

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Thursday, April 25, 2013

The regular monthly meeting of the Marshall County Personnel Board was held on Thursday, April 25, 2013, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 6:45 P.M.

The following Board members were present:

Jason Windsor, Chairman
Talmadge Butler, Secretary
Randall Haney, Board Member

Also present were Personnel Administrator Christy Kelley, and Personnel Assistant Beverly Lemons.

I. CALL TO ORDER

Board Chairman Jason Windsor called the meeting to order at 6:45 P.M. He asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

The invocation was offered by Secretary Talmadge Butler.

III. PLEDGE OF ALLEGIANCE

Board member Randall Haney 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 Secretary Talmadge Butler. Board member Randall Haney 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 Thursday, March 21, 2013. Board member Randall Haney made the motion to approve the minutes of the Personnel Board meeting. Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. PUBLIC COMMENTS

There were no public comments.

VII. OLD BUSINESS

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 revise the personnel policies and procedures to reflect this change effective June 1, 2013. Secretary Talmadge Butler made the motion to approve the change effective June 1, 2013. Board member Randall Haney seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

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 revise the personnel policies and procedures to limit part-time employees to no more than 29 hours of work per week, effective June 1, 2013. Board member Randall Haney made the motion to approve the change effective June 1, 2013. Secretary Talmadge Butler seconded the motion. 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 revise the personnel policies and procedures to reflect this change to the number of sets of Certifications of Eligibles that can be submitted to the Appointing Authority. Board member Randall Haney made the motion to revise the policies to reflect this change. Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

VIII. NEW BUSINESS

Personnel – Consider revision to handbook that would update FMLA policy to include recent changes implemented by the DOL.

Chairman Windsor asked for a motion to table this item until to allow more time to make the necessary changes. Secretary Talmadge Butler made the motion to table this item. Board member Randall Haney seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

IX. LEGAL UPDATE

None

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of March 9 to April 19, 2013:

There were ten (10) new hires.

2 – Corrections Officers (F/T)	Jail
2 – Corrections Officers (P/T)-SRO	Jail
1 – Dispatcher (F/T)	Jail
1 – Deputy (F/T)	Sheriff
1 – Deputy (P/T)	Sheriff
1 – Road Maintenance Technician	District #1
1 – Road Maintenance Technician (Temp)	District #1
1 – Probate Clerk	Probate

There were eight (8) terminations.

4 – Deputies (F/T)	Sheriff
1 – Senior Road Maintenance Technician	District #4
1 – District Foreman	District #1
1 – Road Maintenance Specialist	District #3
1 – Probate Clerk	Probate

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

There were two (2) promotions and one (1) transfer.

- 1 -- Promoted from Personal Property Appraiser I to Personal Property Appraiser II in Appraisal
- 1 -- Promoted from Road Maintenance Technician to Senior Road Maintenance Technician in District #4
- 1 -- Transferred from Road Maintenance Technician in District #2 to Road Maintenance Technician in District #3

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

Wellness Health Screening—Another wellness screening will be held on May 21, 2013 for employees who did not participate in the initial screening.

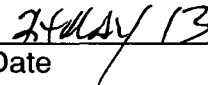
XI. ADJOURNMENT

Chairman Windsor asked if there were any other comments. Amanda Pearce, Appraisal, asked if an employee could split up the use of his personal day over more than one day by using a few hours each day. County Administrator Shelly Fleisher commented that the personal day is a holiday and holidays are not split up over more than one day. She stated that a memorandum from the Commission was being prepared to address this issue.

Chairman Windsor entertained a motion to adjourn the Personnel Board Meeting. Secretary Talmadge Butler made the motion to adjourn. Board member Randall Haney 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: April 25th, 2013



Date