

**MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES**  
**Monday, March 14, 2011**

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, March 14, 2011, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 6:00 P.M.

The following Board members were present:

Jason Windsor, Chairman  
Talmadge Butler, Secretary  
Bill Elkins, Board Member  
Charles Whisenant, Board Member

Also present were Attorney Clint Maze, Personnel Administrator Christy Kelley, and Personnel Assistant Beverly Lemons.

**I. CALL TO ORDER**

Board Chairman Jason Windsor called the meeting to order at 6:00 P.M. He asked everyone to stand for prayer and the Pledge of Allegiance.

**II. INVOCATION**

Board member Bill Elkins offered the invocation.

**III. PLEDGE OF ALLEGIANCE**

Board member Talmadge Butler led the Pledge of Allegiance.

**IV. APPROVAL OF AGENDA**

Chairman Jason Windsor asked if there were any corrections or additions to the meeting agenda. There were none. Chairman Windsor entertained a motion to approve the agenda as written. Board member Charles Whisenant made a motion to approve the agenda as written. Board Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

**V. APPROVAL OF MINUTES**

Chairman Windsor asked for a motion to approve the minutes for the February 14, 2011 Personnel Board meeting. Board member Bill Elkins offered a motion to approve the minutes as presented. Board Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

## **VI. PUBLIC COMMENTS**

Ms. Traci Hoke, Dispatcher for the Marshall County Sheriff's Department was introduced. Ms. Hoke gave a summary of her job duties as Dispatcher.

## **VII. OLD BUSINESS.**

There was no old business.

## **VIII. NEW BUSINESS**

**Engineering – Consider approval of Engineering Clerk job description revision proposed by County Engineer, Bob Pirando.**

No action was taken on the proposed revision.

**Engineering – Consider approval of Traffic & Road Signs Technician job description revisions proposed by County Engineer, Bob Pirando.**

Chairman Windsor explained that County Engineer Bob Pirando requested revisions to the job description for the Traffic & Road Signs Technician. The revisions include changes to the essential job functions item B and to the minimum qualifications to read as follows:

- B. Assist engineering staff as needed
  1. Traffic Control
  2. Project Inspection
  3. Surveying
  
- Minimum Qualifications
  1. High school diploma or GED equivalent, minimum required
  2. Some computer skills including but not limited to Excel spreadsheets
  3. Ability to read and write English, and read maps and blueprints (desirable)
  4. Experience in maintaining traffic and road signs is highly desirable, or an equivalent combination of education and experience in civil engineering or public works
  5. Valid driver's license

A motion was made by Board Member Charles Whisenant to approve the changes to the Traffic & Road Signs Technician job description. Board Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

**Personnel Board – Consider approval of revised Marshall County Drug & Alcohol Workplace Policy for County employees.**

A motion was made by Board member Bill Elkins to table this item. Board Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Chairman Windsor asked the Personnel Board members to review the proposed policy and give comments or questions to Board Attorney Clint Maze by Friday, March 18, 2011. Copies of the proposed policy will then be sent out to Appointing Authorities and Department Heads along with invitations to the next Personnel Board meeting to discuss the policy.

**Personnel Board – Consider approval of date and/or location change for Personnel Board meeting scheduled on April 11<sup>th</sup>, 2011.**

Chairman Windsor explained that this scheduled meeting conflicted with a County Commission meeting scheduled for the same night. He entertained a motion to change the date of the scheduled April Personnel Board meeting. Board member Bill Elkins made a motion to change the meeting date from Monday, April 11<sup>th</sup>, to Monday, April 4<sup>th</sup>, 2011. Board Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel Board – Consider Employee Appreciation celebration during the week of May 23<sup>rd</sup>.**

Chairman Windsor asked if there was a motion to approve the celebration of Employee Appreciation Day and allow Personnel Administrator Christy Kelley to solicit funds from appointing authorities and department heads to pay for a luncheon for Marshall County employees. Board member Charles Whisenant made a motion to approve this celebration. Board member Bill Elkins seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel Board – Consider approval of travel request by Christy Kelley to attend one day AAPPA training course in Hoover, AL on April 8<sup>th</sup>, 2011.**

Chairman Windsor asked if there was a motion to approve the travel request to allow Personnel Administrator Christy Kelley to attend training in Hoover, Alabama on April 8, 2011. This training is sponsored by the Alabama Association of Public Personnel Administrators. A motion was made by Board member Bill Elkins to approve the travel request. The motion was seconded by Board Secretary Talmadge Butler. The motion was carried by voice vote with no “nay” votes being cast.

**IX. LEGAL UPDATE**

Attorney Clint Maze reported that the opinion of the Personnel Board had been submitted to Jeremy Stewart and that Mr. Stewart has forty-two (42) days from the date of the opinion to appeal to the Circuit Court in Marshall County.

**X. STAFF REPORT**

Personnel Administrator Christy Kelley reported the following personnel actions for the month of February, 2011.

- There were no new hires for the month of February.

