

## **MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES**

**Monday, June 13, 2011**

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, June 13, 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  
Charles Whisenant, Board Member

Also present were Attorney Jeffrey McLaughlin, 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 Chairman Jason Windsor offered the invocation.

### **III. PLEDGE OF ALLEGIANCE**

Secretary 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 May 19, 2011 Personnel Board meeting. Board Secretary Talmadge Butler offered a motion to approve the minutes as presented. Board member Charles Whisenant seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Chairman Windsor asked for a motion to approve the minutes for the May 19, 2011 Public Hearing for changes to the Employee Handbook regarding modification of the Drug & Alcohol Workplace Policy. Vice Chairman Martha Handschumacher 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**

District #2 employee Mark Askew, Road Maintenance Specialist, introduced himself to the Board.

#### **VII. OLD BUSINESS**

**Sheriff's Department – Consider approval of request from Sheriff Scott Walls to go into executive session to discuss FMLA involving the good name and character of a County employee.**

Chairman Windsor noted that the Sheriff Walls was not in attendance at the meeting and called for a motion to chair this item. Board member Charles Whisenant made a motion to chair this item. Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

#### **VIII. NEW BUSINESS**

**Personnel Board - Consider approval of proposed FY 2011-2012 Personnel Board Budget.**

Chairman Windsor asked if there were any questions concerning the proposed budget totaling \$119, 446.49. Vice-Chairman Martha Handschumacher made a motion to approve the FY 2011-2012 Personnel Board budget as presented. Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

**Personnel Board – Consider approval of Resolution 11-01 recommending that the County Commission award and approve merit increases to all eligible classified service employees of the County.**

Chairman Windsor explained that this was a resolution recommending that the County Commission give merit increases for eligible employees for the 2011-2012 fiscal year. Chairman Windsor asked for a motion to approve Resolution 11-01. Secretary Talmadge Butler made a motion to approve the resolution. Vice-Chairman Martha Handschumacher seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

## **IX. LEGAL UPDATE**

Attorney Jeffrey McLaughlin stated that he had nothing to report other than that the Drug & Alcohol policy with the revisions approved at the May, 2011 Personnel Board meeting had been sent to the Personnel Administrator.

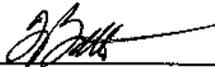
## **X. STAFF REPORT**

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

- There were five (5) new hires for the month of May:
  - 1 – Road Maintenance Technician (full-time) District #1
  - 1 – Corrections Officer-Male (part-time) Jail
  - 1 – Road Maintenance Technician (full-time) District #2
  - 1 – Deputy (full-time) Sheriff's Dept.
  - 1 – Corrections Officer (full-time) Jail
  
- There were five (5) terminations in the month of May:
  - 3 – Corrections Officers-Male Jail
  - 1 – Engineering Clerk Engineering
  - 1 – Traffic & Road Signs Technician Engineering
  
- There was one (1) employee approved for FMLA leave for his own serious medical condition.
  
- There were seven (7) promotions or transfers in the month of May:
  - 1 – Promotion from Corrections Officer to Sr. Corrections Office in the Jail
  - 1 – Promotion from Support Clerk to Administrative Coordinator in the Sheriff's Dept.
  - 1 – Transfer from Accounting Clerk in the Commission Office to Engineering Clerk in the Engineering Dept
  - 1 – Transfer from Road Maintenance Tech in District #1 to Traffic & Road Sign Tech in the Engineering Dept
  - 1 – Promotion from Administrative Clerk to Accounting Clerk in the Commission Office
  - 2 – Promotions from Appraisal Tech I to GIS Tech Trainee positions in the Appraisal Dept
  
- Employee Appreciation Day was held on Wednesday, May 25, 2011. Hot dogs, hamburgers, beans, chips, desserts and soft drinks were served to employees.
  
- 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. Secretary Talmadge Butler seconded the motion. The motion carried by voice vote with no "nay" votes being cast.



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Talmadge Butler, Board Secretary  
Marshall County Personnel Board  
Meeting Date: June 13, 2011



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Date