

# SHELBY COUNTY LAW ENFORCEMENT PERSONNEL BOARD

P.O. BOX 1006  
COLUMBIANA, AL 35051

Shelby County Law Enforcement Personnel Board  
Regular Meeting Minutes  
January 17, 2023, at 4:00 PM  
Sheriff's Office Training Center—Large Classroom  
543 McDow Road Columbiana, AL 35051

## I. CALL TO ORDER

Mr. Jake Guercio called the meeting to order at 4:02 p.m.

## II. INVOCATION

Mr. Bill Keller gave the invocation.

## III. ROLL CALL

Present:

Mr. Jake Guercio

Mr. James Sellers

Mr. Bill Keller

Mr. Alan Miller

Danielle Warren, LEPB Office Administrator

Absent:

Mr. Randall Donaldson

Others Present:

Sheriff John Samaniego

Major Jay Fondren

Ms. Leigh Ann Bates

Lieutenant Nathan Kendrick

Sergeant John Baggett

## IV. ELECTION OF OFFICERS

In accordance with the provisions of the enabling act for the LEPB, the election of Board Chairman and Board Secretary are required to be conducted at the beginning of each calendar year.

Mr. Jake Guercio opened the floor for nominations for the office of Board Chairman. Mr. Bill Keller nominated Mr. Jake Guercio. Mr. Jake Guercio called for nominations for Board Chairman two more times. With no further nominations made, Mr. Bill Keller declared Mr. Jake Guercio the Board Chairman for 2023.

Board Chairman, Mr. Jake Guercio, opened the floor for nominations for the office of Board Secretary. Mr. Bill Keller nominated Mr. James Sellers for Board Secretary. Mr. Jake Guercio called for nominations for Board Secretary two more times. With no further nominations made, Chairman Mr. Jake Guercio declared Mr. James Sellers Board Secretary for 2023.

**V. ADOPTION OF AGENDA**

- a. Mr. Bill Keller made a motion to approve the agenda as presented. The motion was seconded by Mr. James Sellers. The motion passed unanimously.

**VI. READING/APPROVAL OF DECEMBER 20, 2022, REGULAR MEETING MINUTES**

- a. Mr. Bill Keller made a motion to accept the December 20, 2022, regular meeting minutes as presented. The motion was seconded by Mr. James Sellers. The motion passed unanimously.

**VII. CORRESPONDENCE AND MESSAGES**

Notices from the Sheriff's Office were reviewed, no action required.

**VIII. OLD BUSINESS**

- 1) Update on status of the Sheriff's Office recruitment video
  - a) Major Jay Fondren provided an update on the release of the recruitment video through Facebook and stated that future recruitment video ideas are being discussed including videos showing employee's outside of the work environment to help create a more personal context. Ideally the goal is to create videos that rebrand the agency with a video release every four to five months to keep content fresh and is appealing to younger, prospective candidates.
- 2) Reserve Sick Leave Bank Proposal Letter
  - a) Danielle Warren, LEPB Office Administrator, presented Board members with a letter to be disseminated to Sheriff's Office employees discussing the results of the Reserve Sick Leave Bank audit and detailing the method for making deductions and restocking days in the RSLB going forward. Mr. Bill Keller made a motion to approve the letter as presented. The motion was seconded by Mr. James Sellers. The motion passed unanimously. Ms. Warren is to email the letter to Ms. Leigh Ann Bates requesting the email be distributed to all Shelby County Sheriff's Office employees as soon as feasible. The Board would like to reach out to Mr. Butch Ellis to discuss the legality of allowing employees nearing

retirement or employees who aren't members that'd like to contribute days towards the RSLB.

## **IX. NEW BUSINESS**

- 1) Review/Approval of January 13, 2023, Deputy Sheriff and Jail Deputy Test Scores
  - a. Mr. Bill Keller made a motion to accept the test scores as presented. The motion was seconded by Mr. Alan Miller. The motion passed unanimously. A copy of the test scores were provided to Sheriff John Samaniego.
- 2) Discussion on Educational Incentives with review of a revised Educational Incentive Request Form
  - a. Ms. Warren asked the Board how she was to collect the educational incentive requests, whether throughout the year or only at the end of the year, as well as the deadline for submissions. She was instructed to collect them throughout the year to be reviewed at the last Board meeting of the calendar year so they may be submitted to payroll and paid out in the first pay period of January the following year, per the Rules and Regulations. Mr. James Sellers stated that there was some question whether recipients of the incentive would be paid a prorated amount for the three months (October, November, and December) where they were not being paid the incentive. The Board stated the intent of the rule amendment was for the incentive be paid out as a lump sum at the first pay period of the calendar year, with no proration. An additional question posed to Mr. Sellers was whether an employee, currently receiving the educational benefit, would retain the benefit if reclassified. The Board stated that the benefit follows the employee regardless of any classification change. The Board will review the rule for educational incentives and adding cut-off dates, but agree if employed prior to December 31 of that year, then incentive-eligible employees should be allowed to receive the benefit.
- 3) Clarification on End-of-Year Vacation Accrual Carryover
  - a. Mr. James Sellers stated there had been confusion regarding the end-of-year vacation accrual carryover. The understanding has long been that on December 31st of that calendar year, as long as the employee is at or under 240 hours of earned, accrued vacation time, then they are eligible to receive the incentive for the next day. The earned accruals begin on the 1st day of each month. Mr. Alan Miller stated that he would draft a resolution to clarify and amend the rule that the employee, on December 31st, with earned, accrued hours at or under 240, would receive the

incentive for the next day. The resolution will be presented at the next regular Board meeting.

- 4) Former Deputy William Yazel Termination Appeal Request
  - a. Mr. Jake Guercio asked to hold on any discussion on Mr. Yazel's appeal request until after completing regular Board business so that the Board may enter executive session for discussion on the matter.

## **X. FINANCIALS**

- 1) Resolution 2023-01-17(2) from Industrial/Organizational Solutions, Inc., Invoice #C55294A for \$50.00 for Pearson REACH Testing
  - a. Mr. Bill Keller made a motion to approve the invoice for payment. The motion was seconded by Mr. James Sellers. The motion passed unanimously.
- 2) Resolution 2023-10-17(3) Invoice #INV-31112 for \$7,216.53 of NeoGov Insight subscription for 02/28/2023-02/28/2024.
  - a. Mr. Bill Keller made a motion to approve the invoice for payment. The motion was seconded by Mr. James Sellers. The motion passed unanimously.
- 3) December 2022 and January 2023 Year-to-Date Budget Reports were reviewed, no action taken.

## **XI. OTHER BUSINESS**

- a. Major Jay Fondren made a recommendation from the floor that a section for "Public Comment" be added to the agenda to help streamline meetings in the event there are any comments or questions from the meeting attendants.
- b. Major Jay Fondren also made a recommendation from the floor that the LEPB Rules & Regulations be updated on an annual basis to include any amendments made to the current Rules & Regulations, rather than having a separate document with the amendments.

## **XII. EXECUTIVE SESSION**

Mr. Bill Keller made a motion to go into executive session.

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/or (2) Discuss pending legal actions which either are or could be associated with the LEPB and/or (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 30 minutes.

(Time recessed 4:55 p.m. Time reconvened at 5:18 p.m.)

The Board entered into regular session at 5:18 p.m.

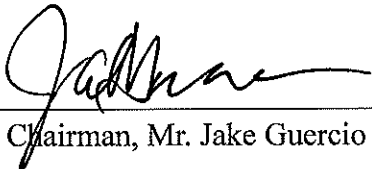
The Board granted Mr. Yazel's request for an appeal hearing. The hearing is scheduled for Friday, February 17, 2023, at 1:00 o'clock p.m., at the Sheriff's Office Training Center.

**RECESS/ADJOURN**

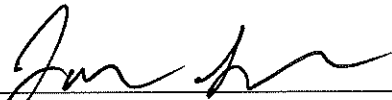
There being no further business, Mr. Bill Keller made a motion to adjourn the meeting.

Board Chairman, Mr. Jake Guercio, adjourned the meeting at 5:26 p.m.

Meeting minutes submitted by Danielle Warren, LEPB Office Administrator, on 02/07/2023.

X   
\_\_\_\_\_  
Board Chairman, Mr. Jake Guercio

Date: 2 / 7 / 2023

X   
\_\_\_\_\_  
Board Secretary, Mr. James Sellers

Date: 2 / 7 / 2023

The next meeting of the Shelby County LEPB is a regular meeting scheduled for February 7, 2023, at 4:00 P.M. at the Sheriff's Office Training Center, Large Classroom, at 543 McDow Road, Columbiana, AL, 35051.