

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, May 12, 2014

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, May 14, 2014, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 6:15 P.M.

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

Board member(s) absent: Charles Whisenant, Board Member

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

I. CALL TO ORDER

Board Chairman Jason Windsor called the meeting to order at 6:15 P.M. He asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

The invocation was offered by Board Secretary Keith Swisher.

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. Chairman Windsor made a motion to add two items to the agenda. (1) The Personnel Board elect a Vice Chairman to fill the office vacated by former Vice Chairman Talmadge Butler, and (2) the Board Secretary position be opened up to be filled. 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 agenda as amended. Board member Randall Haney made the motion to approve the agenda as amended. Secretary 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, April 17, 2014. Board member Randall Haney made the motion to approve the minutes of the Personnel Board meeting. 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

Personnel Board – Consider approval of leave without pay request for employee in Reappraisal Department.

Chairman Windsor stated that he understood the appointing authority has already approved this leave and submitted the paperwork to the Personnel Board. Chairman Windsor asked for a motion to approve the leave. Secretary Keith Swisher made a motion to approve the leave. Board member Randall Haney seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Personnel Board – Consider approval of leave without pay request for employee in District #2.

Chairman Windsor stated that he understood the appointing authority has already approved this leave and submitted the paperwork to the Personnel Board. Chairman Windsor asked for a motion to approve the leave. Board member Randall Haney made the motion to approve the leave. Secretary Keith Swisher seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Personnel Board – Election of Vice Chairman of the Personnel Board.

Chairman Windsor turned the meeting over to Board Attorney Jeffrey McLaughlin to conduct the election of Personnel Board officers.

Attorney McLaughlin asked for nominations for the office of Vice Chairman. Keith Swisher was nominated by Randall Haney. The nomination was seconded by Jason Windsor.

Attorney McLaughlin asked for a motion to close the nominations. Jason Windsor made the motion to close the nominations for Vice Chairman. Randall Haney seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

A roll call vote for Keith Swisher as Vice Chairman was taken with the following results:

Randall Haney	Yes
Jason Windsor	Yes
Keith Swisher	Yes

Attorney McLaughlin declared Keith Swisher as the Vice Chairman for the Personnel Board.

Personnel Board – Election of Secretary of the Personnel Board

Attorney McLaughlin asked for nominations for the office of Secretary. Randall Haney was nominated by Jason Windsor. The nomination was seconded by Keith Swisher. The motion was carried by voice vote with no “nay” votes being cast.

Attorney McLaughlin asked for a motion to close the nominations for Secretary. Keith Swisher made the motion to close the nominations for Secretary. Jason Windsor seconded the motion. The motion was carried with no “nay” votes being cast.

A roll call vote for Randall Haney as Secretary was taken with the following results:

Randall Haney	Yes
Jason Windsor	Yes
Keith Swisher	Yes

Attorney McLaughlin declared Randall Haney as the Secretary for the Personnel Board.

IX. LEGAL UPDATE

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

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of April 5 to May 2, 2014:

There were seven (7) new hires:

2—Corrections Officers	Jail
1—Probate Clerk	Probate
2—Park/Lawn Maintenance Workers (Temporary)	Parks
1—Road Maintenance Technician	District #1
1—SHIP/Part D Coordinator (Part-time)	Council on Aging

There were two (2) terminations:

1—Bus Driver (Part-time)	Council on Aging
1—Probate Clerk	Probate

There were two (2) leaves of absence to report. A Senior Road Maintenance Technician in District #2 was approved for leave without pay, due to a family emergency. A Personal Property Appraiser I in the Appraisal Department was approved for leave without pay due to sickness.

There was one promotion to report. An employee in District #2 was promoted from Road Maintenance Technician to Senior Road Maintenance Technician.

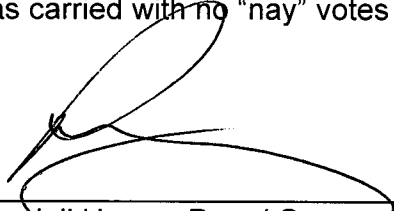
Invitations were sent to two employees to attend the Personnel Board Meeting.

Donation requests were sent to department heads to fund the employee appreciation lunch scheduled for May 22nd.

We have another wellness screening scheduled for May 22nd. We have forty (40) people that have signed up for this screening. This should be enough to meet the required number of screenings in order to receive the discounted health insurance rate.

XI. ADJOURNMENT

Chairman Windsor asked for a motion to adjourn. Secretary Randall Haney made the motion to adjourn. Vice Chairman Keith Swisher seconded the motion. The motion was carried with no "nay" votes being cast.



Randall Haney, Board Secretary
Marshall County Personnel Board
Meeting Date: May 12th, 2014

6-19-14

Date