

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES
Thursday, April 14, 2011

The regular monthly meeting of the Marshall County Personnel Board was held on Thursday, April 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
Martha Handschumacher, Vice 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

Secretary Talmadge Butler offered the invocation.

III. PLEDGE OF ALLEGIANCE

Vice Chairman Martha Handschumacher 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. Vice Chairman Martha Handschumacher 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 March 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

Mr. Keith Duke, Road Maintenance Specialist for Marshall County District #4, was introduced. Ms. Duke gave a summary of his job duties as Road Maintenance Specialist.

VII. OLD BUSINESS.

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

Chairman Windsor stated this item had been tabled at the last meeting. He asked if there was a motion to bring this item off the table. Board member Charles Whisenant made a motion to bring the item off the table. Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

Attorney Maze explained that if the Personnel Board approved the Drug & Alcohol Workplace Policy, the Policy would not go into effect until after a public hearing. The Policy must be made available to the public for review and a thirty-day notice must be given before the public hearing is held.

Chairman Windsor asked if there was a motion to approve the proposed Drug & Alcohol Workplace Policy for County Employees and to set the public hearing for Thursday, May 19, 2011 at 5:00 p.m. with the regular Personnel Board meeting to be held on the same date, with the work session at 5:30 p.m. and the regular Board meeting at 6:00 p.m. Board member Bill Elkins offered the motion to approve the Policy and have the public hearing and next regular Board meeting on May 19, 2011. Vice Chairman Martha Handschumacher seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

VIII. NEW BUSINESS

Appraisal & Mapping – Consider approval of GIS Technician Trainee job description revisions proposed by Appraisal & Mapping Administrator David Phillips.

Chairman Windsor explained that the change requested is to add “or equivalent combination of education and experience” to the minimum requirements section of the job description for the GIS Technician Trainee. Vice Chairman Martha Handschumacher made a motion to approve the requested change. Board member Bill Elkins seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

Appraisal & Mapping – Consider approval of request from David Phillips to post current GIS Tech I and Tech II positions as GIS Tech Trainee positions.

Chairman Windsor explained that the request was to allow open positions for GIS Technicians I and II to be posted as GIS Trainee positions if there are no qualified applicants for the Technician I and II positions. Board member Bill Elkins made a motion to allow, from this point forward, for GIS Technicians I and II positions to be posted as GIS Trainee positions if there are no qualified applicants for the GIS Technicians I and II positions. The motion was seconded by Board member Charles Whisenant. 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 annual SHRM (Society of Human Resource Management) conference in Birmingham, AL on May 18, 2011.

Chairman Windsor called for a motion to approve the travel request by Christy Kelley to attend the annual SHRM conference in Birmingham on May 18, 2011. A motion to approve the travel was made by Vice Chairman Martha Handschumacher. The motion was seconded by Board member Charles Whisenant. The motion was carried by voice vote with no "nay" votes being cast.

Personnel Board – Consider acceptance of resignation from Board Attorney Clint Maze.

Chairman Windsor stated that Attorney Maze has done an excellent job for the Personnel Board and the Board wishes him well in all his endeavors. Chairman Windsor asked if there was a motion to accept the resignation of Attorney Clint Maze. Board member Charles Whisenant made a motion to accept the resignation of Attorney Clint Maze. Board member Bill Elkins seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Personnel Board – Consider approval to hire Attorney Jeffrey McLaughlin to represent Personnel Board.

Chairman Windsor stated that Attorney McLaughlin had been an advocate of the Personnel Board as a State Representative and had served as the Attorney for the Personnel Board in the past. Chairman Windsor asked if there was a motion to hire Jeffrey McLaughlin as the Personnel Board Attorney. Vice Chairman Martha Handschumacher made a motion to hire Attorney McLaughlin. Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

IX. LEGAL UPDATE

Attorney Clint Maze reported that Mr. Jeremy Stewart's time to appeal his termination to the Marshall County Circuit Court has elapsed, and he did not appeal; therefore, his termination from employment will stand. Attorney Maze also reported that an opinion had been issued by the Personnel Board upholding the termination of Ms. Carol Storck from the Probate Office. Ms. Storck will have thirty days from April 15, 2011 to file an appeal to the Marshall County Circuit Court.

X. STAFF REPORT

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

- There were five (5) new hires for the month of March.
 - 1 – Operations Support Specialist (full-time) EMA
 - 1 – Corrections Officer-Male (temporary) Jail
 - 1 – Dispatcher (temporary) Jail
 - 1 – Corrections Officer-Female (temporary) Jail
 - 1 – Deputy (part-time) Sheriff's Dept.

- There were two (2) terminations in the month of March:
 - 1 – Dispatcher Jail
 - 1 – Probate Clerk Probate


- There was one (1) employee requesting leave of absence in the month of March. One employee was approved for FMLA leave for her own serious health condition.

- There were no promotions, demotions or transfers in the month of March.

- Invitations were sent to two employees to attend the Personnel Board Meeting.

XI. ADJOURNMENT

Chairman Windsor asked for a motion to adjourn the meeting. Board member Charles Whisenant made the motion to adjourn the meeting. Vice Chairman Martha Handschumacher seconded the motion. The motion carried by voice vote with no "nay" votes being cast.



Talmadge Butler, Board Secretary
Marshall County Personnel Board
Meeting Date: April 14, 2011

5/19/11
Date