

# **MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES**

**Monday, August 13, 2012**

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, August 13, 2012, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 6:00 P.M.

The following Board members were present:

Jason Windsor, Chairman  
Martha Handschumacher, Vice-Chairman  
Talmadge Butler, Secretary

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. 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 of the July 9, 2012 Personnel Board meeting. Vice Chairman Martha Handschumacher offered a motion to approve the minutes. Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

**VI. PUBLIC COMMENTS**

There were none.

**VII. OLD BUSINESS**

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

This item remained tabled.

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

This item remained tabled.

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

This item remained tabled.

**VIII. NEW BUSINESS**

**District #2 – Consider request from Commissioner James Maze to add a Road Maintenance Tech position.**

Chairman Windsor asked if there was a motion to approve adding a Road Maintenance Technician position for District #2. This position is a grade 8 and the employee would be hired in step 1. Vice Chairman Martha Handschumacher made a motion to approve adding the position. Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel – Consider request to approve travel request for Christy Kelley to attend AAPPA training course on September 13<sup>th</sup> and 14<sup>th</sup> in Opelika, AL.**

Chairman Windsor asked for a motion concerning this travel request. Vice Chairman Martha Handschumacher made a motion to approve the request. Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**IX. LEGAL UPDATE**

Board Attorney Jeff McLaughlin stated that he would be doing more study on the issue of part time and merit status employees.

**X. STAFF REPORT**

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

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

2 – Corrections Officers (P/T to F/T)	Jail
1 – Building Cleaner (P/T)	Maintenance
1 – Operations Specialist (F/T)	EMA
- There were four (4) terminations in the month of July.
 

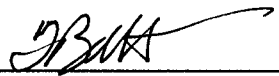
1 – Building Cleaner (P/T)	Maintenance
1 – Corrections Officer (F/T)	Jail
1 – Probate Clerk (F/T)	Probate
1 – Office Supervisor (F/T)	Revenue
- There was one (1) leave of absence approved for an employee in EMA due to the birth of his child.
- There were two (2) promotions in the month of July. Two Revenue Clerks were promoted to Senior Revenue Clerk positions in the Revenue office.
- Invitations were sent to two employees to attend the Personnel Board Meeting.
- The County Commission voted to change the County's healthcare coverage to SEIB's Local Government Healthcare Plan.

Chairman Windsor thanked the County Commission for allowing a committee of employees to review the insurance issue and make a recommendation to the Commission. He thanked Commissioner James Maze for making the motion to approve the recommendation of the committee. Chairman Windsor expressed that the changes made benefitted both the employees and the Commission and thanked the committee for their hard work.

Chairman Windsor also expressed congratulations to the two employees who retired in July: Judy Phillips and Judy Walker.

## XI. ADJOURNMENT

Chairman Windsor asked for a motion to adjourn the meeting. Vice Chairman Martha Handschumacher 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.

  
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 Talmadge Butler, Board Secretary  
 Marshall County Personnel Board  
 Meeting Date: August 13, 2012

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 Date