

# MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Thursday, July 25, 2013

The regular monthly meeting of the Marshall County Personnel Board was held on Thursday, July 25, 2013, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 6:35 P.M.

**Board member(s) present:** Jason Windsor, Chairman  
Keith Swisher, Board Member  
Charles Whisenant, Board Member

**Board member(s) absent:** Talmadge Butler, Secretary  
Randall Haney, Board Member

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

## I. CALL TO ORDER

Board Chairman Jason Windsor called the meeting to order at 6:35 P.M. He asked everyone to stand for prayer and the Pledge of Allegiance.

## II. INVOCATION

The invocation was offered by Board member Keith Swisher.

## 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. Board member Keith Swisher 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, June 20, 2013. Board member Keith Swisher 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

Chairman Windsor recognized Pamela Sparks, Senior Revenue Clerk. Ms. Sparks explained her job in the Revenue Department. Chairman Windsor expressed the Board's appreciation to Ms. Sparks for attending the meeting.

## 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 the public hearing for this amendment has been held. Chairman Windsor made a motion to amend the Policies and Procedures to include the provision 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). Board member Charles Whisenant seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

**County Commission – Consider request from County Commission to place employees working for Council on Aging under the Personnel Board.**

Chairman Windsor asked for any comments regarding this item. Board member Charles Whisenant made a motion that upon passage of the requested resolution from the County Commission, that beginning October 1, 2013, Council on Aging employees will come under the Personnel Board without further discussion or votes or resolutions. Chairman Windsor asked for a second to the motion. There was no second and the motion died.

Chairman Windsor stated that the resolution the Personnel Board is requesting the County Commission to approve regarding the Council on Aging would be resubmitted to the County Commission. Chairman Windsor offered his apologies to the County Administrator and the County Commissioners for any inconvenience that had been caused due to lack of communication or misunderstanding regarding the resolution. Chairman Windsor asked that upon passage of the resolution (copy of which is attached to these minutes) by the County Commission, the item be placed back on the agenda for the August Personnel Board meeting.

## VIII. NEW BUSINESS

**Personnel Board – Consider request from Personnel Administrator Christy Kelley to attend AAPPA Certification training September 20, 2013 (Risk Management & Safety Issues) in Montgomery, AL.**

Chairman Windsor asked for a motion to approve the request for training. Board member Charles Whisenant made a motion to approve the request. Board member Keith Swisher seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

**IX. LEGAL UPDATE**

Attorney McLaughlin stated the hearing had been held for Steven Langley and the opinion submitted to the Board. Chairman Windsor stated that he had signed the opinion. Attorney McLaughlin stated that the opinion would be issued to the parties involved.

**X. STAFF REPORT**

Personnel Administrator Christy Kelley reported the following personnel actions for the period of June 15 to July 12, 2013:

There was one (1) new hire:

1 – Corrections Officer Jail

There were seven (7) terminations:

2 – Corrections Officers	Jail
1 – Building Cleaner – P/T	Maintenance/EMA
1 – GIS Technician I	Appraisal
1 – Road Maintenance Technician	District #1
1 – Senior Revenue Clerk	Revenue
1 – Road Maintenance Technician – P/T	District #3


There were no leaves of absence to report.

There were no promotions, demotions or transfers to report.

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 Keith Swisher 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: July 25<sup>th</sup>, 2013

08/15/13  
\_\_\_\_\_  
Date

STATE OF ALABAMA        )  
MARSHALL COUNTY        )

**RESOLUTION OF THE**  
**MARSHALL COUNTY COMMISSION**  
**COUNCIL ON AGING**

**WHEREAS**, the Marshall County Commission has requested, pursuant to an opinion of the Alabama Attorney General, that the employees of the Marshall County Council on Aging (“COA”) be placed under the Marshall County Personnel Board; and

**WHEREAS**, the Marshall County Personnel Board requested that the Marshall County Commission fund a pay scale study so that the COA employees would be properly placed on the Marshall County Pay Scale; and

**WHEREAS**, at the request of the Marshall County Personnel Board, the pay scale study was funded and performed by Dr. Diane Clark with Decisions, Inc.; and

**WHEREAS**, Dr. Clark has prepared job descriptions and made recommendations as to where each position should be placed on the current Marshall County Pay Scale and Classification Plan;

**NOW THEREFORE** be it resolved that the Marshall County Commission, effective October 1, 2013, agrees to fully fund the COA, by adding the difference between the current salary and benefit budget amount and the adjusted salary and benefit budget amount needed to comply with the recommendations of Dr. Clark in placing the full time COA employees under the Marshall County Personnel Board, and further that they shall be considered county employees for the purpose of considering cost of living adjustments and merit (longevity) pay raises in the future.

Adopted this the \_\_\_\_\_ day of July, 2013.

\_\_\_\_\_  
**JAMES HUTCHESON, CHAIRMAN**

**ATTEST:**

\_\_\_\_\_  
**WILLIAM H. STRICKLEND,**  
**DISTRICT 1**

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**C. W. “BUDDY” ALLEN, DISTRICT 3**

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**R. E. MARTIN, DISTRICT 2**  
**VICE CHAIRMAN**

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**TAMEY HALE, DISTRICT 4**