

# MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, September 14, 2015

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, September 14<sup>th</sup>, 2015, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 6:20 P.M.

**Board member(s) present:** Jason Windsor, Chairman  
Randall Haney, Secretary  
Ben Gamel, Vice Chairman  
Don Mitchell, 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 6:20 P.M. Chairman Windsor asked everyone to stand for prayer and the Pledge of Allegiance.

## II. INVOCATION

The invocation was offered by Board member Don Mitchell.

## III. PLEDGE OF ALLEGIANCE

Board member Charles Whisenant led the Pledge of Allegiance.

## IV. APPROVAL OF AGENDA

Chairman Windsor entertained a motion to add the following item to the agenda: Consider placement of Kim Tanner in County employment. Vice Chairman Ben Gamel made the motion to add the item to the agenda. The motion was seconded by Secretary Randall Haney. The motion was carried by voice vote with no "nay" votes being cast.

Chairman Windsor then asked for a motion to approve the agenda as amended. Secretary Randall Haney made the motion to approve the agenda as amended. Board member Don Mitchell 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 10<sup>th</sup>, 2015. Board member Don Mitchell 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 District 1 Commissioner Bill Stricklend, District 4 Commissioner Jessie Swords, Commission Chairman James Hutcheson, and County Administrator Shelly Fleisher.

## **VII. OLD BUSINESS**

**Personnel Board – Consider proposed handbook policy changes to the drug policy addendum.**

Chairman Windsor asked for a motion to approve the changes to the drug policy addendum in the Personnel Policies and Procedures. The required public hearing was held prior to the Personnel Board Meeting and no one was there to speak for or against the change in policy.

A motion to approve the proposed handbook policy changes to the drug policy addendum was made by Secretary Randall Haney. The motion was seconded by Vice Chairman Ben Gamel. The motion was carried by voice vote with no “nay” votes being cast.

## **VIII. NEW BUSINESS**

**District #1 – Consider approval of request from Commissioner Bill Stricklend to establish an Operator II (Sr. Road Maintenance Technician) position utilizing an existing Equipment Operator III (Road Maintenance Specialist) position that is currently vacant.**

Chairman Windsor explained that this is not an additional position. It is doing away with an Equipment Operator III position and using the funding for an Equipment Operator II position. Funding has already been established by the County Commission. He asked for a motion concerning this item.

Secretary Randall Haney made a motion to approve the request. Board member Don Mitchell seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Commission – Consider approval of request from County Commission to change the amount of employee promotions to a minimum increase of 4%.**

Chairman Windsor asked for a motion concerning this request. Board member Charles Whisenant made a motion to approve the request. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with three “yea” votes and two “nay” votes.

Chairman Windsor stated this will require an amendment to the Personnel Policies and Procedures and would not take effect until after a public hearing on the proposed change. He asked Attorney McLaughlin to prepare the proposed policy changes to the Personnel Policies and Procedures to present at the next meeting.

**Commission – Consider approval of request from County Administrator, Shelly Fleisher, to hire employee in a vacant Account Clerk II (Accounting Clerk) position, at a Grade 10, Step 2.**

Chairman Windsor asked for a motion to approve this request. Vice Chairman Ben Gamel made a motion to approve the request to hire at step 2. There was no second to the motion. Chairman Windsor stated that the motion died due to lack of a second.

**Personnel Board – Consider approval of revised Job Descriptions and title changes.**

Chairman Windsor asked for a motion to table this item until all revisions are completed. Secretary Randall Haney made a motion to table this item. Vice Chairman 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 for an employee in Building Maintenance and for an employee in the Sheriff’s Office.**

Chairman Windsor asked if these requests for leave without pay had been approved by the appropriate appointing authorities. Ms. Christy Kelley, Personnel Administrator, stated they had been approved. Chairman Windsor asked for a motion to approve the leave. Board member Don Mitchell made the motion to approve the leave without pay. Secretary Randall Haney seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel Board – Consider election of Personnel Board Officers for new Fiscal Year.**

Chairman Windsor turned the meeting over to Attorney Jeffrey McLaughlin for election of officers for the 2015-2016 fiscal year.

Attorney McLaughlin opened the floor for nominations for the office of Chairman of the Personnel Board. 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 Don Mitchell. The motion was carried by voice vote with no “nay” votes being cast.

A roll call vote for Jason Windsor as Chairman was taken with the following results:

|                   |         |
|-------------------|---------|
| Jason Windsor     | Abstain |
| Ben Gamel         | Yes     |
| Charles Whisenant | Yes     |
| Randall Haney     | Yes     |
| Don Mitchell      | Yes     |

Attorney McLaughlin declared Jason Windsor as the Personnel Board Chairman.

Attorney McLaughlin opened the floor for nominations for the office of Vice Chairman of the Personnel Board. Ben Gamel was nominated by Randall Haney. The nomination was seconded by Jason Windsor. A motion to close the nominations was made by Don Mitchell and seconded by Ben Gamel. The motion was carried by voice vote with no “nay” votes being cast.

A roll call vote for Ben Gamel as Vice Chairman was taken with the following results:

|                   |         |
|-------------------|---------|
| Jason Windsor     | Yes     |
| Ben Gamel         | Abstain |
| Charles Whisenant | Yes     |
| Randall Haney     | Yes     |
| Don Mitchell      | Yes     |

Attorney McLaughlin declared Ben Gamel as the Personnel Board Vice Chairman.

Attorney McLaughlin opened the floor for nominations for the office of Secretary of the Personnel Board. Randall Haney was nominated by Ben Gamel. The nomination was seconded by Jason Windsor. A motion to close the nominations was made by Don Mitchell and seconded by Charles Whisenant. The motion was carried by voice vote with no “nay” votes being cast.

A roll call vote for Randall Haney as Secretary was taken with the following results:

|                   |         |
|-------------------|---------|
| Jason Windsor     | Yes     |
| Ben Gamel         | Yes     |
| Charles Whisenant | Yes     |
| Randall Haney     | Abstain |
| Don Mitchell      | Yes     |

Attorney McLaughlin declared Randall Haney as the Personnel Board Secretary.

The meeting was then turned back over to Chairman Windsor.

#### **Personnel Board – Consider approval of Personnel Board Attorney Agreement.**

Chairman Windsor asked for a motion to approve the Personnel Board Attorney Agreement with Attorney Jeffrey McLaughlin for the 2015-2016 fiscal year. A motion was made by Board member Charles Whisenant to approve the agreement. The motion was seconded by Secretary Randall Haney. The motion was carried by voice vote with no “nay” votes being cast.

Chairman Windsor expressed appreciation to the County Commission for providing additional funding for legal services in the new fiscal year.

#### **IX. Personnel Board – Consider placement of Kim Tanner in county employment.**

Board member Charles Whisenant asked if there was any opposition to placing this item as the last item on the agenda. Attorney McLaughlin stated this would be appropriate if there was no objection to doing so. There was no objection.

**X. LEGAL UPDATE**

Attorney McLaughlin stated that based on the new budget, he would begin billing for services with the Personnel Administrator one way, and for services with the Personnel Board another. This would be as required by the line items in the budget for legal services.

**XI. STAFF REPORT**

Personnel Administrator Christy Kelley reported the following personnel actions for the period of August 7<sup>th</sup> to September 4<sup>th</sup>, 2015.

**There were six (6) new hires:**

|   |                 |
|---|-----------------|
| 2 – Deputy – School Resource Officers (part-time) | Sheriff’s Dept. |
| 1 – Probate Clerk                                 | Probate         |
| 1 – Clerk - Temporary                             | District #4     |
| 2 – Corrections Officers                          | Jail            |

**There were two (2) terminations:**

|                                 |                        |
|---------------------------------|------------------------|
| 1 – Road Maintenance Technician | District #1 (Resigned) |
| 1 - Corrections Officers        | Jail (Terminated)      |

There were three (3) leaves of absence: An employee in the Commission office was approved for FMLA and sick leave donations for her own serious medical condition. An employee in the Maintenance Department and an employee in the Sheriff’s Office were both approved for leave without pay.

There was one promotion: A Corrections Officer was promoted to Corrections Sergeant.

There were no demotions or transfers to report.

Two (2) invitations went out to employees to attend the Board meeting.

Jessica Bodine, Administrative Coordinator in the Sheriff’s Office, received her Associates degree in Applied Science and her Office Administration Certificate on August 4, 2015, as per the agreement with the Personnel Board as required for her position.

Notices were sent to all employees with a copy of their Personnel Transaction form attached showing their pay increase that will be effective October 3, 2015.

**XII. New Business (Continued)**

**Personnel Board – Consider placement of Kim Tanner in county employment.**

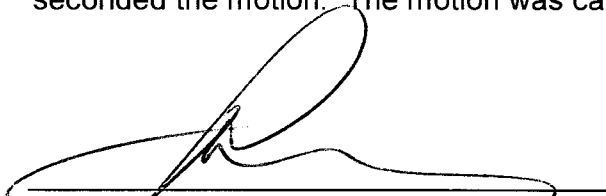
Chairman Windsor asked Attorney McLaughlin if it was appropriate to enter into Executive Session to discuss this item. Attorney McLaughlin stated it was appropriate due to the possibility of litigation and to protect the good name and character of an employee.

Chairman Windsor asked for a motion to enter into executive session. The motion was made by Don Mitchell and seconded by Ben Gamel. The motion was passed unanimously.

The Personnel Board determined there was no action to be taken and the Executive Session was ended.

**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 Don Mitchell 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: September 14<sup>th</sup>, 2015

10-5-15  
Date