

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, February 13, 2012

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, February 13, 2012, 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
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 6:30 P.M. He asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

Board 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 that the agenda be amended to add consideration of the administration of the drug testing policy to the agenda. Board member Randall Haney made a motion to amend the agenda as requested. 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 January 9, 2012 Personnel Board meeting. Secretary Talmadge Butler offered a motion to approve the minutes as presented. Board member Charles Whisenant seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. PUBLIC COMMENTS

Chairman Windsor recognized Commission Chairman James Hutcheson and asked if he had any comments. Chairman Hutcheson stated that he wanted the Commission office to work with the Personnel Board in any way they can.

VII. OLD BUSINESS

Personnel – Consider approval of FMLA policy changes.

Chairman Windsor asked if there was a motion concerning the FMLA policy changes. After a brief discussion, Chairman Windsor called for a motion to run FMLA concurrent with any accrued sick leave and annual leave. There was no motion made. Board member Charles Whisenant made a motion to table this item. Secretary Talmadge Butler seconded the motion. The vote was carried with no “nay” votes being cast.

VIII. NEW BUSINESS

Engineering – Consider request from Assistant County Engineer, Mike Knop, to discuss the transition of the D.O.T. drug testing that he currently coordinates.

Chairman Windsor asked for a motion concerning whether the Personnel Board should be involved in the coordination of drug testing for Marshall County employees who are not under the Personnel Board. Board member Randall Haney made a motion that Personnel Board not be involved in the testing of employees not under the Personnel Board. Secretary Talmadge Butler seconded the motion. The vote was carried with three (3) “aye” votes and one (1) “nay” vote.

EMA – Consider approval of request from EMA Director, Anita McBurnett, to add new position – Communications/IT Officer.

Chairman Windsor asked Anita McBurnett, EMA Director, to explain the need for this position. It was explained that this was not an additional position, but would replace the position of Logistics Specialist which is not currently filled. Ms. Burnett explained the changes that supported this new position and also stated that the County Commission had approved funding for the position.

Chairman Windsor asked if there was a motion concerning this request. Board member Charles Whisenant made a motion to approve the position of Communications/IT Officer. Board member Randall Haney seconded the motion. The vote was carried with no “nay” votes being cast.

Chairman Windsor then asked if there was a motion to establish the pay grade for this position. Board member Charles Whisenant made a motion that the pay grade for the Communications/IT Officer be set as pay grade 14 (range from \$14.71 to \$22.64 per hour) on the Marshall County Personnel Board

Classification Plan. Board member Randall Haney seconded the motion. The vote was carried with no “nay” votes being cast.

EMA – Consider approval or request from EMA Director, Anita McBurnett, to abolish the Logistics Specialist position with the approval of the Communications/IT Officer position.

Chairman Windsor explained that this position is not currently filled and would be replaced by the Communications/IT Officer position. He asked if there was a motion concerning this request. Board member Randall Haney made a motion to abolish the Logistics Specialist position. Secretary Talmadge Butler seconded the motion. The vote was carried with no “nay” votes being cast.

EMA – Consider approval of request from EMA Director, Anita McBurnett, to add new position EMA-GIS Planner.

Chairman Windsor asked if there was a motion to add the new position of EMA-GIS Planner. Board member Randall Haney made a motion to approve the EMA-GIS Planner position. Secretary Talmadge Butler seconded the motion. The vote was carried with no “nay” votes being cast.

Chairman Windsor then asked if there was a motion to establish the pay grade for this position. He explained that the EMA-GIS Planner position would replace the position of Operations Support Specialist, which is currently filled; therefore, the EMA-GIS Planner position would become effective only upon the vacating of the Operations Support Specialist position. Board member Charles Whisenant made a motion that the pay grade for the EMA-GIS Planner be set as pay grade 13 (range \$13.75 to \$21.16 per hour) on the Marshall County Personnel Board Classification Plan and that the position only become effective upon the vacating of the Operations Support Specialist position. Board member Randall Haney seconded the motion. The vote was carried with no “nay” votes being cast.

EMA – Consider approval of request from EMA Director, Anita McBurnett, to abolish the Operations Support Specialist position with the approval of the EMA-GIS Planner position. (There is currently an individual in this position – this action could only take place if the position was vacated.)

Chairman Windsor asked if there was a motion concerning this request. Board member Randall Haney made a motion to abolish the position of Operations Support Specialist contingent upon the position being vacated. Board member Charles Whisenant seconded the motion. The vote was carried with no “nay” votes being cast.

Commission – Consider approval of request from County Administrator, Shelly Fleisher, to change sick leave and/or annual leave policy.

Chairman Windsor asked if there was a motion concerning this request. Board member Charles Whisenant made a motion that this request be tabled and that a letter explaining the changes in accrual be sent to each employee. Secretary

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

Personnel – Consider approval of request from Personnel Administrator, Christy Kelley, to attend AAPP training on Federal & State Laws held on March 29-30, 2012 in Montgomery. The training is part of the AAPP Education and Certification Program requirement.

Chairman Windsor asked if there was a motion concerning this request. Secretary Talmadge Butler made a motion to approve the request from Personnel Administrator Christy Kelley to attend the AAPP training on Federal & State Laws to be held March 29-30, 2012 in Montgomery. Board member Charles Whisenant seconded the motion. The vote was carried with no "nay" votes being cast.

IX. LEGAL UPDATE

Board Attorney Jeff McLaughlin stated there was nothing additional to report. Chairman Windsor asked Attorney McLaughlin to put together information regarding sick leave and annual leave running concurrent or non-current with FMLA, and that he make that information available to each Board member for consideration prior to the next meeting.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the month of January, 2012.

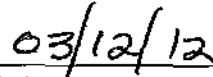
- There were four (4) new hires for the month of January.
 - 1 – Corrections Officers (P/T) Jail
 - 1 – Building Maintenance Tech (F/T) Maintenance
 - 1 – Building Cleaner (P/T) Maintenance
 - 1 – Intern (P/T) Engineering
- There was one (1) termination in the month of January.
 - 1 – Logistics Specialist EMA.
- There were one (1) request approved for sick leave donation and FMLA leave for the employee's own serious health condition.
- There were three (3) promotions for the month of January:
 - Road Maintenance Technician to Senior Road Maintenance Technician in District #4.
 - Dispatcher to Deputy in Sheriff's office.
 - Road Maintenance Technician to Road Maintenance Specialist in District #2.
 -
- 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: February 13, 2012



Date