- a) The Board consulted Attorney, Mr. Josh Arnold on the legality of having prospective law enforcement applicants incur administrative costs if the candidate chose to utilize a remote testing option (i.e. Pearson Vue Test Centers) while the Board paid for the cost of the tests. Mr. Arnold did not foresee any potential legal concerns as the candidate would continue to have the option to attend in-person testing if they so choose. The administrative costs, estimated to be \$75.00 (USD), would be significantly more affordable for out-of-state candidates, than the cost of travel and accommodations already paid for by the prospective candidate. The Board asked the LEPB Office Administrator, Danielle Warren, to compare current testing logistics to those of the remote testing option and present to the Board at the next meeting.

X. NEW BUSINESS

- 1) Public hearing on Resolution 2022-03-15; Proposed Amendment to Section 6.04, Longevity Pay.
 - a) Since there was no public attendance at this meeting to make comments of the proposed Rule Amendment regarding Longevity Pay Increase, the Board will vote on the proposed rule amendment at the next Board meeting.
- 2) Review/ Approval of March 25, 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.
- 3) Discussion regarding a Transportability Study through Industrial/Organizational Solutions, Inc. (IOS).
 - a) The Board reviewed an informational flyer produced by Industrial/Organizational Solutions, Inc., providing more detailed information regarding a transportability study to determine if the Board should continue to offer separate exams for Deputy Sheriff and Jail Deputy Candidates, or to only offer one exam for both Deputy Sheriff and Jail Deputy Candidates. Mr. Bill Keller made a motion to move forward with a transportability study. The motion was seconded by Mr. Jake Guercio. The motion passed unanimously.
- 4) Discussion regarding a Validation Study through Industrial/Organizational Solutions, Inc. (IOS).
 - a) Discussion regarding a Validation Study was tabled until results of the Transportability study could be reviewed.

- 5) Jail Deputy RaShelle Young requested a 10% educational incentive for earning a Bachelor's in Sociology Degree from the University of Montevallo. The University of Montevallo is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), recognized by the U.S. Department of Education. Board Secretary, Mr. Lyle Mitchell made a motion to approve Jail Deputy RaShelle Young's request. The motion was seconded by Mr. Alan Miller. The motion passed unanimously.
- 5) Deputy Greg Lilly requested a 10% educational incentive for completing courses leading towards a Bachelor's Degree from Central State University. The degree is pending award (May 2022); all course requirements have been met (completed 03/22/2022). Central State University is accredited by the Higher Learning Commission (HLC), recognized by the U.S. Department of Education.
 - a) The Board reviewed the request. Sergeant Lilly's transcripts failed to demonstrate the conferral of a Bachelor's Degree. The Board tabled the request until new, official transcripts proving the awarding of a Bachelor's degree can be produced.
- 6) Administrative Assistant, Mary Kelley, requested a 10% educational incentive for earning a Bachelor's Degree in English from the University of North Carolina at Charlotte. The University of North Carolina at Charlotte is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), recognized by the U.S. Department of Education.
 - a) Mr. Bill Keller made a motion to approve Administrative Assistant Mary Kelley's request. The motion was seconded by Mr. Jake Guercio. The motion passed unanimously.

XI. BILLS/INVOICES

Industrial/Organizational Solutions, Inc. Invoice #C52807A for \$1,600.00 for Deputy Sheriff Exams.

- a) Board Secretary, Mr. Lyle Mitchell, made a motion to approve payment. The motion was seconded by Mr. Jake Guercio. The motion passed unanimously.

XII. BOARD SECRETARY REPORT

Board Secretary, Mr. Lyle Mitchell, informed the Board of the purchase of office supplies, from Amazon in the amount of \$169.49, to help improve the current filing system.

XIII. OTHER BUSINESS

Board Chairman, Mr. Randall Donaldson, asked LEPB Office Administrator Danielle Warren request a Statement of Work from Industrial/Organization Solutions, Inc. for promotional exams for the Jail Deputy position.

Mr. Donaldson also addressed the Board concerning the need to develop a five (5) year operational plan for the Board to include recruiting efforts, current and future employment needs of the Sheriff’s Office, and promotional testing.


Mr. Donaldson asked for clarification from Attorney, Mr. Josh Arnold about any potential conflicts of interest having legal counsel that also counseled the Sheriff’s Office, the County, as well as the Board. Mr. Arnold explained he did not foresee any potential conflicts of interest at present, however, if such a situation occurred, legal was obligated to inform all interested parties (i.e. the Board) and could make recommendations for alternative legal representation.

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 5:45 p.m.

Minutes submitted by Danielle Warren, LEPB Office Administrator on 04/18/2022.

X 
Mr. Randall Donaldson, Board Chairman

Date: 5-12-2022

X 
Mr. Lyle Mitchell, Board Secretary

Date: 5-12-2022

The next meeting of the Shelby County LEPB is a regular meeting planned for April 18, 2022, at 4:00 p.m. at the Sheriff’s Office Training Center, 543 McDow Road, Columbiana, Alabama.