

# **MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES**

**Monday, June 13, 2016**

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, June 13, 2016, 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  
Ben Gamel, Vice Chairman  
Randall Haney, Secretary  
Don Mitchell, Board Member

**Board member(s) absent:** Charles Whisenant, Board Member

Also present were Attorney Leah Hicks substituted for Personnel Board Attorney Jeffrey McLaughlin, Personnel Administrator Christy Kelley, and Personnel Assistant Tammy Pike Smith

## **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 Vice Chairman, Ben Gamel.

## **III. PLEDGE OF ALLEGIANCE**

Board member Don Mitchell led the Pledge of Allegiance.

## **IV. APPROVAL OF AGENDA**

Chairman Jason Windsor asked for corrections or additions to the agenda. Vice Chairman Ben Gamel made the motion to approve the agenda. 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, May 9, 2016. Board Member Don Mitchell made the motion to approve the minutes of the Personnel Board meeting. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

## **VI. PUBLIC COMMENTS**

Chairman Jason Windsor recognized Penni Windsor, Accounting Specialist - Revenue

**VII. OLD BUSINESS**

None

**VIII. NEW BUSINESS**

**Personnel Board – Consider approval to revise the current wage table to reflect the Department of Labor’s revisions to the Fair Labor Standards Act’s (FLSA’s) exemption for executive, administrative and professional employees, beginning on December 1, 2016.**

Chairman Windsor asked for a motion to approve for the Personnel Board Attorney and the Personnel Administrator to look into putting a plan together to comply with the new Department Of Labor’s revision to the FLSA’s and to bring that plan back before the Personnel Board for approval before December 1, 2016. Vice Chairman Ben Gamel made the motion to approve the request. Board Member Don Mitchell seconded the motion. The motion was carried by voice vote with no “nay” vote being cast.

**Personnel Board – Consider approval to revise the current classification plan to reflect the Department of Labor’s Standards Act’s (FLSA’s) exemption for executive, administrative and professional employees, beginning on December 1, 2016.**

Chairman Windsor asked for a motion to approve for the Personnel Board Attorney and the Personnel Administrator to look into putting a plan together to comply with the new Department Of Labor’s revision to the FLSA’s and to bring that plan back before the Personnel Board for approval before December 1, 2016. Vice Chairman Ben Gamel made the motion to approve the request. Board Member Don Mitchell seconded the motion. The motion was carried by voice vote with no “nay” vote being cast.

**Personnel Board – Consider approval of Resolution No. 16-01 recommending the County Commission Budget for and fund merit pay increases for all eligible classified service employee of the County.**

Chairman Windsor asked for a motion to approve Resolution No. 16-01 recommending the County Commission Budget for and fund merit pay increases for all eligible classified service employee of the County. Secretary Randall Haney made the motion to approve the request. Board Member Don Mitchell seconded the motion. Chairman Jason Windsor turned the meeting over to Attorney Leah Hicks for a roll call vote for approval of Resolution No. 16-01 with following results:

Don Mitchell	yes
Randall Haney	yes
Ben Gamel	yes
Jason Windsor	yes

**Personnel Board – Consider approval of request from Personnel Administrator Christy Kelley to attend the AAPPA Conference in Eufaula AL on July 27, 2016 thru July 29, 2016.**

Chairman Windsor asked for a motion to approve the request from Personnel Administrator Christy Kelley to attend the AAPPA Conference. Board Member Don Mitchell made the motion to approve the request. Secretary Randall Haney seconded the motion. The motion was carried by voice vote with no "nay" vote being cast.

**IX. LEGAL UPDATE**

None

**X. STAFF REPORT**

Personnel Administrator Christy Kelley reported the following personnel actions for the period of May 7, 2016 to June 7, 2016.

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

1 - SHIP/Part D Coordinator (P/T)	COA
1 - Corrections Officer	Jail
1 - Equipment Operator I (P/T)	District #3
1 - Building Maintenance Technician	Maintenance
1 - Dispatcher	Jail
1 - Road Maintenance Worker (Temp)	District #3

**There were (8) termination:**

1 - Clerk	District #4 (Temp Assign Ended)
1 - Home Maker (P/T)	COA (Term)
1 - Corrections Officer	Jail (Term – Probationary)
1 - Corrections Officer	Jail (Resigned)
1 - Park Worker (Retired)	Parks (Temp Assign Ended)
1 - Corrections Officer	Jail (Term)
1 - Corrections Officer	Jail (Resigned)
1 - Equipment Operator I	District #1 (Resigned)

There was one leaves of absence to report for this time period.

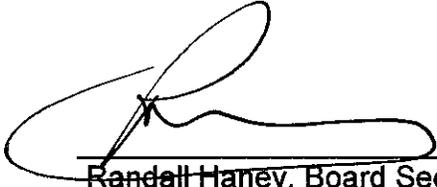
There were five promotions/transfers. An employee was promoted from a Deputy to an Investigator. An employee was promoted from a Deputy Sergeant to a Deputy Lieutenant. An employee was promoted from a Court Clerk – Sheriff to a Deputy. An employee transferred from District #4 Equipment Operator III to District #3 Equipment Operator III. An employee transferred from Chief Clerk – Sheriff to Accounting Specialist - Revenue.

Invitations were sent to two employees.

**Note:** Chairman Jason Windsor expressed his appreciation and appreciation from the Personnel Board to Christy Kelley for all the hard work in doing the Employee Appreciation Day. The Employee Appreciation Day was good, everyone enjoyed it. Christy has been doing the Employee Appreciation for 9 years.

**XI. ADJOURNMENT**

Chairman Windsor asked for a motion to adjourn the Personnel Board meeting. Board Member Don Mitchell made the motion to adjourn. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.



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Randall Haney, Board Secretary  
Marshall County Personnel Board  
Meeting Date: June 13, 2016

7-11-16  
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Date