

# MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, September 11, 2017

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, September 11, 2017, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 5:50 P.M.

**Board member(s) present:** Jason Windsor, Chairman  
Ben Gamel, Vice Chairman  
Don Mitchell, Secretary  
Charles Whisenant, Board Member  
David Watts, Board Member

**Board member(s) absent:** None

Also present were Personnel Board Attorney Jeffrey McLaughlin, Personnel Administrator Christy Kelley and Personnel Assistant Janice Payne

## I. CALL TO ORDER

Chairman Jason Windsor called the meeting to order at 5:50 P.M. Chairman Windsor asked everyone to stand for prayer and the Pledge of Allegiance. Chairman Windsor also requested a moment of silence for the 9-11 victims and for all of the military personnel who have paid the ultimate sacrifice for our freedoms.

## II. INVOCATION

The invocation was offered by Secretary Don Mitchell.

## III. PLEDGE OF ALLEGIANCE

Board Member Charles Whisenant led the Pledge of Allegiance.

## IV. APPROVAL OF AGENDA

Chairman Jason Windsor asked for corrections or additions to 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 Windsor asked for a motion to approve the minutes of the Personnel Board Meeting held on Tuesday, August 14, 2017. Secretary Don Mitchell made the motion to approve the minutes of the Personnel Board meeting. Board Member David Watts 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** – Chairman Windsor asked for a motion to approve the request from District #3 Commissioner David Kelley to abolish his vacant District Foreman position (Grade 15 – Pay Range \$16.37 - \$34.58 per hour) and to add an Equipment Operator II position (Grade 11 – Pay Range \$12.49 - \$26.38 per hour). Funding for the position is available, per Commission Chairman James Hutcheson.

Board member David Watts made the motion to approve the request from District #3 Commissioner David Kelley to abolish his vacant District Foreman position and to add an Equipment Operator II position. Board Member Don Mitchell seconded the motion. The motion was carried by voice vote with one “nay” vote being cast by Board Member Charles Whisenant.

**Personnel Board** – Chairman Windsor asked for a motion to change the October 9<sup>th</sup> Personnel Board meeting to Thursday, October 5<sup>th</sup> at 6:15 p.m. Board Member Charles Whisenant made the motion to change the date. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel Board** – Chairman Windsor asked for a motion to approve leave without pay for employee in the building maintenance department. Vice Chairman Ben Gamel made the motion to approve leave without pay. Board member David Watts seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel Board** – Chairman Windsor turned the meeting over to Attorney Jeffrey McLaughlin for election of officers for the 2017-2018 fiscal year.

Attorney McLaughlin opened the floor for nominations for the office of Chairman of the Personnel Board. Charles Whisenant was nominated by Chairman Jason Windsor. The nomination was seconded by Vice Chairman Ben Gamel. Board Member David Watts moved to close the nominations for Chairman; seconded by Don Mitchell.

A roll call vote was taken to close the nominations for Chairman with the following results:

Chairman - Jason Windsor	Yes
Vice Chairman - Ben Gamel -	Yes
Board Member - Charles Whisenant	Abstain
Secretary - Don Mitchell -	Yes
Board Member - David Watts -	Yes

Attorney Jeff McLaughlin announced that the nominations for Chairman were closed. Attorney Jeff McLaughlin then announced that he would conduct the election for the nominee for Chairman.

A roll call vote for Charles Whisenant as Chairman was taken with the following results:

Chairman - Jason Windsor	Yes
Vice Chairman - Ben Gamel -	Yes
Board Member - Charles Whisenant	Abstain
Secretary - Don Mitchell -	Yes
Board Member - David Watts -	Yes

Attorney McLaughlin declared Charles Whisenant 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 Secretary Don Mitchell. The nomination was seconded by David Watts. A motion to close the nominations was made by Charles Whisenant and seconded by Jason Windsor.

A roll call vote was taken to close the nominations for Vice Chairman with the following results:

Chairman - Jason Windsor	Yes
Vice Chairman - Ben Gamel -	Abstain
Board Member - Charles Whisenant	Yes
Secretary - Don Mitchell -	Yes
Board Member - David Watts -	Yes

Attorney Jeff McLaughlin announced that the nominations for Vice Chairman were closed. Attorney Jeff McLaughlin then announced that he would conduct the election for the nominee for Vice Chairman.

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

Chairman - Jason Windsor	Yes
Vice Chairman - Ben Gamel -	Abstain
Board Member - Charles Whisenant	Yes
Secretary - Don Mitchell -	Yes
Board Member - David Watts -	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. Don Mitchell was nominated by Chairman Jason Windsor. The nomination was seconded by Vice Chairman Ben Gamel. A motion to close the nominations was made by Board Member Charles Whisenant and seconded by Board Member David Watts.

A roll call vote was taken to close the nominations for Secretary with the following results:

Chairman - Jason Windsor	Yes
Vice Chairman - Ben Gamel -	Yes
Board Member - Charles Whisenant	Yes
Secretary - Don Mitchell -	Abstain
Board Member - David Watts -	Yes

Attorney Jeff McLaughlin announced that the nominations for Secretary were closed. Attorney Jeff McLaughlin then announced that he would conduct the election for the nominee for Secretary.

A roll call vote for Don Mitchell as Secretary was taken with the following results:

Chairman - Jason Windsor	Yes
Vice Chairman - Ben Gamel -	Yes
Board Member - Charles Whisenant	Yes
Secretary - Don Mitchell -	Abstain
Board Member - David Watts -	Yes

Attorney McLaughlin declared Don Mitchell as the Personnel Board Secretary.

The meeting was then turned back over to Chairman Windsor.

#### **IX. LEGAL UPDATE**

Chairman Jason Windsor asked Board Attorney Jeffrey McLaughlin for a legal update. Board Attorney Jeff McLaughlin stated that there was not anything to report at this time.

#### **X. STAFF REPORT**

Personnel Administrator Christy Kelley reported the following personnel actions for the period of August 5, 2017 to September 9, 2017.

##### **There were thirteen (13) new hires:**

Henry Rauschenberg	Voting Machine Attendant (Temp)	Probate
Charlotte Marchman	Revenue Clerk (Temp)	Revenue
John Long	Equipment Operator I (Temp)	District # 2
Brandon Pugh	Equipment Operator I	District # 1
Michael Chastain	Corrections Officer	Jail
Jodi Phillips	Appraiser Trainee–Real Property	Mapping & Appraisal
Cody Hayes	Equipment Operator I	District # 1
Joyce Lambert	Center Manager–Douglas (Temp)	Council on Aging
Cory Rice	Equipment Operator II	District # 2
Jeannette King	Appraisal Tech I	Mapping & Appraisal
Nicholas Wolinski	Equipment Operator I	District # 4
Trey Dorsett	Equipment Operator I	District # 4
Adam Levasseur	Corrections Officer	Jail

**There were four (4) terminations:**

Spencer Woods	Temp Assignment Ended	Mower	District # 4
Jeannette King	Temp Assignment Ended	Appraisal Tech	Mapping & Appraisal
Jodi Phillips	Other Employment	Appraiser Trainee RP	Mapping & Appraisal
Jerry Lambert	Other Employment	Center Manager	Council on Aging

**There were two leaves of absences to report for this time period.**

Timothy Beadle, Equipment Operator III in District # 3, is currently out on Worker's Comp leave. Herbert Goble, Deputy in the Sheriff's Office, is currently out on leave.

**There were one promotion and one demotion.**

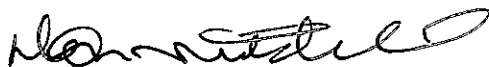
Kelley Ryan, Deputy in the Sheriff's Office, was promoted to the Chief Clerk position in that department, effective 08/22/2017. Stephanie Smith, who was a dispatcher in the Jail, voluntarily demoted to a Support Clerk position in the Sheriff's office, effective 09/04/2017.

**Invitations were sent to two employees.**

Robert Savage – Deputy  
Tammy Maddox – Support Clerk

**XI. ADJOURNMENT**

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

  
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Don Mitchell, Board Secretary  
Marshall County Personnel Board  
Meeting Date: September 11<sup>th</sup>, 2017

10/5/17  
\_\_\_\_\_  
Date