

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, November 26, 2012

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, November 26, 2012, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 6:25 P.M.

The following Board members were present:

Jason Windsor, Chairman
Talmadge Butler, Secretary
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 6:25 P.M. Chairman Windsor asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

The invocation was offered by Board Secretary Talmadge Butler.

III. PLEDGE OF ALLEGIANCE

Board member Charles Whisenant led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Chairman Windsor asked for a motion to amend the meeting agenda to include the discussion of the pay study by Decision Inc. Consultants regarding the proposal to place the Council on Aging under the Personnel Board. The motion was made by Board member Charles Whisenant to add this item to the agenda. The motion was seconded by Board Secretary Talmadge Butler. The motion was carried by voice vote with no "nay" votes being cast.

Chairman Windsor then entertained a motion to approve the agenda as amended. Board member Charles Whisenant made a motion to approve the agenda as amended. 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 October 16, 2012 Personnel Board meeting and the October 16, 2012 Public Hearing. Board member Charles Whisenant made the motion to approve the minutes of the Personnel Board meeting and the Public Hearing. Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. PUBLIC COMMENTS

None.

VII. OLD BUSINESS

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

Chairman Windsor stated this item would remain tabled.

VIII. NEW BUSINESS

Personnel – Consider date change for December 10th Board meeting due to County Commission night meeting.

Chairman Windsor asked for a motion to change the December Personnel Board meeting date to December 20, 2012 at 6:00 p.m. A motion to approve the change was made by Secretary Talmadge Butler. The motion was seconded by Board member Charles Whisenant. The motion was carried by voice vote with no "nay" votes being cast.

Discuss pay study by Decision Inc. Consultants, proposing placing Council on Aging under the Personnel Board.

Chairman Windsor asked for a motion to go into Executive Session to discuss this item. Attorney Jeff McLaughlin certified that Executive Session would be permissible due to discussion of pay rates of Council on Aging employees. Board member Charles Whisenant made the motion to go into Executive Session. The motion was seconded by Secretary Talmadge Butler. The motion was carried by voice vote with no "nay" votes being cast.

After this item was discussed, Chairman Windsor asked for a motion to come out of Executive Session. Board member Charles Whisenant made the motion to come out of Executive Session. The motion was seconded by Secretary Talmadge Butler. 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 period of October 1 through November 16, 2012.

- There were four (4) new hires.
3 – Corrections Officers (F/T) Jail
1 – Support Clerk (P/T) Sheriff's Dept.
- There were five (5) terminations.
2 – Corrections Officers Jail
1 – Dispatcher Jail
1 – Support Clerk Sheriff's Dept.
1 – Probate Clerk Probate
- There were no leaves of absence approved.
- There were no promotions, demotions, or transfers.
- Invitations were sent to two employees to attend the Personnel Board Meeting.

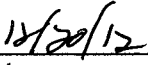
Chairman Windsor asked Personnel Administrator Christy Kelley to set up a work-site wellness clinic for Marshall County employees. Chairman Windsor also asked Mrs. Kelley to conduct workshops for employees to explain how to file drug claims under the new health insurance plan and also to offer one-on-one assistance as requested by employees.

XI. ADJOURNMENT

Chairman Windsor asked for a motion to adjourn the meeting. Board member Charles Whisenant 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.



Talmadge Butler, Board Secretary
Marshall County Personnel Board
Meeting Date: November 26th, 2012



Date