

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, August 11, 2014

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, August 11, 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
Keith Swisher, Vice Chairman
Randall Haney, Secretary
Ben Gamel, Board Member

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

Also present were Personnel Board 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. Chairman Windsor asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

The invocation was offered by Board Secretary Randall Haney.

III. PLEDGE OF ALLEGIANCE

Board member Ben Gamel led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Chairman Windsor asked for any changes to the agenda. Vice Chairman Keith Swisher made the motion to approve the agenda. Board member Ben Gamel 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, July 14, 2014. Secretary Randall Haney 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

Chairman Windsor recognized Penni Windsor, Chief Clerk, Sheriff's Department. She briefly explained her duties in the Sheriff's office. Also present was Amanda Pierce from the Appraisal Department.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

Sheriff's Department – Consider approval of Sheriff Walls' request to fill Administrative Coordinator position.

Chairman Windsor made a motion to table this item until the September 8, 2014 Personnel Board meeting. He asked Board Attorney Jeffrey McLaughlin to draw up paperwork for the internal applicant and the Sheriff to sign agreeing that the applicant will meet the educational requirements of the position within the specified time frame. Secretary Randall Haney seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Personnel Board – Consider approval to change Personnel Board Meeting in October due to holiday on October 13th.

Chairman Windsor asked for a motion to change the October, 2014 Personnel Board Meeting to Tuesday, October 14th, due to the regular date of October 13th being a holiday. Vice Chairman Keith Swisher made a motion to change the meeting date to October 14th. 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.

Chairman Windsor asked Personnel Administrator Christy Kelley if this leave had been approved by the Department Head. 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. Secretary Randall Haney seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Personnel Board – Consider approval of Classification & Compensation Study with optional Job Specific Performance Appraisal System Proposal for Marshall County.

Chairman Windsor stated that the Board has received and reviewed three proposals for this study. He asked if there was a motion to accept one of the proposals. Secretary Randall Haney made the motion to accept the proposal from Jacksonville State University. Vice Chairman Keith Swisher seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

IX. LEGAL UPDATE

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 July 12 to August 8, 2014:

There were five (5) new hires:

3—Corrections Officers	Jail
1—Road Maintenance Technician (Temporary)	District #1
1—Park/Lawn Maintenance (Temporary)	Parks

There were three (3) terminations:

1—Administrative Coordinator	Sheriff's Dept.
1—Personnel Property Appraiser II	Appraisal
1—Parks/Lawn Maintenance (Temporary)	Parks

There were two (2) leaves of absence to report. A Court Clerk in the Probate Department (probationary employee) requested a leave of absence for personal reasons; Personal Property Appraiser I in the Appraisal Department requested leave due to sickness.

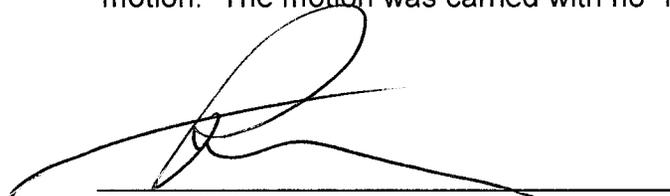
There was one promotion to report. A Corrections Officer in the Jail was promoted to Deputy in the Sheriff's Department. There were no demotions or transfers.

Ms. Kelley stated there was a lot of good information and education received from the annual Personnel Conference that she attended. She expressed appreciation to the Board for allowing her to attend.

Chairman Windsor asked Ms. Kelley to arrange a meeting with Jacksonville State University to discuss the details of the classification and compensation study before any work begins.

XI. ADJOURNMENT

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



Randall Haney, Board Secretary
Marshall County Personnel Board
Meeting Date: August 11th, 2014

9-22-14

Date