

# SHELBY COUNTY LAW ENFORCEMENT PERSONNEL BOARD

P.O. BOX 1006  
COLUMBIANA, AL 35051

Shelby County Law Enforcement Personnel Board  
Regular Meeting Minutes  
February 21, 2023, at 4:00 PM  
Sheriff's Office Training Center—Large Classroom  
543 McDow Road Columbiana, AL 35051

## I. CALL TO ORDER

Board Chairman, Mr. Jake Guercio, called the meeting to order at 4:07 p.m.

## II. INVOCATION

Mr. Alan Miller gave the invocation.

## III. ROLL CALL

Present:

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

Others Present:

Mr. Dale Gorham of Net-to-Net, Inc.  
United States Army Staff Sergeant David Mead  
Major Jay Fondren  
Ms. Leigh Ann Bates  
Captain Mark Bishop  
Lieutenant Nathan Kendrick  
Sergeant David Perry  
Alayna Dunkerley with WBRC/Fox 6  
Eric Bishue with WBRC/Fox 6

## IV. ADOPTION OF AGENDA

Mr. Alan Miller made a motion to approve the agenda as presented. The motion was seconded by Board Secretary, Mr. James Sellers. The motion passed unanimously.

**V. ADVERTISING PRESENTATION BY MS. ALAYNA DUNKERLEY WITH WBRC/FOX 6**

Mr. Alayna Dunkerley and Mr. Eric Bishue discussed the benefits of advertising with WBRC/Fox 6, part of Gray Media, where television and radio ads help to reach a large number of candidates while also showcasing organization values. WBRC/Fox 6 partnered with the Alabama Department of Labor in creating Putting Alabama to Work to meet employer recruitment needs as well as serve as an employment resource for potential candidates.

Mr. Jake Guercio said he would speak with Ms. Dunkerley and see if WBRC/Fox 6 has any information to show statistics on campaigns for other law enforcement agencies, specifically. He would then ask them to come back with additional information on what a possible recruiting campaign would look like. The Board would like for the Sheriff to be able to attend that meeting so he may provide input on the topic.

**VI. P.A.Y.S. PRESENTATION BY UNITED STATES ARMY STAFF SERGEANT DAVID MEAD**

United States Army Staff Sergeant David Mead discussed the P.a.Y.S. Program, the Partnership for Youth Success. Candidates are recruited from both Active Duty Army soldiers reaching end-of-service or Army Reserves, where those potential candidates are guaranteed an interview with the employer. The employer is under no obligation to hire the candidate if that candidate does not meet hiring standards, or is unqualified for the position, or is simply not a “good fit”; they are only guaranteed an interview, not a position. The program helps end-of-service active duty or reserve duty soldiers transition to civilian employment. The agreement is effective for 10 years with a 90 day notice if planning to withdraw from the agreement. The LEPB requires potential candidates to go through a testing process. Mr. Randall Donaldson asked if the guarantee could be that the candidate can sit for the test or is it strictly to interview only? Staff Sergeant Mead stated that he would need to reach out to his supervisor to ask if that is possible and would get back with the Board with the answer, though he did not foresee that being an issue. The Board expects to have an update by the next meeting.

**VII. JOB DESCRIPTIONS PRESENTATION BY EMPLOYMENT LAW ATTORNEY MR. CARL O’NEAL**

Mr. Carl O’Neal introduced himself to the Board and those in attendance. Stated that most of his work is with small to midsize employers, ranging from 15 to 1500 employees and he operates a boutique legal practice, as well. Job descriptions are a fundamental building block. He asked that we provide him with existing job

descriptions so he could take a look at them and vet the descriptions by talking to incumbents ranging from new, mid-, and senior career levels. If new job descriptions were required, he recommended contacting other agencies to see if they have something similar and building from those based on the needs of the Sheriff's Office. Ms. Warren was instructed to email Mr. O'Neal the job descriptions as soon as possible.

**VIII. READING/APPROVAL OF FEBRUARY 7, 2023, REGULAR MEETING MINUTES**

Mr. Bill Keller made a motion to accept the February 7, 2023, regular meeting minutes as presented. The motion was seconded by Mr. James Sellers. The motion passed unanimously.

**IX. CORRESPONDENCE AND MESSAGES**

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

**X. OLD BUSINESS**

- 1) Website update with Mr. Dale Gorham of Net-to-Net, Inc.
  - a) Mr. Dale Gorham provided the Board with an update on the status of the website.
- 2) Laptop Training Dates Discussion with Mr. Dale Gorham
  - a) The LEBP and Mr. Dale Gorham will determine training dates once the laptops are inspected and returned.

**XI. NEW BUSINESS**

- 1) Review/Approval of February 10, 2023, Deputy Sheriff and Jail Deputy Test Scores
  - a. Mr. Randall Donaldson made a motion to accept the test scores as presented. The motion was seconded by Mr. Bill Keller. The motion passed unanimously. A copy of the test scores were provided to Major Jay Fondren.
- 2) IOS 2023 Sworn Promotional Process Statement of Work
  - a. The proposed work schedule had already been approved. The Statement of Work needed to be signed. No further discussion was required.

**XII. FINANCIALS**

- 1) Review of January 2023 and February 2023 Budget Reports were reviewed, no action taken.

**XIII. PUBLIC HEARING ON RESOLUTION 2023-02-07(2)**

The next regular Board meeting and public reading of the resolution will be held on March 7, 2023. If there is no further discussion, the Board will pass the resolution.

**XIV. OTHER BUSINESS**

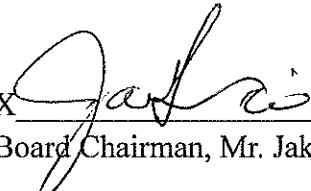
Mr. Randall Donaldson recommended readjust meeting dates. Historically board meetings occurred on the first and third Tuesdays of the month, while test dates were held on the second Friday of each month. Some months cause an excessive amount of time to lapse between test dates and board meetings. After discussion on difficulty of moving too many meetings around, Mr. Donaldson recommended the test scores be submitted to the Board electronically for the Board to discuss and if no contest, scores and applications be released with a ratifying vote made at the following board meeting. Mr. Alan Miller stated there could be some possible gray area on the matter and should consult Mr. Josh Arnold for further guidance.

**RECESS/ADJOURN**

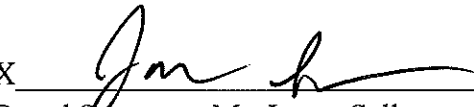
There being no further business, Mr. Randall Donaldson made a motion to adjourn the meeting. The motion was seconded by Mr. Alan Miller. The motion passed unanimously.

Board Chairman, Mr. Jake Guercio, adjourned the meeting at 6:31 p.m.

Meeting minutes submitted by Danielle Warren, LEPB Office Administrator, on 03/07/2023.

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

Date: 3/7/23

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

Date: 3/7/23

The next meeting of the Shelby County LEPB is a regular meeting planned for Tuesday, March 7, 2023, at 4:00 p.m. at the Sheriff's Office Training Center at 543 McDow Road, Columbiana, AL, 35051.