

# SHELBY COUNTY LAW ENFORCEMENT PERSONNEL BOARD

P.O. BOX 1006  
COLUMBIANA, AL 35051

Shelby County Law Enforcement Personnel Board  
Meeting Minutes  
Regular Meeting  
April 18, 2022, at 4:00 PM  
Sheriff's Office Training Center  
543 McDow Road  
Columbiana, AL 35051

## **I. CALL TO ORDER**

Board Chairman, Mr. Randall Donaldson, called the meeting to order at 4:04 p.m.

## **II. INVOCATION**

Mr. Bill Keller gave the invocation.

## **III. ROLL CALL**

Present:

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

Others Present:

Sheriff John Samaniego  
Major Jay Fondren  
Mr. Dale Gorham of Net-to-Net Services.

## **IV. ADOPTION OF AGENDA**

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

## **V. READING/APPROVAL OF APRIL 5, 2022, MEETING MINUTES**

Mr. Bill Keller made a motion to approve the meeting minutes as presented. The motion was seconded by Board Secretary, Mr. Lyle Mitchell. The motion passed unanimously.

## **VI. CORRESPONDENCE AND MESSAGES**

Notices from Sheriff's Office regarding resignation(s), retirement(s), disqualification(s), and merit step raises were reviewed, no action required.

## **VII. OLD BUSINESS**

- 1) Discussion on remote testing through PearsonVue Testing Services.
  - a) LEPB Office Administrator, Danielle Warren, provided an update on the logistics of how PearsonVue testing would take place. Further discussion will take place at the next Board meeting.
- 2) Update on Pontifex Contract.
  - a) Major Fondren sent a list of comparable agencies to Peter at Pontifex Consulting along with job descriptions to move forward with data. Major Fondren recommended a conference call between Pontifex, the Sheriff, and the Board. Sheriff Samaniego discussed the impact of inflation on employee pay.
- 3) Effective date for LEPB Budget increase status.
  - a) The Board agreed to follow up with Attorney, Mr. Josh Arnold, on the matter for clarification.
- 4) Discussion on 5-Year Operational Plan/Budgeting.
  - a) Board Chairman, Mr. Randall Donaldson, proposed the Board meet once a month to discuss operational endeavors of the Board and the possibility of expanding the High Noon recruiting process and cost of testing/promotional exams.

## **VIII. NEW BUSINESS**

- 1) Board vote on Resolution 2022-03-15; Proposed Amendment to Section 6.04, Longevity Pay.
  - a) Mr. Lyle Mitchell made a motion to adopt Resolution 2022-03-15, effective date June 1, 2022. The motion was seconded by Mr. Bill Keller. The motion passed unanimously.
- 2) Review/ Approval of April 8, 2022, Deputy Sheriff & Jail Deputy Test Results.
  - a) Mr. Bill Keller made a motion to approve the test scores as presented. The motion was seconded by Board Secretary, Mr. Lyle Mitchell. The motion passed unanimously. A copy of the approved test scores were provided to Major Jay Fondren.
- 3) Review of Proposed IOS quote for Jail Deputy Promotional Testing.
  - a) Board Secretary, Mr. Lyle Mitchell, made a motion to authorize Board Chairman, Mr. Randall Donaldson, to enter into contract with IOS

(Industrial/Organizational Solutions, Inc.) for the development and assessment of Jail Deputy promotional testing with the total amount not to exceed \$39,430 (USD). The motion was seconded by Mr. Bill Keller. The motion passed unanimously.

- 4) Review of Proposed Email to Candidate template.
  - a) The Board reviewed the proposed draft email template created by Captain Mark Bishop. The email template is to replace the current email template used in NeoGov so as to meet CALEA standards, which will inform candidates of next steps in the hiring consideration process, along with available test dates, and remote testing instructions should the Board adopt a remote testing option. The Board requested additional time to review a revised draft.

## **IX. FINANCIALS**

March and April 2022 budget reports were reviewed with no action taken.

## **X. BOARD SECRETARY REPORT**

None.

## **XI. GENERAL COMMENTS**

The Board would like to schedule laptop training with Mr. Dale Gorham of Net-to-Net, in addition to discussing utilizing self-scheduling options in the NeoGov application database so candidates may schedule an exam date at their convenience. Board Chairman, Mr. Randall Donaldson, will follow up with Mr. Gorham to arrange a date in June, schedules permitting.

## **XII. EXECUTIVE SESSION**

Board Secretary, Mr. Lyle Mitchell, made a motion to enter into Executive Session. The motion was seconded by Mr. Alan Miller. The motion passed unanimously.

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 Board will reconvene in open meeting in approximately 15 minutes.

(Time recessed 5:09 p.m. Time reconvened 5:59 p.m.)

Mr. Jake Guercio made a motion to reconvene into opening meeting at 5:59 p.m. The motion as seconded by Mr. Bill Keller. The motion passed unanimously.

**XIII. OTHER BUSINESS**


No other business.

**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 5:59 p.m.

Minutes submitted by Danielle Warren, LEPB Office Administrator, on 05/10/2022.

X   
Mr. Randall Donaldson, Board Chairman

Date: 5-10-2022

X   
Mr. Lyle Mitchell, Board Secretary

Date: 5-10-2022

The next meeting of the Shelby County LEPB is a regular meeting planned for May 10, 2022, at 4:00 p.m. at the Shelby County Services Building, 19220 US-280 Birmingham, Alabama, 35242.