

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, July 9, 2012

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, July 9, 2012, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 7:20 P.M.

The following Board members were present:

Jason Windsor, Chairman
Martha Handschumacher, Vice-Chairman
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 7:20 P.M. He asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

Board Vice Chairman Martha Handschumacher 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. Board member Randall Haney 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 June 11, 2012 Personnel Board meeting. Vice Chairman Martha Handschumacher offered a motion to approve the minutes. Board member Randall Haney seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. PUBLIC COMMENTS

Chairman Windsor recognized Marsha Keller and Amanda Pearce from the Appraisal Department. Introductions were made by Personnel Board members and staff. Chairman Windsor expressed appreciation to Ms. Keller and Ms. Pearce for the good job they do.

VII. OLD BUSINESS

Personnel – Consider request to change sick leave use policy. (Section 11.6.4(d))

Chairman Windsor asked for a motion to leave this item tabled. A motion to leave this item tabled was made by Board member Charles Whisenant. The motion was seconded by Vice Chairman Martha Handschumacher. The motion was carried with no “nay” votes being cast.

Personnel – Consider request to change bereavement policy. (Section 11.7.3)

Chairman Windsor asked for a motion to leave this item tabled. A motion to leave this item tabled was made by Board member Charles Whisenant. Vice Chairman Martha Handschumacher seconded the motion. The motion was carried with no “nay” votes being cast.

Personnel – Consider request to change Section 11.9.5 – Benefits While in Leave Without Pay Status to reflect changes made to Sick and Annual leave policies.

Chairman Windsor asked for a motion to leave this item tabled. Vice Chairman Martha Handschumacher made a motion to leave this item tabled. Board member Charles Whisenant seconded the motion. The motion was carried with no “nay” votes being cast.

Personnel – Discuss job categories of service and employment status of part-time employees.

Chairman Windsor asked for a motion to leave this item tabled. A motion to leave this item tabled was made by Board member Randall Haney. Vice Chairman Martha Handschumacher seconded the motion. The motion was carried with no “nay” votes being cast.

VIII. NEW BUSINESS

Personnel – Consider approval of Personnel Board FY 2013 Budget.

Chairman Windsor asked for a motion concerning the Personnel Board budget for FY 2013. Vice Chairman Martha Handschumacher made a motion to resubmit the current FY 2012 budget with additional expenses added for travel. 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 that he had addressed most items during the work session. He stated that he would give more information on part-time and temporary employment at the next Board Meeting.

X. STAFF REPORT

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

- There were eight (8) new hires for the month of June.

2 – Corrections Officers (P/T)	Jail
1 – Summer Intern Engineering Assistant P/T)	Engineering
1 – Support Clerk (from P/T to F/T)	Sheriff’s Dept.
1 – Clerk (P/T)	Commission
1 – Corrections Officer (F/T)	Jail
1 – Lawn Maintenance (Temporary)	Maintenance
1 – Deputy (F/T)	Sheriff’s Dept.

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

1 – Engineering Intern (P/T)	Engineering
1 – Operations Specialist (F/T)	EMA
1 – Support Clerk (F/T)	Sheriff’s Dept.
1 – Dispatcher	Jail

- There was one (1) leave of absence approved to an employee in the Jail due to his own serious health condition.

- There were one (1) transfer in the month of June. A Corrections Officer applied for and was transferred to the open position of Dispatcher in the Jail.

- Resolution #12-01, recommending the County budget for and fund merit increases for employees, was presented to the Marshall County Commission.

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

XI. ADJOURNMENT

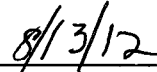
Chairman Windsor asked that a copy of the resolution previously approved by the Personnel Board, requesting the County to place back money for a pay scale study, be given to Chairman Hutcheson as a reminder that FY 2013 and FY 2014 were the years designated for setting aside funds for the pay scale study.

Chairman Windsor asked if there were any other comments. Ms. Marsha Keller, Appraisal Department expressed concern with the method established for giving merit increases during FY 2007. She stated that she was basically a year behind in receiving her merit increases. Chairman Windsor stated the Board would look into it.

Chairman Windsor asked for a motion to adjourn the meeting. Board member Charles Whisenant made the motion to adjourn the meeting. Board member Randall Haney 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: July 9, 2012



Date