

# MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, November 10, 2014

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, November 10, 2014, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 6:30 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, and Personnel Administrator Christy Kelley.

## I. CALL TO ORDER

Board Chairman Jason Windsor called the meeting to order at 6:30 P.M. Chairman Windsor asked everyone to stand for prayer and the Pledge of Allegiance.

## II. INVOCATION

Chairman Windsor asked that a moment of silence be observed in honor of our veterans. Following the moment of silence, the invocation was offered by Board 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 meeting agenda. Chairman Windsor then asked for a motion to amend the agenda to add the consideration of procedures for Personnel Board hearings to be added to the Policies and Procedures Handbook and to set a public hearing for the change to the Handbook (Section 10.2.5) to be held on January 12, 2015 at 5:30 p.m. Board member Charles Whisenant made the motion to add to the agenda as requested. Board member Ben Gamel 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. Vice Chairman Keith Swisher made the motion to approve the agenda as amended. Board member Charles Whisenant 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 Tuesday, October 14, 2014. Board member Charles Whisenant 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**

Chairman Windsor recognized the Chief Clerk for the Marshall County Sheriff's office, Penni Windsor. Ms. Windsor explained her role as Chief Clerk to the Personnel Board.

**VII. OLD BUSINESS**

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

Chairman Windsor stated this item would remain tabled until after the public hearing concerning the procedures.

**VIII. NEW BUSINESS**

**Personnel Board – Consider approval of Leave Without Pay request for employee in District 4.**

**Personnel Board – Consider approval of Leave Without Pay request for employee in Appraisal Department.**

**Personnel Board – Consider approval of Leave Without Pay request for employee in Maintenance Department.**

Chairman Windsor asked for a motion to consider as one item all three requests for leave without pay. The motion was made by Board member Charles Whisenant to consider all requests for leave without pay as one item. Secretary Randall Haney seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

Chairman Windsor asked Personnel Administrator Christy Kelley if the appropriate Department Heads had approved the leave for these employees. Ms. Kelley stated that the leave has been approved by the appropriate Department Heads. Chairman Windsor asked for a motion to approve the leave requests. Board member Ben Gamel made the motion to approve the leave. Board member Charles Whisenant seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**IX. Consider approval of request for public hearing regarding changes to Personnel Board Policies and Procedures, Section 10.2.5, Grievance Procedure, Personnel Board's Review.**

Chairman Windsor asked for a motion to hold a public hearing regarding changes to the Personnel Board Policies and Procedures, Section 10.2.5, Grievance Procedure, Personnel Board's Review, to be held on January 12, 2015 at 5:30 p.m. Board member Charles Whisenant made the motion to hold the public hearing as requested. Board member Ben Gamel seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**X. LEGAL UPDATE**

Attorney Jeffrey McLaughlin, stated there was nothing to report.

**XI. STAFF REPORT**

Personnel Administrator Christy Kelley reported the following personnel actions for the period of October 11 - 31, 2014:

There were three (3) new hires:

1—Deputy	Sheriff's Dept.
2—Corrections Officers	Jail

There were three (3) terminations:

1—EMA/GIS Planner	EMA
1—Corrections Officer	Jail
1—Parks/Lawn Maintenance (Temporary)	Parks

There were four (4) leaves of absence to report. A Road Maintenance Technician in District #4 requested leave on two different dates due to doctor's appointments. An employee in the Appraisal Department requested leave without pay due to sickness. An employee in the Maintenance Department requested leave without pay due to sickness.

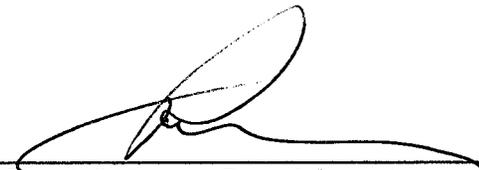
There was one promotion to report. A Support Clerk was promoted to Administrative Coordinator in the Sheriff's Department.

It was reported that: (1) Job Analysis questionnaires have been sent to all employees to gather information for the pay study; (2) Open enrollment begins on November 1<sup>st</sup> and notices and benefit statements have been sent to employees; and (3) Flu shots were given to 82 employees on October 15<sup>th</sup>.

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

**XII. ADJOURNMENT**

Chairman Windsor asked for a motion to adjourn. Board member Charles Whisenant made the motion to adjourn. Vice Chairman Keith Swisher 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: November 10<sup>th</sup>, 2014

12-8-14  
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 Date