

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, November 14, 2011

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, November 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
Randall Haney, Board Member
Charles Whisenant, 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

Board member Randall Haney 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 October 3, 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. Chairman Windsor recognized District #4 Commissioner Tamey Hale and District Foreman Jeff Mayes who were in attendance at the meeting.

VII. OLD BUSINESS

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

Chairman Windsor stated this item had previously been tabled, but would now come before the Personnel Board. He asked Attorney Jeff McLaughlin to present the policy. Attorney McLaughlin stated that the policy was the same as discussed previously with the exception of section IV. A. regarding how FMLA time would be measured. The option for identifying the 12-month FMLA Leave Period will be the "rolling" backward method. This means that the 12-month period is determined by calculating backward from the date the employee initially begins FMLA leave.

Chairman Windsor asked if there were any questions or discussion regarding this policy. There were none. He called for a motion to accept the FMLA policy as presented by Attorney McLaughlin. Secretary Talmadge Butler offered a motion to accept the policy as presented. Vice Chairman Martha Handschumacher seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

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

Chairman Windsor stated this item would remain tabled.

VIII. NEW BUSINESS

District # 4 – Consider approval of request from Commissioner Tamey Hale to hire an employee at step #3 on the Marshall County wage scale.

Chairman Windsor asked for a motion concerning the request from Commissioner Hale. There was no motion. Chairman Windsor stated that the issue dies for lack of a motion.

IX. LEGAL UPDATE

Attorney McLaughlin explained that the FMLA policy as presented and approved by the Board would be what actually went into the employee handbook. The policy gives the rules for FMLA. The "punch list" that was approved is not the rules, but is to be used as a guide to help follow the rules.

Chairman Windsor stated that a public hearing needed to be held in order to make changes to add this FMLA policy to the employee handbook. He

entertained a motion that a public hearing be held regarding the policy change for FMLA on January 9, 2012 at 5:00 p.m. Board member Charles Whisenant made a motion to have the public hearing as stated. Vice Chairman Martha Handschumacher seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

X. STAFF REPORT

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

- There were four (4) new hires for the month of October.

1 – Corrections Officer (full-time)	Jail
1 – Clerk (part-time)	Commission
1 – Building Cleaner (part-time)	Maintenance
1 – Real Property Appraiser III (full-time)	Appraisal

- There were four (4) terminations in the month of October.

1 – Commissary Store Manager (full-time)	Jail
1 – Corrections Officer (full-time)	Jail
1 – County Administrator (ful-time)	Commission
1 – Sr. Road Maintenance Technician (full-time)	District #2

- There was one leave of absence for an employee's own serious medical condition approved during the month of October.

- There were two (2) promotions in the month of October. A Deputy was promoted to the open Investigator position in the Sheriff's Department. A corrections Officer was promoted to the open position of Commissary Store Manager in the Sheriff's Department.

- Arrangements were made for flu shots to be given to employees on two different dates. There were about eighty (80) employees who received flu shots.

- Booklets were prepared and given to employees for the purpose of providing training as required for the new drug & alcohol policy. Also a list of employees has been submitted to Court Referral for the selection of employees to be tested under the random drug testing provision in the policy.

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

XI. ADJOURNMENT

Chairman Windsor asked District #4 Foreman Jeff Mayes to tell the Personnel Board about himself and his job. The Board then introduced themselves and expressed appreciation to Mr. Mayes for his work.

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: November 17, 2011



Date