

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, June 8, 2015

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, June 8, 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
Randall Haney, Secretary
Charles Whisenant, Board Member
Ben Gamel, Vice Chairman
Don Mitchell, 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. SWEARING IN OF NEW BOARD MEMBER

Chairman Windsor asked Attorney Jeff McLaughlin to administer the oath of office to new Board member Don Mitchell. The oath of office was administered and Don Mitchell was sworn in as a Personnel Board member. Mr. Mitchell was appointed to the Board by Representative Will Ainsworth.

V. 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 Ben Gamel made the motion to approve the agenda as written. Board member Charles Whisenant seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. APPROVAL OF MINUTES

Chairman Windsor asked for a motion to approve the minutes of the Personnel Board Meeting held on Monday, May 11, 2015. Board member Charles Whisenant 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.

Chairman Windsor asked for a motion to approve the minutes of the Public Hearing held on Monday, April 13, 2015. Board member Ben Gamel made the motion to approve the minutes of the hearing. Board member Charles Whisenant seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

VII. PUBLIC COMMENTS

There were no public comments. Chairman Windsor welcomed new Board member Don Mitchell and thanked him and the other Board members for serving on the Personnel Board.

VIII. 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 be placed on the work session agenda for next month’s meeting.

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 be removed from the agenda. He asked Personnel Administrator Christy Kelley to start the process of revising the forms used for performance appraisals and to bring these to the Board for approval as the proposed revisions are made.

IX. NEW BUSINESS

Personnel Board – Acknowledge swearing in of Mr. Don Mitchell – Rep. Will Ainsworth’s Board appointment

Chairman Windsor again thanked Mr. Mitchell for serving on the Board and stressed the importance of the Personnel Board.

Personnel Board – Consider election of Board officer Vice Chairman position, previously held by Keith Swisher

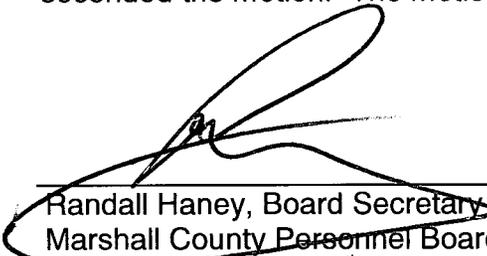
Chairman Windsor turned the floor over to Attorney Jeff McLaughlin for the election of a Vice Chairman.

Attorney McLaughlin asked for nominations for the position of Vice Chairman. Board member Ben Gamel was nominated by Chairman Windsor. The nomination was seconded by Board member Don Mitchell.

A request was made that the staff report include a breakdown on the reason for employee terminations, indicating whether the employee resigned, retired, was terminated for cause, etc.

XIII. ADJOURNMENT

Chairman Windsor asked for a motion to adjourn the Personnel Board meeting. Board member Charles Whisenant made the motion to adjourn. Vice Chairman 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: June 8th, 2015

7-13-15

Date