

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Thursday, June 20, 2013

The regular monthly meeting of the Marshall County Personnel Board was held on Thursday, June 20, 2013, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 6:50 P.M.

Board member/s present: Jason Windsor, Chairman
Talmadge Butler, Secretary
Charles Whisenant, Board Member

Board member/s absent: Randall Haney, Board Member
Keith Swisher, Board Member

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 6:50 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 Charles Whisenant led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Chairman Windsor asked for any changes to the agenda. Board member Charles Whisenant made a motion to approve the agenda as written. 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 Thursday, May 16, 2013. Secretary Talmadge Butler made the motion to approve the minutes of the Personnel Board meeting. Board member Charles Whisenant 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 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 in order to amend the Personnel Policies and Procedures, a public hearing would need to be held to discuss the proposed changes. He asked for a motion to set a public hearing. Board member Charles Whisenant made a motion to hold the public hearing on July 25, 2013 from 5:30 to 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.

VIII. NEW BUSINESS

Personnel Board – Consider request from Personnel Administrator Christy Kelley to approve the Personnel Board Budget for FY 2014.

Chairman Windsor asked for a motion to approve the Personnel Board budget for FY 2014. Secretary Talmadge Butler made the motion to approve the budget. Board member Charles Whisenant 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.

Chairman Windsor stated that action had already been taken on this item.

Personnel Board – Consider approval of date and time change for July Personnel Board meeting to coordinate with public hearing.

Chairman Windsor asked for a motion on this item. Board member Charles Whisenant made the motion to hold the July Personnel Board meeting on July 25, 2013 at 6:30 p.m. in the Marshall County Commission Chambers. The motion was seconded by Secretary Talmadge Butler. The motion was carried by voice vote with no “nay” votes being cast.

IX. LEGAL UPDATE

Attorney McLaughlin explained that the County Commission had moved to accept that the Council on Aging come under the Personnel Board. Attorney McLaughlin had discussed this with County Administrator Shelly Fleisher and County Attorney Clint Maze. The Commission is to follow up with formal action to bring the employees of the Council on Aging under the Board at their current

pay and effective October 1, 2013, to place them on the pay scale to at the recommended grades and steps.

Chairman Windsor stated that he had asked Christy not to put the item back on the agenda until the Commission agreed to fund the pay at the recommended grades and steps. He stated that he was concerned that the Commission did not want to put the money in to fund the increases in pay. He also stated that he wanted an understanding that if future raises are approved for County employees, that the County would fund the raises for the Council on Aging employees.

A discussion followed concerning whether the employees of the Council on Aging should be brought under the Board at their current pay rates and not increased until October 1, 2013.

Board member Charles Whisenant asked that the item be placed on agenda for the next Personnel Board meeting.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of May 11 to June 14, 2013:

There were eight (8) new hires:

1 – Corrections Officer	Jail
1 – Deputy	Sheriff
1 – Probate Clerk	Probate
1 – Deputy (P/T to F/T)	Sheriff
1 – Corrections Officer (P/T to F/T)	Jail
1 – Appraisal Technician I (P/T to F/T)	Appraisal
1 – Road Maintenance Technician (Temp)	District #1
1 – Road Maintenance Technician (P/T)	District #1

There were two (2) terminations:

2 – Corrections Officers	Jail
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There was one (1) leave of absence approved for the employee's birth of her child.

There was three (3) promotions and one (1) transfer:

- 1 -- Promoted from Sr. Road Maint. Tech to Road Maint. Specialist in Dist. #2.
- 1 – Promoted from Corrections Officer to Corrections Sergeant in the Jail.
- 1 – Promoted from Appraisal Tech I to Appraiser Trainee in Appraisal.
- 1 – Transfer from Sr. Road Maint. Tech in Dist. #2 to Sr. Road Maint. Tech in Dist. #4.

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

It has been confirmed by the Local Government Health Insurance Plan that we met our goal for our first annual wellness screening. Also, employee appreciation day celebration was a success.

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. 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: June 20th, 2013



Date