

# MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, November 9<sup>th</sup>, 2015

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, November 9<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 6:15 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 6:15 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. RECOGNITION OF VETERANS IN HONOR OF VETERANS DAY

Chairman Windsor recognized all veterans in attendance at the meeting and expressed appreciation to them for their military service. Veterans in attendance at the meeting were: James Hutcheson, United States Marines; Randall Haney, United States Navy; and Ben Gamel, United States Air Force.

## V. APPROVAL OF AGENDA

Chairman Windsor asked for corrections or additions to the agenda. Vice Chairman Ben Gamel made the motion to approve the agenda as presented. Board member Don Mitchell 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, October 5<sup>th</sup>, 2015. Board member Don Mitchell made the motion to approve the minutes of the Personnel Board meeting. Board member Charles Whisenant seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

## **VII. PUBLIC COMMENTS**

Board Secretary Randall Haney expressed his respect and appreciation to the Personnel Board and staff and to the County Commission for their work and cooperation.

Revenue Commissioner Michael Johnson expressed his desire to amend the job descriptions in Appraisal and Mapping to change the requirements for progression through the positions. These positions are set up so that when an employee meets certain requirements (years of service, courses passed, etc.) the employee automatically moves to the next position. Currently the Appraiser positions require that certification exam must be passed before an employee can move from Appraiser I to an Appraiser II. He would like to see a change so the employee could move from Appraiser I to Appraiser II after completing the courses required before sitting for the certification exam; and move from an Appraiser II to and Appraiser III after passing the certification exam. Board members asked how this would impact the budget should the Personnel Board approve the changes requested. Chairman Windsor asked that prior to the Board considering this item that Mr. Johnson to look into the effect this would have on the budget and confirm with the County Commission that funds are available for this change.

## **VIII. OLD BUSINESS**

**Personnel Board – Consider approval of proposed handbook policy changes concerning promotions (previously tabled.)**

Chairman Windsor brought this item off the table and asked if there was a motion concerning this item. Discussion followed concerning the proposal to change the policy to reflect that an employee who is promoted should be moved to the appropriate grade and to the step that is at the closest level of pay that is four percent above employee's current pay. Board member Charles Whisenant made a motion to set the public hearing for the proposed changes to the Policies and Procedures concerning promotions for December 14, 2015 at 5:00 to 5:30 p.m. Board member Don Mitchell seconded the motion. The motion was carried by voice vote with three "yea" votes and two "nay" votes being cast.

**Personnel Board – Consider approval of revised job descriptions (previously tabled.)**

Chairman Windsor brought this item off the table. He clarified that all job descriptions were complete and had been submitted to the Board except for those in Appraisal and Mapping that were discussed earlier by Revenue Commissioner Michael Johnson. He asked if there was a motion concerning this item. The motion was made by Board member Charles Whisenant to approve the job descriptions that have been submitted to the Board. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

## **IX. NEW BUSINESS**

**Probate – Consider request to change Probate Division Supervisor-Tags (Job Code 165) and Probate Division Supervisor-Recording (Job Code 177) positions from a Grade 10 to a Grade 11 as recommended by Jacksonville State.**

Chairman Windsor asked for a motion concerning this item. The motion was made by Board member Charles Whisenant to accept the recommendation of Jacksonville State to change these two positions to grade 11. The motion was seconded by Vice Chairman Ben Gamel. The motion was carried by voice vote with no "nay" votes being cast.

**Probate – Consider placement of current Probate Division Supervisors (Tags & Recording) to a Grade 11.**

Chairman Windsor asked for a motion concerning this item. Board member Charles Whisenant made a motion to accept the recommendation from Jacksonville State for the placement of these two employees on the pay scale. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no "nay" votes being cast. Chairman Windsor directed Personnel Administrator Christy Kelley to ask that the County Commission place approval of funding for this item on their agenda for the next Commission meeting which is to be held on November 10<sup>th</sup>, 2015.

**County Commission – Consider request from County Commission Chairman, James Hutcheson, to adjust benefit accruals for a Council on Aging employee. This request is due to the loss of grant funding for the position and a reduction in hours.**

Chairman Windsor asked if there was a motion concerning this item. There was no motion made and the item died.

**County Commission – Consider request from County Administrator, Shelly Fleisher, to clarify calculation of 120 days for temporary employment.**

Chairman Windsor stated that according to policy this was 120 consecutive calendar days. He asked Attorney Jeffery McLaughlin to look into this matter as it pertains to the new health care laws.

**Personnel – Consider request from Personnel Administrator, Christy Kelley, to move the Public Information Officer and Chief Investigator to a Grade 16, due to these positions being placed incorrectly on the Compensation Wage Table. (Typing error only.)**

Chairman Windsor stated that the corrections should be made and no action by the Board was necessary since this was a typing error.

**Personnel Board – Consider request from Personnel Administrator, Christy Kelley, to remove position titles from the Compensation Wage Table that have been unfunded or replaced.**

Chairman Windsor asked if there was a motion to remove these position titles from the Compensation Wage Table. Board member Charles Whisenant made a motion to remove these titles. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

**X. LEGAL UPDATE**

Attorney McLaughlin stated that the hearing for the Jeffrey Mayes matter has been rescheduled for December.

Attorney McLaughlin also confirmed that the Board needed to take no action regarding the clarification for 120 consecutive days for temporary employees in the item referenced above. The Policies state 120 consecutive days and this would be interpreted as calendar days.

Attorney McLaughlin reported on his findings regarding the open meeting law. Chairman Windsor asked Attorney McLaughlin to put together a special operating procedures manual for the Personnel Board.

## XI. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of October 3<sup>rd</sup> through October 30<sup>th</sup>, 2015.

### There were two (2) new hires:

1 – Deputy	Sheriff's Dept.
1 – SHIP/Part D Coordinator (part-time)	Council on Aging

### There was one (1) termination:

1 – Corrections Officer	Jail (Resigned)
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There were no leaves of absence to report for this period.

### There was one promotion:

A Clerk in the Probate Office was promoted to Account Clerk I in the Commission Office.

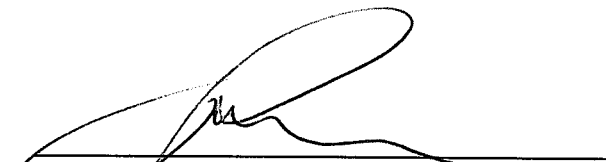
### There were no demotions or transfers.

Invitations were sent to two employees.

Open enrollment information packets for health insurance and voluntary benefits have been sent out to all eligible employees.

## XII. 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: November 9<sup>th</sup>, 2015

12-14-15  
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Date