

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, April 13, 2015

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, April 13, 2015, 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 Personnel Board Attorney Jeffrey McLaughlin, Personnel Administrator Christy Kelley, and Personnel Assistant Beverly Lemons.

I. CALL TO ORDER

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 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. There were none. Chairman Windsor then asked for a motion to approve the agenda as written. Board member Charles Whisenant made the motion to approve the agenda as written. 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 Tuesday, March 3, 2015. Board member Ben Gamel made the motion to approve the minutes of the Personnel Board meeting. Vice Chairman Keith Swisher seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. PUBLIC COMMENTS

Chairman Windsor asked if there were any comments from those present at the meeting. There were none.

VII. OLD BUSINESS

Personnel – Consider request from Chairman Jason Windsor to review current Marshall County Drug Policy for possible revisions. (Previously tabled)

Chairman Windsor stated this item would remain tabled.

Personnel – Consider request from Chairman Jason Windsor to review current Performance Appraisal forms and process for possible revisions. (Previously tabled)

Chairman Windsor stated this item would remain tabled.

Personnel – Consider request to approve revised sick leave donation policy and guidelines.

Chairman Windsor asked if there was a motion concerning the proposed revised policy and guidelines for sick leave donation. Vice Chairman Keith Swisher made a motion to approve the revision. Board Member Charles Whisenant seconded the motion. The motion was carried by voice vote with Chairman Windsor voting “nay.”

VIII. NEW BUSINESS

None.

X. LEGAL UPDATE

Personnel Board Attorney Jeffrey McLaughlin asked if there were any questions for him. There being none, he stated that the Board had one issue to be taken care of that would require going into executive session due to the reputation and job performance of employees. Chairman Windsor stated that the Board would take care of the staff report and then take up the executive session.

XI. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of January 11 to April 3, 2015:

There were four (4) new hires:

1 – Maintenance Technician	Jail
1—Bus Driver (P/T)	Council on Aging
1—Dispatcher	Jail
1—Corrections Officer	Jail

There were eight (8) terminations:

2—Corrections Officers	Jail
1—Corrections Officer	School Resource
1—Dispatcher	Jail
1—Deputy	School Resource
1—District Foreman	District #4

1—Road Maintenance Specialist
1—District Foreman

District #1
District #3

There were five leaves of absence to report. Two employees in the Jail, one employee in Appraisal, and one employee in the Maintenance Department were approved for FMLA due to their own serious medical conditions. One employee in the Jail was approved for FMLA leave to care for his spouse and for the birth of his child.

There was one promotion—a Road Maintenance Technician in District #3 was promoted to Road Maintenance Specialist.

Employee interviews for the pay study were conducted on-site by Jennifer Swafford from Jacksonville State University.

Employee appreciation day will be May 21st, 2015

No invitations to attend the Personnel Board meeting were sent out due to the full schedule of meetings.

XII. LEGAL UPDATE—Executive Session

Chairman Windsor asked Attorney McLaughlin to certify that the matter to be taken up by the Personnel Board met the requirements for going into executive session. Attorney McLaughlin certified that an executive session was appropriate under the open meetings act. Chairman Windsor asked if there was a motion to go into executive session. Secretary Randall Haney made the motion to enter into executive session. Vice Chairman Keith Swisher seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

Chairman Windsor then asked everyone except the Personnel Board members, Personnel Attorney McLaughlin, and Personnel Administrator Christy Kelley to please leave the room. At the close of the executive session, Chairman Windsor asked if there was a motion to come out of executive session. The motion was made by Board member Charles Whisenant. Secretary Randall Haney seconded the motion. The motion was passed by voice vote with no “nay” votes being cast.

XIII. ADJOURNMENT

Chairman Windsor asked for a motion to adjourn the Personnel Board meeting. 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.



Randall Haney, Board Secretary
Marshall County Personnel Board
Meeting Date: April 13th, 2015

5-11-15

Date