

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Tuesday, October 16, 2012

The regular monthly meeting of the Marshall County Personnel Board was held on Tuesday, October 16, 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
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 6:00 P.M. Chairman Windsor asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

The invocation was offered by Chairman Windsor.

III. PLEDGE OF ALLEGIANCE

Board member Charles Whisenant led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Chairman 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. Board member Charles Whisenant made a motion to approve the agenda as presented. 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 September 10, 2012 Personnel Board meeting. Secretary Talmadge Butler offered a motion to approve the minutes. Vice Chairman Martha Handschumacher seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. PUBLIC COMMENTS

Chairman Windsor recognized Mark Knight, Senior Road Maintenance Technician for District #2. Mr. Knight introduced himself to the Board and explained what he does for the County.

Chairman Windsor also recognized County Administrator Shelly Fleisher and Mrs. Randall Haney.

VII. OLD BUSINESS

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

Chairman Windsor asked for a motion to approve the sick leave use policy as presented at the public hearing and to amend the Personnel Policies and Procedures to reflect the new policy. The motion to approve the policy 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 – Consider request to change bereavement policy. (Section 11.7.3)

Chairman Windsor asked for a motion to approve the bereavement policy as presented at the public hearing and to amend the Personnel Policies and Procedures to reflect the new policy. The motion to approve the policy was made by Vice Chairman Martha Handschumacher. Secretary Talmadge Butler 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 asked for a motion concerning this item. Secretary Talmadge Butler made a motion to leave this item tabled in order to give Board members time to read the information presented by Attorney Jeff McLaughlin. The motion was seconded by Vice Chairman Martha Handschumacher. The motion was carried by voice vote with no “nay” votes being cast.

VIII. NEW BUSINESS

County Commission – Consider approval to proceed with pay study by Decision Inc. Consultants, to place Council on Aging under the Personnel Board

Chairman Windsor stated that entering into a contract for a pay study would be the first step toward placing the Council on Aging under the Personnel Board. He asked for a motion concerning this item. Board member Charles Whisenant made a motion to authorize Decision Inc. to conduct a pay study for the Council

on Aging. Board member Randall Haney seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

County Commission – Consider request to review Accountant position in pay study by Decision Inc. Consultants with Council on Aging study

Chairman Windsor asked if there was a motion to include the Commission Accountant position in the pay study to be performed by Decision Inc. Consultants. There was no motion. Chairman Windsor stated that with no motion, the issue dies.

Personnel – Consider date change for November 12th Board meeting due to Veterans Day holiday

Chairman Windsor asked for a motion to change the November Personnel Board meeting date to November 26, 2012 at 6:00 p.m. A motion to approve the change was made by Vice Chairman Martha Handschumacher. The motion was seconded by Board member Charles Whisenant. 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 September, 2012.

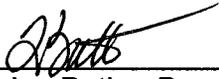
- There were 3 (three) new hires for the month of September.
 - 1 – Corrections Officer (P/T) Jail
 - 1 – Road Maintenance Technician (F/T) District #1
 - 1 – Support Clerk (F/T) Sheriff's Dept.
- There were four (4) terminations in the month of September.
 - 1 – Road Maintenance Technician (F/T) District #1
 - 1 – Road Maintenance Technician (F/T) District #3
 - 1 – Clerk (P/T) Commission Office
 - 1 – Engineering Assistant (Temp) Engineering
- There was one (1) leave of absence approved under FMLA for an employee to care for a parent with a serious medical condition.
- There were no promotions, demotions, or transfers in the month of September.
- Invitations were sent to two employees to attend the Personnel Board Meeting.

XI. ADJOURNMENT

Chairman Windsor asked if information regarding the employees' new health insurance had been sent out to employees. Personnel Administrator Christy Kelley stated the information had been prepared and would be sent out to employees the next day.

Chairman Windsor also asked Mrs. Kelley to contact Decisions Inc. Consultants and get them the necessary job descriptions and paper work and also to arrange for them to be present at the next Board meeting.

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: October 16th, 2012



Date