

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, October 3, 2011

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, October 3, 2011, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 6:30 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 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 6:30 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 Charles Whisenant 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 September 12, 2011 Personnel Board meeting. Secretary Talmadge Butler offered a motion to approve the minutes as presented. Vice Chairman Martha Handschumacher 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 revised FMLA policy. (Previously tabled)

Chairman Windsor stated this item would remain tabled.

Personnel Board – Consider adoption of Resolution – Legislative Delegation. (Previously tabled)

Chairman Windsor stated this item would remain tabled.

VIII. NEW BUSINESS

County Commission – Consider approval of administrative leave extension for County Administrator.

Chairman Windsor asked for a motion concerning the request from the County Commission to extend administrative leave for the County Administrator through October 31, 2011. Board member Charles Whisenant made a motion to extend the leave as requested by the Commission. Secretary Talmadge Butler seconded the motion. The motion was carried with no “nay” votes being cast.

IX. LEGAL UPDATE

There was no legal update.

X. STAFF REPORT

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


- There were four (4) new hires for the month of September.
 - 1 – Road Maintenance Technician (part-time) District #2
 - 1 – Corrections Officer-Male (full-time) Jail
 - 1 – Corrections Officer-Female (part-time) Jail
 - 1 – Probate Clerk (full-time) Probate

- There were two (2) terminations in the month of September.
 - 1 – Corrections Officer-Female (full-time) Jail
 - 1 – Deputy Sergeant (full-time) Sheriff's Dept.

- There were three leaves of absence for employees' own serious medical conditions approved during the month of September.
- There was one transfer made in the month of September. An Investigator was transferred to the open Deputy Sergeant position in the Sheriff's office.
- Personnel Administrator Christy Kelley attended the AAPP-Developing Personnel Policies & Procedures training class held on September 15-16, 2011 in Montgomery, AL.
- 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: October 3, 2011



Date