

# MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Thursday, May 18th, 2017

The regular monthly meeting of the Marshall County Personnel Board was held on Thursday, May 18, 2017 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  
Charles Whisenant, Board Member

**Board member(s) absent:** Personnel Board Attorney Jeffrey McLaughlin

Also present were Attorney Rodney Edmonson, Personnel Administrator Christy Kelley, Personnel Assistant Janice Payne, and Accounting Specialist Penni Windsor.

## 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, Don Mitchell led the Pledge of Allegiance.

## IV. APPROVAL OF AGENDA

Chairman Jason Windsor asked for corrections or additions to the meeting agenda. There was no corrections or additions. Chairman Jason Windsor asked for a motion to approve the agenda. Board Member, Charles Whisenant made the motion to approve the agenda. Vice Chairman, Ben Gamel seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

## V. APPROVAL OF MINUTES

Chairman, Jason Windsor asked for a motion to approve the minutes of the Personnel Board Meeting held on April 10, 2017. Vice Chairman, Ben Gamel 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.

## VI. PUBLIC COMMENTS

Chairman Windsor asked for Public Comments. There were no Public Comments.

**VII. OLD BUSINESS**

**Personnel Board** - Chairman Jason Windsor asked for a motion to approve the request from Personnel Administrator Christy Kelley to change Section 9.14 of the handbook and 8.7.2.3 to align timeframe for filing an appeal with the Personnel Board for discharge, removal or demotion with the Legislative Act. Board Member, Charles Whisenant made the motion to approve this item. Board Member, Don Mitchell seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

**VIII. NEW BUSINESS**

**Revenue Commissioner** - Consider approval of request from Revenue Commissioner Michael Johnson to revise the Real Property Appraiser & Business Personal Property Appraiser job descriptions and pay structures for these positions and the Mapper positions.

Chairman Windsor asked for a motion to table this item until brought again by Revenue Commissioner, Michael Johnson. Board Member, Charles Whisenant made the motion to table this item. Vice Chairman, Ben Gamel seconded the motion. The vote was carried with no "nay" votes being cast.

**Personnel Board** – Chairman, Jason Windsor asked for a motion to approve Resolution No. 17-0 recommending that the County Commission budget for and fund merit pay increases for all eligible classified service employees of the County. Secretary, Randall Haney made the motion to approve this item. Vice Chairman, Ben Gamel seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

A roll call vote for approval of Resolution No. 17-01 was taken with the following results:

Ben Gamel – yes  
Jason Windsor – yes  
Don Mitchell – yes  
Randall Haney – yes  
Charles Whisenant - yes

**Personnel Board** – Chairman Jason Windsor asked for a motion to approve the request for Personnel Administrator Christy Kelley and Personnel Assistant, Janice Payne to attend the AAPPA Conference in Montgomery, Al, July 26<sup>th</sup> thru July 28<sup>th</sup>. Board Member, Don Mitchell made the motion to approve the request. Vice Chairman, Ben Gamel seconded the motion. The motion was carried by voice vote with no "nay" votes being cast. The Personnel Office will be closed Wednesday afternoon, July 26<sup>th</sup> thru Friday July 28<sup>th</sup>.

**Personnel Board** – Consider approval of leave without pay for Vicki Harris, Building Cleaner at the Albertville Courthouse.

Chairman Windsor asked Personnel Administrator Christy Kelley if this leave had been approved by the Department Head. Ms. Kelley stated that the leave has been approved by the Department Head. Chairman Windsor asked for a motion to approve the leave. Board Secretary Randall Haney made the motion to approve the leave. Vice Chairman, Ben Gamel seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

## LEGAL UPDATE

Chairman Jason Windsor asked Attorney Rodney Edmondson for a report. Attorney Rodney Edmondson stated there was nothing to add at this time.

## IX. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of April 1<sup>st</sup>, 2017 to, May 12<sup>th</sup>, 2017.

### There were seven (7) new hires:

Adam Davis	Dispatcher	Jail
Helen Driver	Bus Driver	Council on Aging
Chris T. Campbell	Equipment Oper. I	District # 3
Rita Patterson	Medicaid Waiver/Trans. Cord	Council on Aging
Jeannette King	Appraisal Tech I	Mapping & Appraisal
Abraham Lopez	Corrections Officer	Jail
Robert Lindsay	Corrections Officer	Jail

### There were ten (10) terminations:

Larry Driver	Resigned	Health Bus Driver	COA
Stephen Hancock	Terminated	Corrections Officer	Jail
Brandon Kilpatrick	Resigned	Appraisal Trainee	Real Property Appraisal
Justin Lacey	Resigned	Corrections Officer	Jail
Zachary Piland	Resigned	Corrections Officer	Jail
Victor Roque	Resigned	Corrections Officer	Jail
John Spence	Resigned	Sr. Corrections Officer	Jail
Daniel Swindoll	Resigned	Corrections Officer	Jail
Carlton Tabor	Terminated	Corrections Officer	Jail
Brian Wallis	Resigned P/T	Equip. Oper.	Dist. # 3

### There was one leave of absences to report for this time period.

Vicki Harris, Building Cleaner at the Albertville Courthouse was approved for leave without pay on 04/26/2017.

### There was one (1) promotion and one (1) temporary promotion for this time period.

Penni Windsor was promoted from Accounting Specialist in the Revenue office to Chief Clerk, effective 04/05/2017. Melanie Moore, Revenue Clerk, has been placed temporarily in the Accounting Specialist position, effective 04/15/2017.

### Wellness Screening:

Our goal was met for the wellness screenings.

