

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, May 14, 2012

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, May 14, 2012, 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
Charles Whisenant, Board Member
Randall Haney, 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 Secretary Talmadge Butler 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. Board member Charles Whisenant made a motion to approve the agenda as written. Vice Chairman Martha Handschumacher 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 of the April 12, 2012 Personnel Board meeting. Secretary Talmadge Butler offered a motion to approve the minutes with a correction to page 3, Staff Report, to read "There were five (5) terminations in the month of March." Board member Randall Haney seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. PUBLIC COMMENTS

None

VII. OLD BUSINESS

Personnel – Consider approval handbook changes in Sections 11.5, 11.6 and 11.9 concerning sick and annual leave accrual per pay period.

Chairman Windsor asked for a motion concerning the policy changes for sick leave and annual leave accrual. Secretary Talmadge Butler made a motion to approve the proposed changes. Board member Charles Whisenant seconded the motion. The motion was carried with no “nay” votes being cast.

VIII. NEW BUSINESS

Personnel – Consider request to approve travel request for Christy Kelley and Beverly Lemons to attend the annual AAPPA conference on July 12th and 13th in Orange Beach, AL.

Chairman Windsor asked for a motion regarding the travel request. Board member Randall Haney moved the request be approved for Christy Kelley to attend the training this year, and thereafter rotate years between Christy Kelley and Beverly Lemons. Board member Charles Whisenant seconded the motion. Following a discussion on the item, Board member Randall Haney made a motion to offer a substitute motion, the motion being that Christy Kelley be approved to attend the training this year and that the Board discuss who should attend each year. Board member Charles Whisenant seconded the motion. The motion was carried with no “nay” votes being cast. Chairman Windsor then called for a motion to approve the substitute motion. Vice Chairman Martha Handschumacher made a motion to approve the substitute motion. Board member Charles Whisenant seconded the motion. The motion was carried with no “nay” votes being cast.

IX. LEGAL UPDATE

Board attorney Jeff McLaughlin stated there were no items to report to the Board.

X. STAFF REPORT

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

- There were six (6) new hires for the month of April.

1 – Engineering Intern (P/T)	Engineering
1 – Parks Worker (P/T)	Parks
1 – Building Cleaner (P/T)	Maintenance
1 – Administrative Clerk (P/T to F/T)	Commission
1 – Corrections Officer (P/T to F/T)	Jail
1 – Road Maintenance Technician (F/T)	District #1

- There were three (3) terminations in the month of April.

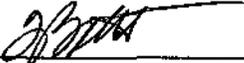
1 – Parks Worker (P/T)	Parks
1 – Investigator	Sheriff's Dept.
1 – Corrections Officer	Jail

- One employee in the Revenue Department was approved for FMLA leave for the birth of her child. One employee in the Appraisal Department was approved for FMLA leave for her own serious health condition.
- There was one (1) promotion for the month of April.
 - Administrative Clerk in the Commission Office was promoted to the Accounting Clerk position in the Commission Office.
- The Personnel Board Employee Representative election will be held on Tuesday, May 15th. Employee Appreciation Day will be May 23rd.
- Invitations were sent to two employees to attend the Personnel Board Meeting.

Chairman Windsor stated that the Certificates of Appreciation to the Marshall County Legislative Delegation had been delivered.

2 ADJOURNMENT

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: May 14, 2012

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Date