

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, September 10, 2012

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, September 10, 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
Martha Handschumacher, Vice-Chairman
Talmadge Butler, Secretary
Randall Haney, Board Member
Charles Whisenant, Board Member

Also present were Board Attorney Jeff McLaughlin, and Personnel Administrator Christy Kelley.

I. CALL TO ORDER

Board Chairman Jason Windsor called the meeting to order at 6:30 P.M. Chairman Windsor asked for a moment of silence to remember those who lost their lives in the attacks on September 11, 2001 and to remember the soldiers who have lost their lives and those who are fighting for our country. After the moment of silence, Chairman Windsor asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

Board member Randall Haney offered the invocation.

III. PLEDGE OF ALLEGIANCE

Secretary Talmadge Butler led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Chairman Jason Windsor asked for a motion to amend the agenda to add to new business the consideration of changing the date for the October board meeting to October 16, 2012. The motion to amend the agenda to add this item was made by Board member Randall Haney. Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no "nay" votes being cast. Chairman Windsor then asked if there were any other corrections or additions to the meeting agenda. There were none. Chairman Windsor entertained a motion to approve the agenda as amended. Secretary Talmadge Butler made a motion to approve the agenda as amended. 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 August 13, 2012 Personnel Board meeting. Board member Charles Whisenant 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 Tommy Harvey, Road Maintenance Specialist for District #3. Mr. Harvey introduced himself to the Board and explained what he does for the County.

VII. OLD BUSINESS

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

Chairman Windsor asked for a motion to approve the sick leave use policy as presented and to hold the required public hearing on October 16, 2012 from 5:00 to 5:30 p.m. Board member Charles Whisenant made the motion to approve the policy and hold the public hearing. Vice Chairman Martha Handschumacher seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

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

Chairman Windsor asked for a motion to approve the bereavement policy as presented and to hold the required public hearing on October 16, 2012 from 5:00 to 5:30 p.m. The motion to approve the policy and hold the public hearing was made by Board member Randall Haney. Vice Chairman Martha Handschumacher seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

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

Chairman Windsor turned the meeting over to Board Attorney Jeffrey McLaughlin. Attorney McLaughlin stated that based on the history of this issue and the correspondence that has been directed to him, it would be appropriate for the Board to go into executive session for the purpose of discussing threatened litigation. Chairman Windsor asked if there was a motion to go into executive session. Board member Randall Haney made a motion to go into executive session based on the advice of the Board attorney. Vice Chairman Martha Handschumacher seconded the motion. The motion was carried by voice vote with no "nay" votes being cast. Chairman Windsor declared the Board in executive session.

After conclusion of the executive session, Chairman Windsor asked for a motion to come out of executive session. The motion to come out of executive session was made by Board member Charles Whisenant. The motion was seconded by Board member Randall Haney. The motion was carried by voice vote with no “nay” votes being cast.

The item of part-time employees was left tabled.

VIII. NEW BUSINESS

Personnel Board – Consider election of Personnel Board Officers.

Chairman Windsor turned the meeting over to Attorney Jeffrey McLaughlin for the purpose of election of Personnel Board officers for the coming year.

For the position of Chairman:

Attorney McLaughlin asked for nominations for the position of Chairman. Randall Haney nominated Jason Windsor as Chairman. Charles Whisenant made a motion the nominations be closed. Martha Handschumacher seconded the motion. The motion to close the nominations for Chairman was carried by voice vote with no “nay” votes being cast. A roll call vote for Jason Windsor as Chairman was taken with the following results:

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

Attorney McLaughlin declared Jason Windsor as Chairman.

For the position of Vice Chairman:

Attorney McLaughlin asked for nominations for the position of Vice Chairman. Jason Windsor nominated Martha Handschumacher for the position of Vice Chairman. A motion to close the nominations was made by Charles Whisenant. Randall Haney seconded the motion. The motion to close the nominations for Vice Chairman was carried by voice vote with no “nay” votes being cast. A roll call vote for Martha Handschumacher as Vice Chairman was taken with the following results:

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

Attorney McLaughlin declared Martha Handschumacher as Vice Chairman.

For the position of Secretary:

Attorney McLaughlin asked for nominations for the position of Secretary. Martha Handschumacher nominated Talmadge Butler for the position of Secretary. A motion to close the nominations was made by Charles Whisenant. Randall Haney seconded the motion. The motion to close the nominations for Secretary was carried by voice vote with no “nay” votes being cast. A roll call vote for Talmadge Butler as Secretary was taken with the following results:

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

Attorney McLaughlin declared Talmadge Butler as Secretary.

Personnel – Consider approval of Board Attorney agreement.

Chairman Windsor asked for a motion to approve the agreement for legal services between the Personnel Board and Attorney Jeffrey McLaughlin for the 2012-2013 fiscal year. A motion to approve the agreement was made by Board member Charles Whisenant. The motion was seconded by Vice Chairman Martha Handschumacher. The motion carried by voice vote with no “nay” votes being cast.

Personnel – Consider request to change October Personnel Board meeting date to October 16, 2012

Chairman Windsor asked for a motion to change the October Personnel Board meeting date to October 16, 2012. A motion to approve the change was made by Vice Chairman Martha Handschumacher. The motion was seconded by Secretary Talmadge Butler. The motion was carried by voice vote with no “nay” votes being cast.

Personnel – Consider request to hold a public hearing regarding changing the sick leave and bereavement sections of the Personnel Policies

Chairman Windsor asked for a motion concerning this item. Board member Charles Whisenant made a motion to hold a public hearing for this purpose on October 16, 2012. The motion was seconded by Vice Chairman Martha Handschumacher. The motion was carried by voice vote with no “nay” votes being cast.

IX. LEGAL UPDATE

Board Attorney Jeff McLaughlin stated that there were no items to report.

X. STAFF REPORT

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

- There were 6 (six) new hires for the month of August.
 - 1 – Corrections Officer (F/T) Jail
 - 2 – Probate Clerks (F/T) Probate
 - 1 – Dispatcher (F/T) Jail
 - 1 – Deputy (F/T) Sheriff's Dept.
 - 1 – Road Maintenance Technician District #2

- There was one (1) termination in the month of August.
 - 1 – Probate Clerk (F/T) Probate

- There was one (1) leave of absence approved for an employee in the Revenue Department due to her own serious medical condition.

- There were no promotions, demotions, or transfers in the month of August.

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

- The FY 2012-2013 Personnel Board budget was approved by the County Commission.

XI. 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: September 10, 2012



Date