

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, December 12, 2011

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, December 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
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 6:00 P.M. He asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

Board member 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.

Attorney Jeff McLaughlin suggested that the agenda be amended to add consideration of changing the public hearing for amending the FMLA section of the personnel policies that is scheduled for January 9, 2012 to February. Chairman Windsor entertained a motion to amend the agenda to add this item. Board member Charles Whisenant made a motion to amend the agenda to add consideration of changing the date of the public hearing. Board Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Attorney McLaughlin stated that the purpose of changing the public hearing date was to allow time to change the language of the proposed FMLA policy regarding leave time. He suggested that the agenda be amended to add consideration of changing the language of the proposed FMLA policy in regard to leave time. Chairman Windsor entertained a motion to amend the agenda to add this item. Board member Charles Whisenant made a motion to amend the agenda to add consideration of changing the language of the proposed FMLA policy regarding leave time. Board Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Chairman Windsor entertained a motion to approve the agenda as amended. Vice Chairman Martha Handschumacher made a motion to approve the agenda as amended. 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 November 14, 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

Marshall County employee Wayne Wigley, GIS Trainee, was asked to introduce himself to the Board and explain his role in the Appraisal and Mapping Department.

VII. OLD BUSINESS

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

Chairman Windsor brought this item off the table and asked if there were any questions or discussion regarding the resolution. There was none. He called for a motion to adopt the resolution in support of the Personnel Board to be sent to the Marshall County legislative delegation. Board member Randall Haney made a motion to approve the resolution. Board Secretary Talmadge Butler seconded the motion. Chairman Windsor conducted a roll call vote with the following results:

Randall Haney	Yes
Charles Whisenant	Yes
Martha Handschumacher	Yes
Talmadge Butler	Yes
Jason Windsor	Yes

The motion was carried by unanimous vote.

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

Chairman Windsor stated this item would now come before the Personnel Board. The request is to change the position of Engineering Clerk, pay grade 10, to Administrative Assistant – Engineering, pay grade 11. Chairman Windsor asked if there were any questions or discussion concerning this matter. There was none. Board member Charles Whisenant made a motion to approve the request from Bob Pirando. Vice Chairman Martha Handschumacher seconded the motion. The motion was carried with no “nay” votes being cast.

Engineering – Consider approval of request from County Engineer, Bob Pirando, to change the Engineering Clerk job description to an Administrative Assistant – Engineering job description. (Previously tabled)

Chairman Windsor stated this item would now come before the Personnel Board. He asked if there were any questions or discussion regarding changing the job description. There was none. Board member Charles Whisenant made a motion to approve the amended job description. Vice Chairman Martha Handschumacher seconded the motion. The motion was carried with no “nay” votes being cast.

Personnel Board – Consider changing the January 9, 2012 public hearing for amending the FMLA section of the personnel policies to February 13, 2012.

Attorney McLaughlin suggested that the public hearing to be held for the purpose of amending the FMLA section of the personnel policies and procedures be changed from January 9, 2012 to February 13, 2012. Chairman Windsor called for a motion to change the public hearing date. Board member Charles Whisenant made a motion to change the public hearing to February 13, 2012. Vice Chairman Martha Handschumacher seconded the motion. The motion was carried with no “nay” votes being cast.

Personnel Board – Consider clarifying the language of the proposed FMLA policy to require employees to use sick leave, vacation leave, and any other accrued leave prior to applying for FMLA.

Attorney McLaughlin suggested that the language of the proposed FMLA policy should be clarified in regard to leave time. The Personnel Board expressed that the policy should state that employees are required to use sick leave, vacation leave, or any other accrued leave prior to applying for FMLA.

Chairman Windsor asked for a motion to amend the language of the proposed FMLA policy to reflect this change. Board member Charles Whisenant made a motion to amend the proposed policy to require employees to use sick leave, vacation leave, or any other accrued leave prior to applying for FMLA. Secretary

Talmadge Butler seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VIII. NEW BUSINESS

There was no new business.

IX. LEGAL UPDATE

Attorney McLaughlin stated other than the clarifying of the proposed FMLA policy, there was nothing to report.

X. STAFF REPORT

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

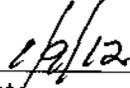
- There were two (2) new hires for the month of November.
 - 1 – Road Maintenance Technician District #4
 - 1 – Sr. Road Maintenance Technician (P/T to F/T) District #2
- There were two (2) terminations in the month of November.
 - 1 – Corrections Officer Jail
 - 1 – Clerk (P/T) Commission
- There were no leaves of absence to report for the month of November.
- There were no promotions or transfers to report for the month of November.
- 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: December 12, 2011



Date