

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Thursday, February 20, 2014

The regular monthly meeting of the Marshall County Personnel Board was held on Thursday, February 20, 2014, 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, Vice Chairman
Randall Haney, Board Member
Keith Swisher, Secretary
Charles Whisenant, Board Member

Board member(s) absent: None

Also present were Personnel Board Attorney Jeffry McLaughlin and 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 Chairman Jason Windsor.

III. PLEDGE OF ALLEGIANCE

Board member Randall Haney led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Chairman Windsor asked for any changes to the agenda. Board Secretary Keith Swisher 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, 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.

Chairman Windsor asked for a motion to approve the minutes of the Personnel Board Meeting held Thursday, December 19, 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.

Chairman Windsor asked for a motion to approve the minutes of the Personnel Board Meeting held Thursday, January 16, 2014. Board Secretary Keith Swisher made the motion to approve the minutes of the Personnel Board meeting. 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

Personnel Board – Consider approval of leave without pay for Building Maintenance employee at the Albertville Courthouse.

Chairman Windsor stated that it is his understanding there is no objection to this request for leave from the appointing authority that is over the Building Maintenance employee and that there is no legal objection to this leave. He then asked for a motion to approve the leave. Board member Charles Whisenant made the motion to approve the request for leave without pay for the Building Maintenance employee. Board member Randall Haney seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

VIII. NEW BUSINESS

Personnel Board – Consider approval of leave without pay for GIS Tech I employee in the Appraisal Department.

Chairman Windsor stated that it is his understanding that there is no objection to this request for leave from the appointing authority that is over the Appraisal Department, which is a part of the Revenue Commission office; and that there is no legal objection to this leave. He then asked for a motion to approve the leave. Board member Randall Haney made the motion to approve the request for leave without pay for the GIS Tech I employee. Secretary Keith Swisher seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

District #4 – Consider approval of request from District #4 Commissioner Tamey Hale to add a new Road Maintenance Technician position.

Chairman Windsor explained that there is a part-time position that is vacant, and that additional funding would be added to make a full-time position, eliminating the part-time position. The Commission has signed the personnel requisition verifying that the funds are available for the full-time position of Road Maintenance Technician. This position has been classified and is currently on the pay scale. It was discussed that the Districts have a different number of employees due to the different amount of road

miles the Districts cover. Chairman Windsor asked for a motion to approve the request to add a new Road Maintenance Technician position for District #4. Board member Randall Haney made the motion to approve the request. Vice Chairman Talmadge Butler seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

IX. LEGAL UPDATE

Attorney McLaughlin stated there was nothing to report to the Board. Chairman asked if there were any questions from the Board for Attorney McLaughlin. There were none.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of December 14, 2013 to February 17, 2014:

There were five (5) new hires:

2 – Dispatcher	Jail
1 – Administrative Clerk	Commission Office
1 – SRO-Deputy P/T	Sheriff's Dept.
1 – Deputy	Sheriff's Dept.
1 – Road Maintenance Technician	District #1

There were four (4) terminations:

1 – Chief Maintenance Supervisor	Maintenance
1 – Dispatcher	Jail
2 – Road Maintenance Technicians	District #1

There were three (3) leaves of absence to report. An employee in the Maintenance Department (Albertville Courthouse) was granted leave without pay for the period of January 3 – January 10, 2014. An employee in the Appraisal Department was granted leave without pay from January 24 – March 31, 2014. An employee in the Jail was granted FMLA leave for a serious medical condition for his son.

There were three promotions, demotions and transfers to report. An employee in the Maintenance Department was promoted from Advanced Maintenance Technician to Chief Maintenance Supervisor. An employee in the Maintenance Department was promoted from the Building Maintenance position to the Advanced Maintenance position. A Deputy in the Sheriff's Department was demoted to his previous position as a Corrections Officer.

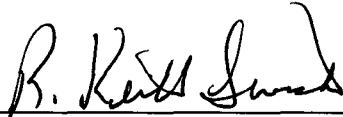
Invitations were sent to four employees to attend the Personnel Board Meeting.

A wellness screening has been scheduled for employees who participate in the Local Government Healthcare on Wednesday, February 26th. Notices have been sent to all eligible employees.

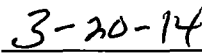
XI. ADJOURNMENT

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. Vice Chairman Talmadge Butler seconded the motion. The motion carried by voice vote with no "nay" votes being cast.

Immediately following the motion to adjourn, Chairman Windsor asked everyone to observe a moment of silence for Commissioner Buddy Allen, who passed away in December.



Keith Swisher, Board Secretary
Marshall County Personnel Board
Meeting Date: February 20th, 2014



Date