

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Thursday, November 21, 2013

The regular monthly meeting of the Marshall County Personnel Board was held on Thursday, November 21, 2013, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Vice Chairman Talmadge Butler called the meeting to order at 6:55 P.M.

Board member(s) present: Talmadge Butler, Vice Chairman
Randall Haney, Board Member
Keith Swisher, Secretary

Board member(s) absent: Jason Windsor, Chairman
Charles Whisenant, Board Member

Also present was Personnel Board Attorney Jeffry McLaughlin, Personnel Administrator Christy Kelley, and Personnel Assistant Beverly Lemons.

I. CALL TO ORDER

Board Vice Chairman Talmadge Butler called the meeting to order at 6:55 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 Vice Chairman Talmadge Butler led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Vice Chairman Butler asked for any changes to the agenda. Board Secretary Keith Swisher made a motion to approve the agenda as written. Board member Randall Haney seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

V. APPROVAL OF MINUTES

Vice Chairman Butler asked for a motion to approve the minutes of the Personnel Board Meeting held on Thursday, November 21, 2013. Board member Randall Haney made the motion to approve the minutes of the Personnel Board meeting. Board Secretary Keith Swisher 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

County Commission – Consider request from County Administrator Shelly Fleisher for the Personnel Board to provide clarification on requirement to use paid time off prior to going on leave without pay.

Vice Chairman Butler asked if there was any discussion regarding this item. Board Attorney Jeffrey McLaughlin stated that based on the discussion in the work session, there is no need to change the policy, but a need for clarification. As discussed, Personnel Administrator Christy Kelley is to prepare a memorandum outlining the points discussed in the work session and submit it to the Board for review.

IX. Personnel – Consider request from Personnel Administrator Christy Kelley to take AAPPA certification exam in Auburn on Friday, December 13th.

Vice Chairman Butler asked for a motion concerning this request. Secretary Keith Swisher made the motion to approve the request to take the exam. Board member Randall Haney seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

LEGAL UPDATE

Attorney McLaughlin asked if there were any questions regarding the leave without pay issue. He stated that the Board had provided guidance regarding this policy. The issues discussed were: the Board would review any leave without pay approved by the appointing authority at the monthly meetings; and what determines a full work day in regard to Section 11.3.5. There were no changes needed to the policy.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of October 5 14 to November 15, 2013:

There were six (6) new hires:

- | | |
|-------------------------------|-----------------|
| 2 – Corrections Officers | Jail |
| 1 – Dispatcher | Jail |
| 1 – Deputy | Sheriff’s Dept. |
| 1 – Support Clerk | Sheriff’s Dept. |
| 1 – Revenue Clerk (Temporary) | Revenue |

There were five (5) terminations:

- | | |
|--|-------------|
| 1 – Parks Worker (P/T) | Parks |
| 1 – Administrative Assistant (Temporary) | District #2 |
| 1 – Chief Clerk | Revenue |
| 1 – Dispatcher | Jail |
| 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.

The Data Process Department has begun the process of adding individuals who signed up for the One-Call-Now system. Approximately 118 individuals have signed up!

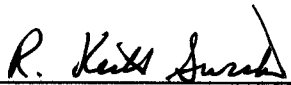
Open enrollment and benefit comparison information was sent to all employees who have county health, dental, and voluntary benefits.

Notices were sent out to department heads offering to provide benefit sessions to discuss the changes in our Local Government benefit plans.

Handbook changes for the revised policy for sick leave payout upon death of an employee and the revised FMLA policy were distributed to all employees and department heads.

XI. ADJOURNMENT

Vice Chairman Butler asked if there were any other comments. There being none, he entertained a motion to adjourn the Personnel Board Meeting. Board member Randall Haney made the motion to adjourn. Secretary Keith Swisher 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: November 21st, 2013

2-20-14

Date