

# MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Thursday, June 19, 2014

The regular monthly meeting of the Marshall County Personnel Board was held on Thursday, June 19, 2014, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 5:00 P.M.

**Board member(s) present:** Jason Windsor, Chairman  
Keith Swisher, Vice Chairman  
Charles Whisenant, Board Member  
Ben Gamel, Board Member

**Board member(s) absent:** Randall Haney, Secretary

Also present were 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 5:00 P.M. The newly appointed Personnel Board member, Ben Gamel, appointed by Rep. Kerry Rich, was administered the oath of office and sworn in as a Personnel Board member by Attorney Jeffrey McLaughlin.

Chairman Windsor then asked everyone to stand for prayer and the Pledge of Allegiance.

## II. INVOCATION

The invocation was offered by Vice Chairman Keith Swisher.

## III. PLEDGE OF ALLEGIANCE

Board member Charles Whisenant led the Pledge of Allegiance.

## IV. APPROVAL OF AGENDA

Chairman Windsor asked for any changes to the agenda. Board member Charles Whisenant made the motion to approve the agenda. Vice Chairman 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 Monday, May 12<sup>th</sup>, 2014. Vice Chairman Keith Swisher made the motion to approve the minutes of the Personnel Board meeting. Board member Ben

Gamel 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 – Acknowledge swearing of Mr. Ben Gamel—Rep. Kerry Rich’s Board appointment.**

Chairman Windsor welcomed Mr. Ben Gamel as a new Personnel Board member. Mr. Gamel was appointed by Representative Kerry Rich to fill the position formerly held by Mr. Talmadge Butler, whose term expired. Mr. Gamel gave a brief history of his background.

**Personnel Board – Consider approval of leave without pay request for employee in Reappraisal Department. (M. Flipppo)**

Chairman Windsor asked Personnel Administrator Christy Kelley if the appointing authority has already approved this leave. Ms. Kelley stated that the leave has been approved by the appointing authority. Chairman Windsor asked for a motion to approve the leave. Board member Charles Whisenant made the motion to approve the leave. Vice Chairman Keith Swisher 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 Reappraisal Department. (N. Cowan)**

Chairman Windsor asked Personnel Administrator Christy Kelley if the appointing authority has already approved this leave. Ms. Kelley stated that the leave has been approved by the appointing authority. Chairman Windsor asked for a motion to approve the leave. Vice Chairman Keith Swisher made the motion to approve the leave. Board member Ben Gamel 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 Reappraisal Department. (M. McDaniel)**

Chairman Windsor asked Personnel Administrator Christy Kelley, if the appointing authority has already approved this leave. Ms. Kelley stated that the leave has been approved by the appointing authority. Chairman Windsor asked for a motion to approve the leave. Board member Ben Gamel made the motion to approve the leave. Vice Chairman Keith Swisher seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel Board – Consider approval of Resolution 14-01 recommending that the County Commission award and approve merit pay increases to all eligible classified service employees of the County.**

Chairman Windsor explained that this resolution is to recommend to the County Commission that merit increases be approved and budgeted for the fiscal year 2014-2015.

Chairman Windsor made the motion to approve Resolution 14-01. Vice Chairman Keith Swisher seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**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 May 3 to June 13, 2014:

There were six (6) new hires:

1—Court Clerk	Probate
1—Deputy	Sheriff's Dept.
1—Road Maintenance Specialist	District #3
1—Road Maintenance Technician	District #4
2—Voting Machine Attendant (Temp-P/T)	Probate

There were three (3) terminations:

1—GIS Tech I	Appraisal
1—Road Maintenance Worker (P/T)	District #3
1—Deputy	Sheriff's Dept.

There were three (3) leaves of absence to report. A Personal Property Appraiser I in the Appraisal Department was approved for leave without pay, due to sickness. Another Personal Property Appraiser I in the Appraisal Department was approved for leave without pay, due to sickness. A GIS Technician I in the Appraisal Department was approved for leave without pay, due to sickness.

There was one promotion to report. An employee in the Appraisal Department was promoted from Appraisal Tech II to Appraisal Tech III.

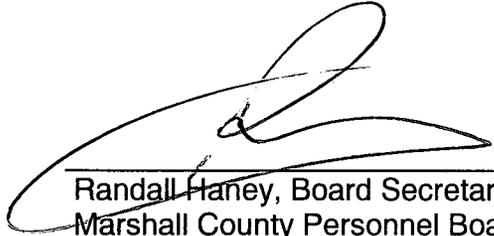
The employee appreciation luncheon was held on Thursday, May 22<sup>nd</sup>. The attendance was great and everyone seemed to enjoy the food and fellowship.

The wellness screening was also held on that same date. We met our required percentage to receive our discounted rate for health insurance.

Chairman Windsor expressed his appreciation to all those who contributed to the employee appreciation luncheon. He also expressed his appreciation to Christy Kelley and Beverly Lemons for their hard work.

**XI. ADJOURNMENT**

Chairman Windsor asked for a motion to adjourn. Board member Charles Whisenant made the motion to adjourn. Board member Ben Gamel seconded the motion. The motion was carried with no "nay" votes being cast.

  
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Randall Haney, Board Secretary  
Marshall County Personnel Board  
Meeting Date: June 19<sup>th</sup>, 2014

7-14-14  
Date