

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, August 8, 2011

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, August 8, 2011, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 7:00 P.M.

The following Board members were present:

Jason Windsor, Chairman
Talmadge Butler, Secretary
Randall Haney, Board Member
Charles Whisenant, Board Member

Also present were Board Attorney Jeff McLaughlin, Personnel Administrator Christy Kelley, and Personnel Assistant Beverly Lemons.

I. CALL TO ORDER

Board Chairman Jason Windsor called the meeting to order at 7:00 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

Board member Randall Haney 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. 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 July 12, 2011 Personnel Board meeting. Board member Charles Whisenant offered a motion to approve the minutes as presented. Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. PUBLIC COMMENTS

There were no public comments.

VII. OLD BUSINESS

Personnel Board – Consider approval of eligible employee list for new drug policy.

Chairman Windsor asked if there was a motion to approve the “eligible employee” list for the Personnel Board’s drug policy. Secretary Talmadge Butler made a motion to approve the “eligible employee” list as presented. Board member Randall Haney seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

VIII. NEW BUSINESS

Engineering Department - Consider approval of request from County Engineer Bob Pirando to change the Engineering Clerk position to an Administrative Assistant position, and

Engineering Department – Consider request from County Engineer Bob Pirando to change the Engineering Clerk job description to an Administrative Assistant-Engineering job description.

Chairman Windsor asked for a motion regarding the request from County Engineer Bob Pirando to change the Engineering Clerk position to an Administrative Assistant position. Board member Charles Whisenant made a motion to table (1) the request for changing the Engineering Clerk position to an Administrative Assistant position, and (2) the request for changing the Engineering Clerk job description to an Administrative Assistant-Engineering job description. 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 FMLA policy.

Chairman Windsor asked for a motion regarding the proposed FMLA policy. Secretary Talmadge Butler made the motion to table the request for approval of the revised FMLA policy. Board member Randall Haney seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

IX. LEGAL UPDATE

Board Attorney Jeff McLaughlin stated he had nothing further to report to the Board.

X. STAFF REPORT

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

- There were seven (7) new hires for the month of July:
 - 3 – Corrections Officers-Male (full-time) Jail
 - 1 – Road Maintenance Technician (full-time) District #2
 - 1 – Corrections Officer-Female (part-time) Jail
 - 1 – Appraisal Technician (full-time) Appraisal
 - 1 – Dispatcher (full-time) Jail

- There were five (5) terminations in the month of July:
 - 1 – Corrections Officer-Female (full-time) Jail
 - 1 – Corrections Sgt. (full-time) Jail
 - 1 – Deputy (full-time) Sheriff's Dept.
 - 1 – Summer Intern (part-time) Engineering
 - 1 – Corrections Officer-Male (full-time) Jail

- There was one (1) employee approved for FMLA leave for her own serious medical condition.

- There was one demotion in the month of July. An Appraiser Trainee was voluntary demotion to the open position of Appraisal Technician III.

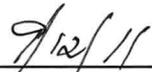
- Invitations were sent to two employees to attend the Personnel Board Meeting.

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.



Talmadge Butler, Board Secretary
Marshall County Personnel Board
Meeting Date: August 8, 2011



Date