

# MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Thursday, May 16, 2013

The regular monthly meeting of the Marshall County Personnel Board was held on Thursday, May 16, 2013, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 6:05 P.M.

**Board member/s present:** Jason Windsor, Chairman  
Randall Haney, Board Member  
Keith Swisher, Board Member  
Charles Whisenant, Board Member

**Board member/s absent:** Talmadge Butler, Secretary

Also present were Personnel Board Attorney Jeffrey McLaughlin, Personnel Administrator Christy Kelley, and Personnel Assistant Beverly Lemons.

## I. CALL TO ORDER

Board Chairman Jason Windsor called the meeting to order at 6:05 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. He entertained a motion that item III in New Business (concerning the Council on Aging) be moved to the last item in New Business. A motion to approve the agenda with the change to move item III in New Business to the last item was made by Board member Charles Whisenant. 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, April 25, 2013. Board member Charles Whisenant made the motion to approve the minutes of the Personnel Board meeting. Board member Keith Swisher seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Chairman Windsor asked for a motion to approve the minutes of the Public Hearing held on Thursday, April 25, 2013. Board member Charles Whisenant made the motion to approve the minutes of the Public Hearing. Board member Randall Haney seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

## **VI. PUBLIC COMMENTS**

Employee Joye Baker was recognized and asked to introduce herself to the Board. Ms. Baker stated that she works in the Appraisal Department as an Appraisal Tech II, and explained her role in the Department.

## **VII. OLD 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 the August meeting. Board member Randall Haney made the motion to table the item until August. Board member Charles Whisenant seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

## **VIII. NEW BUSINESS**

**Personnel Board – Acknowledge swearing in of Mr. Keith Swisher – Representative Wes Long’s Board appointment.**

Chairman Windsor recognized new Personnel Board member Mr. Keith Swisher. Mr. Swisher was appointed by Representative Wes Long. Chairman Windsor welcomed Mr. Swisher to the Board.

**County Commission – Consider request from County Commission to add to the current sick leave policy, that if an *active merit status* employee passes away, the employee’s estate will be paid ½ of the employee’s sick leave balance (up to a maximum of 480 hours),**

Chairman Windsor stated that vacation leave should also be included in this item along with sick leave. He asked for a motion concerning this item. Board member Charles Whisenant made the motion to table this item until the June Personnel Board meeting. Board member Keith Swisher seconded the motion. The motion was carried by voice vote with no “nay” votes being cast. Chairman Windsor asked Attorney McLaughlin to present proposed changes to this policy at the June Personnel Board meeting.

**Personnel Board – Consider approval of Resolution 13-01 recommending that the County Commission award and approve merit pay increases to all eligible classified service employees of the County.**

Chairman Windsor made the motion to approve Resolution 13-01 recommending the County Commission award and approve merit pay increases to all eligible classified service employees of the County for the 2013-2014 fiscal

year. Board member Keith Swisher seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel Board – Consider approval of date & time for public hearing to discuss proposed handbook changes.**

There was no action taken in regard to the public hearing and the item died.

**County Commission – Consider request from County Commission to place employees working for Council on Aging under the Personnel Board. Review recommendations provided by Decision Inc. Consultants, concerning job descriptions and pay ranges for current full-time positions under the Council on Aging.**

Chairman Windsor asked for a motion for the Board to go into executive session in order to preserve good name and character of the employees . Board Attorney Jeffrey McLaughlin certified that an executive session was appropriate due to the discussion of individuals and salaries related to this item. Board member Charles Whisenant made the motion to go into executive session. Board member Randall Haney seconded the motion. A roll call vote was taken with the following results:

Randall Haney	Yes
Charles Whisenant	Yes
Keith Swisher	Yes
Jason Windsor	Yes

The Board was declared in executive session.

At the conclusion of the discussion, 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. Board member Randall Haney seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

Chairman Windsor asked for a motion concerning the request from the County Commission to place the employees of the Council on Aging under the Personnel Board. Board member Charles Whisenant made the motion to ask the Commission to give assurance that they would (1) fund the cost associated with placing these employees on the pay scale at the rates recommended by Decision Inc. Consultants, and (2) agree to sustain the funding and provide funds for yearly increases; and that the Personnel Board Attorney contact the County Attorney to develop a resolution for the County Commission to pass stating that they agree to fund the cost. Board member Randall Haney seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**IX. LEGAL UPDATE**

Attorney McLaughlin stated there was nothing new to be presented.

**X. STAFF REPORT**

Personnel Administrator Christy Kelley reported the following personnel actions for the period of April 20 to May 10, 2013:

There were seven (7) new hires.

1 – Road Maintenance Worker (P/T)	District #3
1 – Road Maintenance Technician	District #4
1 – Road Maintenance Technician (Temp to P/T to F/T)	District #1
1 – Deputy (P/T to F/T)	Sheriff
1 – Revenue Clerk (Temp to P/T)	Revenue
1 – Intern (P/T Temp)	Engineering
1 – Deputy (P/T)	Sheriff

There were four (4) terminations.

4 – Corrections Sergeant	Jail
1 – District Foreman	District #2
1 – Real Property Appraiser II	Appraisal
1 – Road Maintenance Technician	District #1

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

There was one (1) promotion.

1 -- Promoted from Road Maintenance Specialist to District Foreman in Dist. #2.

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

**XI. ADJOURNMENT**

Chairman Windsor asked if there were any other comments. There being none, he entertained a motion to adjourn the Personnel Board Meeting. Board member Charles Whisenant made the motion to adjourn. Board member Randall Haney seconded the motion. The motion carried by voice vote with no "nay" votes being cast.

  
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Talmadge Butler, Board Secretary  
Marshall County Personnel Board  
Meeting Date: May 16<sup>th</sup>, 2013

20 Jan / 13  
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Date