

SHELBY COUNTY LAW ENFORCEMENT PERSONNEL BOARD

P.O. BOX 1006
COLUMBIANA, AL 35051

Shelby County Law Enforcement Personnel Board
Meeting Minutes
Regular Meeting
July 19, 2022, at 4:00 PM
Sheriff's Office Training Center
543 McDow Road
Columbiana, AL 35051

I. CALL TO ORDER

Board Secretary, Mr. Lyle Mitchell, called the meeting to order at 4:04 p.m.

II. INVOCATION

Mr. Alan Miler gave the invocation.

III. WELCOME AND COMMENTS BY THE CHAIR

Board Secretary, Mr. Lyle Mitchell, welcomed Mr. Dale Gorham of Net-to-Net.

IV. ROLL CALL

Present

Board Secretary, Mr. Lyle Mitchell
Mr. Alan Miller
Mr. Bill Keller
Danielle Warren, LEPB Office Administrator

Present by Phone:

Mr. Jake Guercio

Others Present:

Mr. Chad Scroggins, Shelby County Manager
Mr. Dale Gorham of Net-to-Net
Major Jay Fondren

Absent:

Board Chairman, Mr. Randall Donaldson

V. ADOPTION OF AGENDA

Board Secretary, Mr. Lyle Mitchell, asked to strike Item #2, Resolution 2022-07-19(2) from the agenda. The Resolution will be presented once the results of the validation study are finalized and submitted by IOS (Industrial/Organizational

Solutions, Inc.) Mr. Alan Miller made a motion to approve the agenda with the correction. The motion was seconded by Mr. Bill Keller. The motion passed.

VI. READING/APPROVAL OF JUNE 14, 2022, MEETING MINUTES

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

VII. CORRESPONDENCE AND MESSAGES

Notices from the Sheriff's Office including disqualification(s), new hire(s), promotion(s), retirement(s), termination(s), and merit step raises were reviewed, no action required.

VIII. OLD BUSINESS

- 1) Update on status of Transportability Study from IOS (Industrial/Organizational Solutions, Inc.)
 - a) Danielle Warren updated the Board on the status of the Transportability study. The results are being compiled by IOS and will be ready for review at the next regular Board meeting.
- 2) Update on status of PearsonVue Testing
 - a) Danielle Warren updated the Board on the status of the PearsonVue testing option offered by IOS. The system is now ready to accept candidates, however, an email will need to be created to inform candidates with instructions and with the coupon code to waive the cost of the test fee of \$25.00 (twenty-five dollars). Ms. Warren is to prepare a packet with all information as well as an email template for the Board to review at the next regular Board meeting.
- 3) Update on status of Pontifex Salary Study
 - a) The salary Study update was tabled until further information regarding the Evergreen study completed by Shelby County (AL) could be reviewed for the Board's consideration.
- 4) Update on status of Jail Deputy Sergeant and Lieutenant Promotional Process
 - a) Major Jay Fondren provided an update on the status of the promotional process SMEs (Subject Matter Experts) are still going over the assessment. Another meeting is tentatively scheduled for August 4, 2022, for the SMEs to review the written draft items, rate several items, and to narrow down the questions that will appear on the test. Promotional Process testing should begin in early September. The Major will keep the Board updated on the process as it continues.

IX. NEW BUSINESS

- 1) Request from Sheriff John Samaniego to extend Deputy William Creer's probationary status.
 - a) Mr. Alan Miller made a motion to approve the Sheriff's request. The motion was seconded by Mr. Bill Keller. The motion passed.
- 2) Request from Sheriff John Samaniego to start new hire, Klinton Rhodes, at Step 6 on the Deputy Sheriff pay scale.
 - a) Mr. Alan Miller made a motion to approve the Sheriff's request. The motion was seconded by Mr. Bill Keller. The motion passed.
- 3) Review of July 2022 Fitness Incentives.
 - a) The July 2022 Fitness Incentives were reviewed, no action required.
- 4) Review/Approval of June 24, 2022, and July 8, 2022, Deputy Sheriff, and Jail Deputy Test Scores.
 - a) Mr. Bill Keller made a motion to approve the test scores as presented. The motion was seconded by Mr. Alan Miller. The motion passed. A copy of the test scores were provided to Major Fondren.
- 5) Lieutenant Deputy Judson Barnes requests a 15% educational incentive for earning a Master of Justice Administration from Faulkner University.
 - a) Mr. Bill Keller made a motion to approve Lieutenant Deputy Judson Barnes request. The motion was seconded by Mr. Alan Miller. The motion passed.

X. FINANCIALS

- 1) Resolution 2022-07-19(1) to pay Industrial/Organizational Solutions, Inc. Invoice #C53283A for \$13,143.33, Installment (1) of (3) for 2022 Jail Deputy Promotional Process testing.
 - a) Mr. Bill Keller made a motion to approve payment. The motion was seconded by Mr. Alan Miller. The motion passed.
- 2) Resolution 2022-07-19(3) to pay United States Postal Service invoice for \$140.00 for twelve (12) month post office box renewal fee.
 - a) Mr. Alan Miller made a motion to approve payment. The motion was seconded by Mr. Bill Keller. The motion passed.
- 3) June and July 2022 Budget Reports were reviewed with no action taken.

XI. BOARD SECRETARY REPORT

Board Secretary, Mr. Lyle Mitchell offered Mr. Dale Gorham the floor to speak. Mr. Dale Gorham of Net-to-Net provided an update on the LEPB website. Traffic on website has increased. Page Views is up as well. Many users are coming directly to the site and are coming from all over the country. However, the Board will need to move to a new platform due to the age of the current platform. The new platform will be able to incorporate content from High Noon Productions, as well, and other relevant sites. This will prove beneficial to potential candidates. Mr. Gorham said he would develop a quote as well as a summary of work to be done.

XII. OTHER BUSINESS

Major Jay Fondren provided an update on work with High Noon Productions. Mr. Les Rayburn created a few social media posts to help announce and promote the opening of the Director of Shelby County Jail Food Services position. The job announcement will remain active on NeoGov and Governmentjobs.com until 11:00 p.m. of August 5, 2022.

XIII. EXECUTIVE SESSION

Mr. Alan Miller made a motion to enter into Executive Session. The motion was seconded by Mr. Bill Keller. The motion passed.

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 35 minutes.

(Time recessed 4:38 p.m. Time reconvened 5:30 p.m.)

Mr. Alan Miller made a motion to reenter into Regular Session. The motion was seconded by Mr. Bill Keller. The motion passed.

RECESS/ADJOURN

There being no further business, Mr. Bill Keller made a motion to adjourn the meeting.

Board Secretary, Mr. Lyle Mitchell, adjourned the meeting at 5:30 p.m.

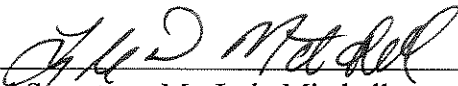
Minutes submitted by Danielle Warren, LEPB Office Administrator, on 08/04/2022.

X _____

Date: _____

Board Chairman, Mr. Randall Donaldson

not in meeting

X  _____

Date: 8-4-2022

Board Secretary, Mr. Lyle Mitchell

The next meeting of the Shelby County LEPB is a regular meeting planned for August 4, 2022, at 4:30 p.m., at the Sheriff's Office Training Center at 543 McDow Road, Columbiana, AL.