

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Thursday, August 15, 2013

The regular monthly meeting of the Marshall County Personnel Board was held on Thursday, August 15, 2013, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 6:30 P.M.

Board member(s) present: Jason Windsor, Chairman
Talmadge Butler, Secretary
Randall Haney, Board Member
Keith Swisher, Board Member
Charles Whisenant, Board Member

Board member(s) absent: None

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 6:30 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 Secretary Talmadge Butler 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, July 25, 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.

Chairman Windsor asked for a motion to approve the minutes of the Public Hearing held on Thursday, July 25, 2013. Board member Keith Swisher 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

None.

VII. OLD BUSINESS

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

Chairman Windsor recognized the resolution passed by the County Commission regarding placing the Council on Aging under the Personnel Board and asked that the resolution be made a part of the minutes of this meeting. Chairman Windsor asked for a motion concerning the request to place the full-time employees of the Council on Aging under the Personnel Board. Board member Charles Whisenant made the motion to approve this request. Chairman Windsor seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

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

Chairman Windsor stated that the purpose of the proposed changes to the FMLA policy is to comply with federal law. He stated that the changes would require that a public hearing be held prior to amending the Policies and Procedures of the Personnel Board. He asked if there was a motion to hold the public hearing on September 19, 2013 from 5:30 to 6:00 p.m. Board member Charles Whisenant made the motion to hold the public hearing. The motion was seconded by Board member Randall Haney. The motion was carried by voice vote with no "nay" votes being cast.

VIII. NEW BUSINESS

Personnel Board – Consider setting time for public hearing on proposed handbook changes (FMLA policy).

Chairman Windsor stated this item was taken care of in the previous motion.

IX. LEGAL UPDATE

Attorney McLaughlin stated there were no legal updates to report.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of July 13 to August 8, 2013:

There were four (4) new hires:

2 – Corrections Officers	Jail
1 – Road Maintenance Technician	District #2
1 – Building Cleaner (P/T)	EMA

There were four (4) terminations:

2 – Deputies	Sheriff's Dept.
1 – Deputy Sergeant	Sheriff's Dept.
1 – Corrections Officer	Jail

There were no leaves of absence to report.

There were no promotions, demotions or transfers to report.

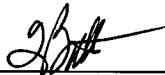
Invitations were sent to two employees to attend the Personnel Board Meeting.

Officers for the Personnel Board are to be elected at the next meeting.


XI. ADJOURNMENT

Chairman Windsor reported to the Board the results of the budget hearing for the Personnel Board budget for the next fiscal year. He reported that the Commission did agree to allot \$2,000 more for the Board attorney and that the Commission agreed to help with the cost of appeal hearings. He stated that the Commission did not agree to fund the Safety Coordinator position, although they might consider it to be included in the pay scale study and consider funding it at that time; the Commission is going to look into the "One-Call"; and, the request for tablets for the Board was not approved. He reported that the Commission did plan to approve funding for merit raises for the next fiscal year and that \$10,000 in funding for a pay scale study would be set aside for a study to be done, possibly in FY 2015.

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 four "yea" votes and one "nay" vote being cast.



Talmadge Butler, Board Secretary
Marshall County Personnel Board
Meeting Date: August 15th, 2013



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

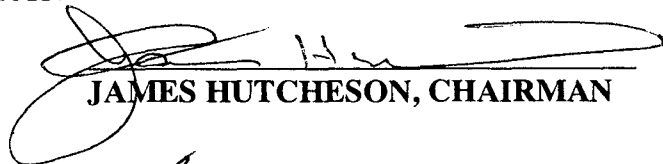
WHEREAS, the Marshall County Personnel Board requested that the Marshall County Commission fund a pay scale study so that the COA employees would be properly placed on the Marshall County Pay Scale; and

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 12th day of August, 2013.

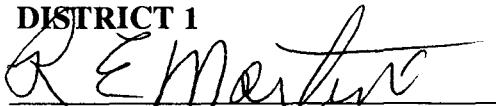


JAMES HUTCHESON, CHAIRMAN

ATTEST:



WILLIAM H. STRICKLEND,
DISTRICT 1



R. E. MARTIN, DISTRICT 2
VICE CHAIRMAN



C. W. "BUDDY" ALLEN, DISTRICT 3



TAMEY HALE, DISTRICT 4