

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Tuesday, October 14, 2014

The regular monthly meeting of the Marshall County Personnel Board was held on Tuesday, October 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
Keith Swisher, Vice Chairman
Randall Haney, Secretary
Ben Gamel, Board Member
Charles Whisenant, Board Member

Board member(s) absent: None

Also present were Attorney Lea Hicks, representing 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 meeting agenda. Board member Charles Whisenant made the motion to approve the agenda as presented. 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, September 22, 2014. Vice Chairman Keith Swisher made the motion to approve the minutes of the Personnel Board meeting. Secretary Randall Haney seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. PUBLIC COMMENTS

None.

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 stated that the proposed contract needed to be amended to include verbiage that the associates' degree must come from an accredited college. He also stated that the employee must meet with Personnel Director Christy Kelley to discuss the contract. Chairman Windsor asked for approval of this item with the above stated stipulations. Board member Charles Whisenant made the motion to approve this item with the stated stipulations. 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 Personnel Board Hearing Procedures provided by Attorney Jeffrey McLaughlin.

Chairman Windsor made a motion to table this item until all Board members have had an opportunity to review the proposed procedures. Secretary Randall Haney seconded the motion. The vote was carried with no "nay" votes being cast.

VIII. NEW BUSINESS

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 Department Head. Chairman Windsor asked for a motion to approve the leave. Board Secretary Randall Haney 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.

IX. LEGAL UPDATE

Attorney Lea Hicks, representing Board Attorney Jeffrey McLaughlin, stated there was nothing to report.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of September 19 to October 10, 2014:

There were five (5) new hires:

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|---------------------------------------|------------------|
| 1—Center Manager, Douglas (Part-time) | Council on Aging |
| 1—Building Maintenance (Part-time) | Maintenance |
| 2—Engineering Interns (Part-time) | Engineering |
| 1 – Revenue Clerk (Temporary) | Revenue |

There were two (2) terminations:

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| 1—Real Property Appraiser III | Appraisal |
| 1—Probate Division Supervisor | Probate |

There was one (1) leave of absence to report. A Road Maintenance Technician in District #4 requested leave due to family sickness.

There was one promotion to report. A Probate Clerk was promoted to Probate Division Supervisor in the Probate Department. There was one transfer on August 12th. The Accounting Specialist in the Revenue Department transferred to the Chief Clerk position due to the Accounting Specialist position being unbudgeted.

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


Open enrollment for employee benefits will begin on November 1st. Benefit statement and notices will be sent out to employees in the next week.

Flu shots for employees are scheduled for next week.

A meeting has been scheduled next week between Jennifer Swafford (Jacksonville State University) and department heads and supervisors to discuss the procedures for job analysis questionnaires.

XI. ADJOURNMENT

Chairman Windsor asked for a motion to adjourn. Board member Charles Whisenant made the 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: November 10th, 2014

11-10-2014
Date