

SHELBY COUNTY LAW ENFORCEMENT PERSONNEL BOARD

P.O. BOX 1006
COLUMBIANA, AL 35051

Shelby County Law Enforcement Personnel Board
Regular Meeting Minutes
March 7, 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 4:03 p.m.

II. INVOCATION

Mr. Randall Donaldson gave the invocation.

III. ROLL CALL

Present:

Mr. Jake Guercio, Board Chairman

Mr. James Sellers, Board Secretary

Mr. Randall Donaldson

Mr. Alan Miller

Mr. Bill Keller

Danielle Warren, LEPB Office Administrator

Others Present:

Sheriff John Samaniego

Major Jay Fondren

Ms. Leigh Ann Bates

Mr. Carl O'Neal

IV. ADOPTION OF AGENDA

Mr. Randall Donaldson made a motion to approve the agenda as presented. The motion was seconded by Mr. James Sellers. The motion passed unanimously.

V. READING/APPROVAL OF FEBRUARY 17, 2023, WILLIAM YAZEL HEARING MINUTES & FEBRUARY 21, 2023, REGULAR MEETING MINUTES

Mr. James Sellers made a motion to accept the February 17, 2023, Hearing Minutes and the February 21, 2023, regular meeting minutes as presented. The motion was seconded by Mr. Randall Donaldson. The motion passed unanimously.

VI. CORRESPONDENCE AND MESSAGES

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

VII. OLD BUSINESS

1) Memorandum of Agreement for P.a.Y.S. Program

- a) Mr. Randall Donaldson made a motion to approve the Memorandum of Agreement. The motion was seconded by Mr. James Sellers. The floor was opened for discussion. Following discussion, it was determined that all mentions of the "Shelby County Sheriff's Office" should be changed to the "Shelby County Law Enforcement Personnel Board," since the agreement is between the Board and the P.a.Y.S. Program. Ms. Warren was instructed to request a corrected copy of the Memorandum of Agreement to be submitted at the next, regular board meeting.

2) Job Analysis Proposals

- a) Mr. Carl O'Neal of PeopleSmart attended the meeting and offered to answer any questions attendees may have. Mr. O'Neal stated the point wasn't to "reinvent the wheel," only to see if there needed to be updates to current job descriptions. Mr. O'Neal provided a brief overview of the process to evaluate the current job descriptions, including looking at job descriptions at other agencies. Mr. O'Neal stated that he would like for the Command Staff to review the job descriptions and inform him if there were necessary additions and/or changes so he could add the other items. Mr. Randall Donaldson suggested that first line positions review the job descriptions and then the Sheriff and Command Staff would have the final review. Sheriff stated that he would prefer any necessary changes be completed from a top-down approach. Mr. O'Neal recommended the job description review be blended into an annual review and he would like to assess the current annual review form to offer any advice and/or suggestions. The Board considered three quotes for the job analysis project submitted by Dr. Katherine Webb, Pontifex Consulting, as well as the PeopleSmart quote submitted by Mr. Carl O'Neal. Mr. Alan Miller made a motion to accept the quote submitted by PeopleSmart. The motion was seconded by Mr. James Sellers. The motion passed unanimously. Ms. Warren was instructed to coordinate communication between Major Jay Fondren and Mr. Carl O'Neal of PeopleSmart to begin the job analysis process.

3) Yazel Rehearing Reschedule Request from Mr. Bill Gray

- a) Mr. Bill Gray, representing Mr. William Yazel, requested the rehearing date be rescheduled to April 4, 2023. The Board granted Mr. Gray's request.

- 4) Resolution 2023-02-07(2) regarding Vacation Accrual
 - a) Mr. Randall Donaldson made a motion to approve the resolution as presented. The motion was seconded by Mr. James Sellers. The motion passed unanimously.

VIII. NEW BUSINESS

- 1) Ratification of February 24, 2023, Deputy Sheriff and Jail Deputy Test Scores
 - a. Mr. Randall Donaldson made a motion to ratify the test scores as presented and the candidates be added to the qualified applicant list. The motion was seconded by Mr. Bill Keller. The motion passed unanimously. A copy of the test scores were submitted to Major Jay Fondren.

IX. FINANCIALS

- 1) Resolution 2023-03-7(1) from Birmingham Reporting Service, Inc., Invoice #60613 for \$626.25 for Transcription of William Yazel Proceeding
- 2) Resolution 2023-03-07(2) from Birmingham Reporting Service, Inc., Invoice #60430 for \$425.00 for Court Reporter Fee for William Yazel hearing
- 3) Resolution 2023-03-07(3) from Net-to-Net, Inc., Invoice #10314 for \$285.00 for Work Completed on Laptops
- 4) Expense Report for Danielle Warren for mileage and post office expense reimbursement
 - a. Mr. Bill Keller made a motion to approve all invoices and Ms. Warren's expense report as presented. The motion was seconded by Mr. Randall Donaldson. The motion passed unanimously.

X. OTHER BUSINESS

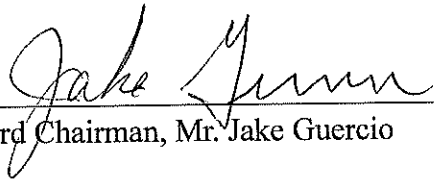
Mr. James Sellers provided an update to the LEPB regarding Sheriff's Office employee requests to have the Board meetings broadcast via Zoom. The Board stated that they would still have to meet in person; however, they were open to exploring methods of broadcasting the meetings for any interested parties. It was also stated that the minutes would provide the official record of the meeting. Ms. Warren was instructed to discuss available options to facilitate telemeeting functions for public attendance.

RECESS/ADJOURN


Board Secretary, Mr. James Sellers, made a motion to adjourn the meeting. The motion was seconded by Mr. Bill Keller.

Mr. Jake Guercio adjourned the meeting at 5:07 p.m.

Minutes submitted by Danielle Warren, LEPB Office Administrator, on 3/21/2023.

X 
Board Chairman, Mr. Jake Guercio

Date: 3 / 21 / 2023

X 
Board Secretary, Mr. James Sellers

Date: 3 / 21 / 2023

The next meeting of the Shelby County LEPB is a regular meeting planned for Tuesday, March 21, 2023, at 4:00 p.m. at the Sheriff's Office Training Center at 543 McDow Road, Columbiana, AL, 35051.