

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, September 22, 2014

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, September 22, 2014, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 4:30 P.M.

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

Board member(s) absent: None

Also present were Personnel Board 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 4:30 P.M. Chairman Windsor 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 as presented. Board Secretary Randall Haney 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, August 11, 2014. Board member Ben Gamel made the motion to approve the minutes of the Personnel Board meeting. Chairman Jason Windsor seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. PUBLIC COMMENTS

Chairman Windsor recognized Jennifer Swafford with Jacksonville State University.

VII. OLD BUSINESS

Sheriff's Department – Consider request from Sheriff Scott Walls to fill Administrative Coordinator position, contingent upon selected employee's agreement to complete associates degree.

Chairman Windsor asked for a motion to table this item. Board Secretary Randall Haney made the motion to table this item. Board member Charles Whisenant seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VIII. NEW BUSINESS

Personnel Board – Consider election of Personnel Board Officers.

Chairman Windsor turned the meeting over to Board Attorney Jeffrey McLaughlin for the purpose of conducting election of Personnel Board Officers.

Attorney McLaughlin stated this would be the annual election for the offices of Chairman, Vice Chairman, and Secretary.

Chairman - Attorney McLaughlin asked for nominations for the office of Chairman. Jason Windsor was nominated by Randall Haney. The nomination was seconded by Ben Gamel. A motion to close the nominations was made by Charles Whisenant and seconded by Randall Haney. Attorney McLaughlin asked if there was any discussion. There was none and a roll call vote was held to close the nominations for Chairman with the following results:

Jason Windsor	Abstain
Keith Swisher	Yes
Charles Whisenant	Yes
Randall Haney	Yes
Ben Gamel	Yes

Attorney McLaughlin asked for a voice vote for the election of Jason Windsor to the office of Chairman. The vote was carried with no "nay" votes being cast. Attorney McLaughlin declared Jason Windsor to be the Chairman.

Vice Chairman - Attorney McLaughlin asked for nominations for the office of Vice Chairman. Keith Swisher was nominated by Jason Windsor. The nomination was seconded by Randall Haney. A motion to close the nominations was made by Ben Gamel and seconded by Charles Whisenant. A roll call vote was held to close the nominations for Vice Chairman with the following results:

Jason Windsor	Yes
Keith Swisher	Abstain
Charles Whisenant	Yes
Randall Haney	Yes
Ben Gamel	Yes

Attorney McLaughlin asked for a voice vote for the election of Keith Swisher to the office of Vice Chairman. The vote was carried with no "nay" votes being cast. Attorney McLaughlin declared Keith Swisher to be the Vice Chairman.

Secretary - Attorney McLaughlin asked for nominations for the office of Secretary. Ben Gamel was nominated by Randall Haney. The nomination was seconded by Jason Windsor. Randall Haney was nominated by Ben Gamel. The nomination was seconded by Jason Windsor. A motion to close the nominations was made by Charles Whisenant and seconded by Jason Windsor. A roll call vote was held to close the nomination for Secretary was held to close the nominations for Secretary with the following results:

Jason Windsor	Yes
Keith Swisher	Yes
Charles Whisenant	Yes
Randall Haney	Yes
Ben Gamel	Yes

Attorney McLaughlin asked for a roll call vote for the election of Ben Gamel to the office of Secretary with the following results:

Ben Gamel	Abstain
Jason Windsor	Yes
Keith Swisher	No
Charles Whisenant	No
Randall Haney	Yes

Attorney McLaughlin then asked for a roll call vote for the election of Randall Haney to the office of Secretary with the following results:

Jason Windsor	Yes
Keith Swisher	Yes
Charles Whisenant	Yes
Randall Haney	Abstain
Ben Gamel	Yes

Attorney McLaughlin declared Randall Haney to be the Secretary.

The meeting was then turned back over to Chairman Jason Windsor.

Personnel Board – Consider approval of Board Attorney Agreement.

Chairman Windsor asked for a motion to approve the support agreement with Attorney Jeffrey McLaughlin for the FY 2014-2015 fiscal year. Board member Charles Whisenant made the motion to approve the agreement. Board member Ben Gamel seconded the motion. The motion was carried by voice vote with no “nay” votes being cast. Chairman Windsor stated he would sign the agreement and Attorney McLaughlin would sign also. The agreement would then be submitted to the County Commission Chairman for his signature and returned to Personnel Administrator Christy Kelley to be made an official part of the minutes.

Personnel Board – Consider approval of Personnel Board Hearing Procedures provided by Attorney Jeffrey McLaughlin.

Chairman Windsor asked for a motion to table this item until the October 14th, 2014 meeting. Board Secretary Randall Haney made the motion to table this item. Board member Charles Whisenant 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 employees 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. 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 District 4.

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 Charles Whisenant 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 District 3.

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. 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 contract with Jacksonville State University to conduct Classification and Compensation Study.

Chairman Windsor made a motion to approve the contract with Jacksonville State University to conduct a classification and compensation study. Secretary Randall Haney seconded the motion. Chairman Windsor then asked for a roll call vote concerning this item with following results:

Keith Swisher	Yes
Ben Gamel	Yes
Charles Whisenant	Yes
Randall Haney	Yes
Jason Windsor	Yes

IX. LEGAL UPDATE

Board attorney Jeffrey McLaughlin stated he had a few items. 1) Attorney McLaughlin expressed appreciation to the Board for rehiring him for the coming year. 2) He stated that he would have the contract for the Administrative Assistant position in the Sheriff's Department available for the next meeting. 3) Attorney McLaughlin stated he had a number of media calls asking for information about an employee. He stated that we have always been protective of information and have given out only very general information, and this was what happened in this case. However, in researching this issue, Attorney

McLaughlin found that the law may be broader than originally thought. If this issue needs to be addressed at a later time, it will be brought before the Board. Attorney McLaughlin stated he merely wanted to inform the Board that there may be a question as to what information can be given out.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of August 9 to September 18, 2014:

There were three (3) new hires:

1—Corrections Officer	Jail
1—Bus Driver (Part-time)	Council on Aging
1—Appraisal Trainee/Personal Property	Appraisal

There were eight (8) terminations:

1—Center Manager (Part-time)	Council on Aging
2—Engineering Interns (Temporary)	Engineering
3—Deputies	Sheriff's Dept.
2—Corrections Officers	Jail

There were four (4) leaves of absence to report. An Appraiser Trainee (Real Property) requested a leave of absence for scheduled vacation that he did not have time to cover; Personal Property Appraiser I in the Appraisal Department requested leave due to sickness; a Road Maintenance Technician in District # 4 requested leave due to personal reasons; and a Road Maintenance Specialist in District # 3 requested leave due to sickness.

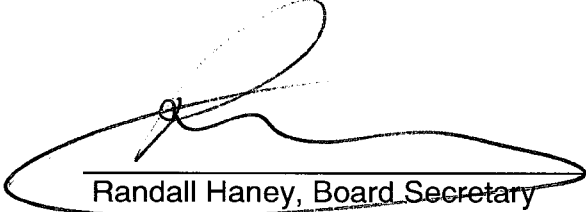
There was one promotion to report. A Dispatcher in the Jail was promoted to Deputy in the Sheriff's Department. There were no demotions or transfers.

Ms. Kelley stated the State Employees' Insurance Board will be on site providing flu shots for all employees and retirees covered under the Local Government Insurance plan on Wednesday, October 15th, 2014.

Two invitations to attend the Personnel Board meeting were sent out.

XI. ADJOURNMENT

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



Randall Haney, Board Secretary
Marshall County Personnel Board
Meeting Date: September 22nd, 2014

10-14-14

Date