

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

**Monday, September 12, 2011**

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, September 12, 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  
Randall Haney, Board Member

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

### **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**

Chairman Windsor 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. 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 August 8, 2011 Personnel Board meeting. Secretary Talmadge Butler offered a motion to approve the minutes as presented. Board member Randall Haney 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**

**Engineering Department - Consider approval of request from County Engineer Bob Pirando to change the Engineering Clerk position to an Administrative Assistant position. (Previously tabled)**

Chairman Windsor brought this item back on the table. He stated that if there was no motion concerning this matter, it would be brought back on the table in December. The item died for lack of a motion.

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

Chairman Windsor brought this item back on the table. He stated that if there was no motion concerning this matter, it would be brought back on the table in December. The item died for lack of a motion.

**Personnel Board – Consider approval of revised FMLA policy. (Previously tabled)**

This item was left tabled.

**VIII. NEW BUSINESS**

**Personnel Board – Consider election of Personnel Board Officers.**

Chairman Windsor turned the meeting over to the Personnel Board Attorney, Jeff McLaughlin.

Chairman: Attorney McLaughlin asked for nominations for the office of Chairman. Board member Randall Haney nominated Jason Windsor for Chairman. Secretary Talmadge Butler made a motion to close the nominations. Vice Chairman Martha Handschumacher seconded the motion. The motion to close nominations for the office of Chairman was carried by voice vote with no “nay” votes being cast. Attorney McLaughlin conducted a roll call vote on the election of Jason Windsor to the office of Chairman with the following results:

|                       |         |
|-----------------------|---------|
| Randall Haney         | Yes     |
| Martha Handschumacher | Yes     |
| Jason Windsor         | Abstain |
| Talmadge Butler       | Yes     |

Vice Chairman: Attorney McLaughlin asked for nominations for the office of Vice Chairman. Chairman Jason Windsor nominated Martha Handschumacher for Vice Chairman. Secretary Talmadge Butler made a motion to close the nominations. Board member Randall Haney seconded the motion. The motion to close nominations for the office of Vice Chairman was carried by voice vote with no “nay” votes being cast. Attorney McLaughlin conducted a roll call vote on the election of Martha Handschumacher to the office of Vice Chairman with the following results:

|                       |         |
|-----------------------|---------|
| Randall Haney         | Yes     |
| Martha Handschumacher | Abstain |
| Jason Windsor         | Yes     |
| Talmadge Butler       | Yes     |

Secretary: Attorney McLaughlin asked for nominations for the office of Secretary. Vice Chairman Martha Handschumacher nominated Talmadge Butler for Secretary. Chairman Jason Windsor made a motion to close the nominations. Vice Chairman Martha Handschumacher seconded the motion. The motion to close nominations for the office of Secretary was carried by voice vote with no “nay” votes being cast. Attorney McLaughlin conducted a roll call vote on the election of Talmadge Butler to the office of Secretary with the following results:

|                       |         |
|-----------------------|---------|
| Randall Haney         | Yes     |
| Martha Handschumacher | Yes     |
| Jason Windsor         | Yes     |
| Talmadge Butler       | Abstain |

Attorney McLaughlin then turned the meeting back over to Chairman Windsor.

**Personnel Board – Consider approval of Board Attorney agreement.**

Chairman Windsor stated that the agreement for support services of an attorney for the Personnel Board was the same as the previous year’s agreement. He asked if there was any discussion. Vice Chairman Martha Handschumacher stated that she was very happy with Attorney McLaughlin; and Chairman Windsor also stated that he was very glad to have Mr. McLaughlin as the Personnel Board Attorney,

Chairman Windsor asked for a motion to approve the support agreement between the Personnel Board and Attorney Jeff McLaughlin. Vice Chairman Martha Handschumacher made a motion to approve the agreement. Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel Board – Consider request to change October Personnel Board meeting date to October 3, 2011.**

Chairman Windsor asked if there was any discussion about changing the October meeting date to October 3, 2011, because the regular date of October 10<sup>th</sup> is a holiday. There being no discussion, he asked for a motion. Vice Chairman Martha Handschumacher made a motion to change the date for the next Personnel Board meeting to October 3, 2011. The motion was seconded by Secretary Talmadge Butler. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel Board – Consider adoption of Resolution -- Legislative Delegation.**

Chairman Windsor explained this was a resolution asking the Marshall County legislative delegation to leave the Personnel Board as it is. He asked if there was any discussion. After a discussion concerning the resolution, Chairman Windsor asked if there was a motion to table this item. Board member Randall Haney made a motion to table this item. Secretary Talmadge Butler 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 would look at the FMLA policy for the next meeting. He reported the other item he is working on is concerning a request from a private attorney as to whether a previous employee was a part-time employee or a full-time employee.

**X. STAFF REPORT**

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

- There were five (5) new hires for the month of August:

|   |                 |
|---|-----------------|
| 1 – Correction Officers-Male (part-time)    | Jail            |
| 1 – Correction Officer-Male (full-time)     | Jail            |
| 1 – Road Maintenance Technician (part-time) | District #2     |
| 2 – Deputies (full-time)                    | Sheriff's Dept. |
  
- There were three (3) terminations in the month of August:

|  |                 |
|--|-----------------|
| 1 – Road Maintenance Specialist          | District #2     |
| 1 – Deputy (part-time)                   | Sheriff's Dept. |
| 1 – Corrections Officer-Male (full-time) | Jail            |

Vice Chairman Martha Handschumacher asked for a clarification of the term “terminations” as used here. It was clarified that this means the employee is

no longer an employee of Marshall County--whatever the reason--not necessarily that the employee was fired.

- There were no leaves of absence to report for the month of August.
- There were no promotions, demotions or transfers in the month of August.
- Invitations were sent to two employees to attend the Personnel Board Meeting.

#### XI. ADJOURNMENT

Chairman Windsor commented on the Personnel Board newsletter saying it was well received and contained good information for the employees.

Chairman Windsor asked for a motion to adjourn the meeting. Vice Chairman Martha Handschumacher 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: September 12, 2011

100311  
Date