

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Thursday, October 17, 2013

The regular monthly meeting of the Marshall County Personnel Board was held on Thursday, October 17, 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

Also present was Personnel Administrator Christy Kelley.

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 Vice Chairman Talmadge Butler.

III. PLEDGE OF ALLEGIANCE

Board Secretary Keith Swisher 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. Vice Chairman 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, September 19, 2013. Vice Chairman Talmadge Butler made the motion to approve the minutes of the Personnel Board meeting. 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 to approve the minutes of the Personnel Board Public Hearing held on Thursday, September 19, 2013. Secretary Keith Swisher made the motion to approve the minutes of the Public Hearing. Vice Chairman Talmadge Butler seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. PUBLIC COMMENTS

None.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

Sheriff's Department – Consider approval of job description for Sheriff's Court Clerk position.

Chairman Windsor asked for a motion concerning approval of the job description for the Sheriff's Court Clerk position. Board member Charles Whisenant made the motion to approve the Sheriff's Court Clerk job description. Board member Randal Haney seconded the motion. The motion was carried by voice vote with Chairman Jason Windsor abstaining.

IX. LEGAL UPDATE

None.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of September 14 to October 4, 2013:

There were four (4) new hires:

2 – Corrections Officers	Jail
1 – Dispatcher	Jail
1 – Deputy (P/T)	Sheriff's Dept.

There were four (4) terminations:

1 – Parks Worker (P/T)	Parks
2 – Corrections Officers	Jail
1 – Support Clerk	Sheriff's Dept.

There were no leaves of absence to report.

There was one (1) transfer – License/Solid Waste Aide was transferred to the position of Administrative Clerk in the Commission office.

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

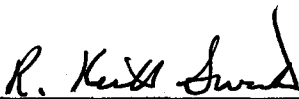
Notices were sent out to all employees informing them about the One-Call-Now system. Contact information will be collected and provided to the IT department so they can set up anyone who wants to participate.

Chairman asked for an update on the status of transferring COA employees to the Personnel Board. Ms. Kelley stated that personnel transactions to transfer the employees had been completed and orientation is being scheduled.

Chairman Windsor asked that the website be updated to include COA in the departments that are covered by the Personnel Board and also that the address of the Personnel Board on the contact page be updated to include the room number of the Personnel Board office.

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.



Keith Swisher, Board Secretary
Marshall County Personnel Board
Meeting Date: October 17th, 2013

11-21-13
Date