

# MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Tuesday, January 19<sup>th</sup>, 2016

The regular monthly meeting of the Marshall County Personnel Board was held on Tuesday, January 19<sup>th</sup>, 2016, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 5:15 P.M.

**Board member(s) present:** Jason Windsor, Chairman  
Ben Gamel, Vice Chairman  
Randall Haney, Secretary  
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 5:15 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. APPROVAL OF AGENDA

Chairman Windsor asked for corrections or additions to the agenda. Board member Charles Whisenant 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.

## V. APPROVAL OF MINUTES

Chairman Windsor asked for a motion to approve the minutes of the Personnel Board Meeting held on Monday, December 14<sup>th</sup>, 2015. Board member Charles Whisenant made the motion to approve the minutes of the Personnel Board meeting. Board member Don Mitchell 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 Monday, December 14<sup>th</sup>, 2015. Board member Don Mitchell made the motion to approve the minutes of the Public Hearing. Board member Charles Whisenant seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**VI. PUBLIC COMMENTS**

None.

**VII. OLD BUSINESS**

None.

**VIII. NEW BUSINESS**

**Personnel Board – Consider approval of request from Personnel Administrator, Christy Kelley, to change the Personnel Assistant position to a full-time position.**

Chairman Windsor stated that would be a request for additional funding to allow the part-time Personnel Assistant position to be a full-time position effective April 1, 2016. The motion was made by Secretary Randall Haney to seek funding from the County Commission for a full time Personnel Assistant effective April 1, 2016. Board member Charles Whisenant seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel Board – Consider approval of request from Personnel Administrator, Christy Kelley, to attend an AAPPA Course (Legal Foundations of Risk Management) in Montgomery, February 26, 2016.**

Chairman Windsor asked if there was a motion concerning this item. Board member Don Mitchell made the motion to approve the request from Personnel Administrator Christy Kelley to attend the course. Secretary Randall Haney seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**County Commission – Consider approval of request from Chairman James Hutcheson to change the Park Manager job description.**

Chairman Windsor stated this request was to abolish the old position of Park Manager, which would be vacant as of February 1, 2016, and establish a new position of Park Manager with lesser responsibilities. The pay grade would be changed from a grade 14 to a grade 12, and the new position would be classified as non-exempt due to the changes made in the job duties and the requirements of the Fair Labor Standards Act.

Chairman Windsor asked for a motion to abolish the position of Park Manager (Exempt – Grade 14) and establish the new position of Park Manager (Non-Exempt – Grade 12) to be effective February 1, 2016. Secretary Randall Haney made the motion. Board member Charles Whisenant seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**IX. LEGAL UPDATE**

Attorney Jeffery McLaughlin explained the letter the Board requested he send to the County Commission regarding the pay issue for an exempt employee at the Council on Aging and the issue of effective date of pay increases for two Probate Office employees.

**X. STAFF REPORT**

Personnel Administrator Christy Kelley reported the following personnel actions for the period of November 28<sup>th</sup>, 2015 to January 8<sup>th</sup>, 2016.

**There were four (4) new hires:**

1 – Probate Clerk	Probate
1 – Equipment Operator	District #1
1 – Administrative Assistant	District #3
1 – Clerk – Temporary	District #4

**There were six (6) terminations:**

1 – Corrections Officer	Jail (Retired)
1 – Corrections Officer	Jail (Other Employment)
2 – Corrections Officers	Jail (Resigned)
1 – Support Clerk	Sheriff's Dept. (Terminated)
1 – Clerk (Temporary)	District #4 (End of Temp. Assignment)

There was no leave of absence to report for this time period.

There were no promotions, demotions or transfers for this time period.

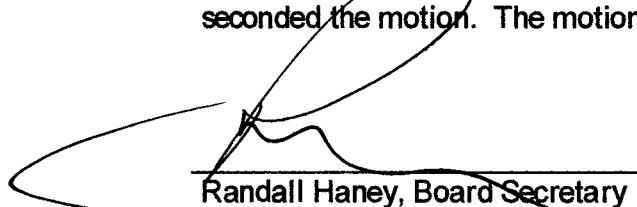
Invitations were sent to two employees.

Wellness screening is scheduled for February 11, 2016, and notices will be sent to all employees.

**XI. ADJOURNMENT**

Chairman Windsor noted that Board member Ben Gamel had been detained in another meeting and arrived late to the Personnel Board meeting. Chairman Windsor reviewed the actions and decisions of the Board at this meeting and Mr. Gamel expressed his agreement with the decisions of the Board.

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: January 19<sup>th</sup>, 2016

2-8-16  
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 Date