

# SHELBY COUNTY LAW ENFORCEMENT PERSONNEL BOARD

P.O. BOX 1006  
COLUMBIANA, AL 35051

Shelby County Law Enforcement Personnel Board  
Regular Meeting Minutes  
October 11, 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 4:08 p.m.

## II. INVOCATION

Board Secretary, Mr. Lyle Mitchell, gave the invocation.

## III. ROLL CALL

Present:

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

Others Present:

Major Jay Fondren  
Captain Mark Bishop  
Mr. Les Rayburn of High Noon Productions  
Mr. Dale Gorham of Net-to-Net, Inc.

## IV. ADOPTION OF AGENDA

Board Secretary, Mr. Lyle Mitchell, made a motion to approve the agenda with the corrections of adding Resolution 2022-10-11(4) to pay Prevaluate Skills Testing invoice #63536 for \$1,200.00 under "Financials" and to remove "Financials, Item #2," Resolution 2022-10-11(2) to pay Net-to-Net, Inc., Invoice #10187 for \$4,414.92 for website redesign and maintenance until the matter is discussed, approved, and work completed. The motion was seconded by Mr. Jake Guercio. The motion passed unanimously.

**V. READING/APPROVAL OF SEPTEMBER 20, 2022, REGULAR MEETING MINUTES & SEPTEMBER 28, 2022, SPECIAL MEETING MINUTES**

- a) Mr. Bill Keller made a motion to approve the regular meeting minutes of September 20, 2022, and special meeting minutes of September 28, 2022, as presented. The motion was seconded by Mr. Jake Guercio. The motion passed unanimously.

**VI. CORRESPONDENCE AND MESSAGES**

Notices from the Sheriff's Office regarding resignation(s) and new hire(s), were reviewed, no action required.

**VII. OLD BUSINESS**

- 1) Mr. Dale Gorham of Net-to-Net, Inc. discussed a proposed website redesign. The current website is currently not able to track and capture potential candidates visiting the website because of the age of the platform. A new website on an updated platform will help to better identify prospective candidates and generate prospect lists. Additionally, an updated platform will better handle multimedia content, such as social media posts, like Facebook or Instagram, for job announcements or video advertisements to attract candidates. Mr. Gorham added that incorporating content such as school system information, cost of living, or other items related to living in Shelby County could also attract prospective candidates considering moving to the Shelby County area.

**VIII. NEW BUSINESS**

- 1) Presentation by High Noon Productions.
  - a) Mr. Les Rayburn, of High Noon Productions, recommended a full-time Sheriff's Office recruiter. The ideal individual would have a high degree of social media/multimedia technical knowledge and skills, and would be readily accessible to prospective candidates. Mr. Rayburn noted that, while effective advertising does help, in his personal experience, having a dedicated law enforcement officer as a recruiter who is highly skilled with social media and multimedia, and is very knowledgeable of the agency and its culture, has proven more effective with other law enforcement agencies in attracting prospective candidates. Discussion turned to the advertising packages Mr. Rayburn prepared for the Board to review. A copy of the proposed packages will be filed with the minutes. He discussed that, due to the nature of the job, the number of vacancies needed to be filled, as well as the current political climate, recruiting candidates is much more difficult and requires more technical and specialized advertising methods to reach qualified candidates. Discussion relating to proposed costs, outreach, and advertising platforms was

held amongst the Board members, representatives from the Sheriff's Office, and Mr. Rayburn. The Board Chairman thanked Mr. Rayburn for his time and noted that discussions regarding recruitment efforts will be ongoing in nature.

- 2) Review/Approval of Jail Deputy Sergeant & Lieutenant Promotional Process Scores
  - a) Mr. Bill Keller made a motion to approve the jail deputy sergeant and jail deputy lieutenant promotional process scores as presented. The motion was seconded by Mr. Lyle Mitchell. The motion passed unanimously. A copy of the written test scores and candidate feedback reports were provided to Major Jay Fondren.

#### **IX. FINANCIALS**

- 1) Resolution 2022-10-11(1) to pay \$9,383.34 to Industrial/Organization Solutions, Inc. Invoice #C54463A Final Installment 3 of 3 for the 2022 Jail Deputy Promotional Process testing.
  - a) Mr. Bill Keller made a motion to approve payment. The motion was seconded by Mr. Lyle Mitchell. The motion passed unanimously.
- 2) Resolution 2022-10-11(3) to pay \$425.00 to Birmingham Reporting Services, Inc., Invoice #56618 for After-Hours Appearance Fee for the Miranda Pilato rehearing.
  - a) Mr. Bill Keller made a motion to approve payment. The motion was seconded by Mr. Lyle Mitchell. The motion passed unanimously.
- 3) Resolution 2022-10-11(4) to pay \$1,200.00 to Prevaluate Skills Testing, Presenting Solutions, Inc., for the purchase of skills tests for the administration of the Clerk I, Records exam.
  - a) Mr. Bill Keller made a motion to approve payment. The motion was seconded by Mr. Lyle Mitchell. The motion passed unanimously.

#### **X. OTHER BUSINESS**

None

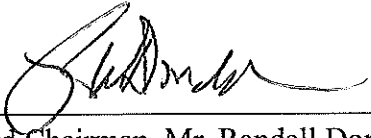
#### **RECESS/ADJOURN**

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

Board Chairman, Mr. Randall Donaldson, adjourned the meeting at 6:28 p.m.

Minutes submitted by Danielle Warren, LEPB Office Administrator, on 11/01/2022.

X

  
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Board Chairman, Mr. Randall Donaldson

Date: 11-1-22

X   
Board Secretary, Mr. Lyle Mitchell

Date: 11-1-2022

The next meeting of the Shelby County LEPB is a regular meeting planned for Tuesday, October 18, 2022, at 4:00 p.m. at the Sheriff's Office Training Center at 543 McDow Road, Columbiana, AL 35051.