

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Thursday, March 21, 2013

The regular monthly meeting of the Marshall County Personnel Board was held on Thursday, March 21, 2013, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 7:05 P.M.

The following Board members were present:

Jason Windsor, 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 7:05 P.M. He asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

The invocation was offered by Board member Randall Haney.

III. PLEDGE OF ALLEGIANCE

Board member Charles Whisenant led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Chairman Windsor asked for any corrections or additions to the agenda. There were none. A motion to approve the agenda as written was made by Board member Charles Whisenant. 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 Personnel Board Meeting held on Wednesday, February 20, 2013. Secretary Talmadge Butler made the motion to approve the minutes of the Personnel Board meeting. 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 Karl Anderson and asked him to introduce himself to the Board. Mr. Anderson explained that he is an Investigator in the Sheriff's Department. The Board introduced themselves to Mr. Anderson and welcomed him to the meeting.

VII. OLD BUSINESS

Personnel – Consider revision to handbook to require that all full-time and part-time jobs be posted externally for two weeks, eliminating the internal posting process. (Previously tabled.)

Chairman Windsor stated this item would remain tabled and would die.

Personnel – Consider revision to handbook limiting part-time employees to no more than 29 hours of work per week.

Chairman Windsor asked for a motion to set a public hearing regarding the change in personnel policies and procedures to limit part-time employees to no more than 29 hours of work per week. Board member Charles Whisenant made a motion to hold a public hearing on April 25, 2013 from 5:30 – 6:00 p.m. The motion was seconded by Secretary Talmadge Butler. The motion was carried by voice vote with no "nay" votes being cast.

Personnel – Consider revision to handbook limiting the number of sets of Certification of Eligible sets of three (3) of the top applicants that can be submitted to the Appointing Authority for consideration based on the number of eligible applicants. 1 – 10 eligible applicants (1 set of the top three); 11 – 25 eligible applicants (2 sets of three (3) of the top three applications; & 25 or more eligible applicants (a maximum of three (3) sets of three (3) of the top applications.)

Chairman Windsor asked for a motion to set a public hearing regarding the change in personnel policies and procedures to limit the number of sets of Certifications of Eligibles that can be submitted to the Appointing Authority. Board member Randall Haney made the motion to hold the public hearing on April 25, 2013 from 5:30 – 6:00 p.m. Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Personnel – Consider revision to handbook that would require all full-time positions be filled prior to an Appointing Authority requesting to fill a part-time position in their department or office.

Chairman Windsor asked for a motion to set a public hearing regarding the change in personnel policies and procedures that would require all full-time positions be filled prior to an Appointing Authority requesting to fill a part-time position in their department or office and that all part-time positions will have to go through the selection process set forth in the personnel policies and procedures. The motion was made by Board

member Charles Whisenant to set the public hearing on April 25, 2013 from 5:30 – 6:00 p.m. Board member Randall Haney seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

VIII. NEW BUSINESS

Personnel – Consider date for public hearing to discuss proposed handbook changes and monthly meeting.

Chairman Windsor stated the public hearing has been set for April 25, 2013 from 5:30 – 6:00 p.m. He asked for a motion to set the regular Personnel Board meeting for Thursday, April 25, 2013 at 6:30 p.m. with the work session from 6:00 – 6:30 p.m. Board member Charles Whisenant made the motion to set the regular monthly meeting for April 25, 2013 at 6:30 p.m. Board member Randall Haney seconded the motion. The motion was carried by voice vote with no “nay” votes being cast. Chairman Windsor asked Personnel Administrator Christy Kelley to post the meeting date.

Personnel – Consider setting date for employee appreciation lunch the week of May 20th – 24th.

Chairman Windsor asked for a motion to set employee appreciation lunch for May 21, 2013 between the hours of 11:00 a.m. to 1 p.m., and to send out letters requesting funds to cover the cost of the luncheon. Board member Randall Haney made the motion to set the luncheon for May 21, 2013, and to request funds to cover the cost. Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

Commission – Consider request from County Administrator Shelly Fleisher to remove requirement to pay out accumulated Compensatory time 90 days after it is earned.

Chairman Windsor stated that the Personnel Board had discussed this in the work session and that no action would be taken regarding this request. He asked if there was any discussion; there was none.

Personnel – Consider approval for Personnel Administrator Christy Kelley to attend AAPPA Certification Training May 9-10th and May 20th in Montgomery, AL.

Chairman Windsor asked for a motion to approve the requested travel. Board member Charles Whisenant made the motion to approve the travel 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 Jeffrey McLaughlin stated that the summary of findings had been issued by the Personnel Board regarding the appeal hearing held on February 20, 2013. He suggested that the Board consider making revisions to the handbook to formalize the hearing process. There was a discussion that revisions might also

address retaliation against witnesses and that Board members should not be contacted or given information pertaining to the situation prior to the appeal hearing. Attorney McLaughlin stated he would await the Board's instruction regarding revisions to the handbook.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of February 9 through March 8, 2013:

There were three (3) new hires.

2 – Corrections Officers (F/T) Jail

1 – Dispatcher (F/T) Jail

There were five (5) terminations.

1 – Revenue Clerk (Temp) Revenue

1 – Corrections Officer (F/T) Jail

1 – Accounting Clerk (F/T) Probate

1 – Deputy (F/T) Sheriff

1 – Dispatcher (F/T) Jail

There was one (1) leave of absence approved for the employee's own serious medical condition.

There were five (5) promotions.

2 – Promoted from Corrections Officer to Deputy in Sheriff's Department

1 – Promoted from Deputy to Deputy Sergeant in Sheriff's Department

1 – Promoted from Road Maintenance Technician to District Foreman in District 1

1 – Promoted from Probate Clerk to Accounting Clerk in Probate

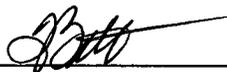
Invitations were sent to two employees to attend the Personnel Board Meeting.

An employee in District #4, Mr. Wayne Stewart, passed away on March 18, 2013.

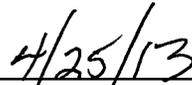
XI. ADJOURNMENT

Chairman Windsor recognized the service of Mr. Wayne Stewart and expressed condolences to his family.

Chairman Windsor entertained a motion to adjourn. Board member Charles Whisenant made the motion to adjourn. 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: March 21st, 2013



Date