

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, May 9, 2016

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, May 9, 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
Charles Whisenant, Board Member

Board member(s) absent: None

Also present were 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 Secretary, Randall Haney.

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 Monday, April 11, 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 Wilson Kennamer, GIS Planner

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

Chairman Jason Windsor asked to move to executive session for discussion to an issue pertained to the good name and character of certain employee with Attorney Jeffrey McLaughlin affirming the discussion. Vice Chairman Ben Gamel made the motion to move to executive session. Board Member Don Mitchell seconded the motion. Chairman Jason Windsor turned the meeting over to Attorney Jeff McLaughlin for a roll call vote to move to executive session with the following results:

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

Board Member Charles Whisenant made a motion to come out of executive session. Board Member Don Mitchell seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Commission – Consider approval of request from County Commission Chairman, James Hutcheson, to add an Administrative Assistant position to the EMA Department (Job Code – 365 Grade 11).

Chairman Windsor asked for a motion to approve the request from County Commission Chairman, James Hutcheson, to add an Administrative Assistant position to the EMA Department (Job Code 365 Grade 11), and it was noted that in the County Commission's last session, they approved funding for this position and that new moneys will be added to the EMA budget to govern this position, salary and grade. Board Member Charles Whisenant made the motion to approve the request. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with one "nay" vote being cast by Secretary Randall Haney.

Commission – Consider approval of request from County Commission Chairman, James Hutcheson, to approve the job description for the Administrative Assistant position in the EMA Department (Job Code – 365 Grade 11).

Chairman Windsor asked for a motion to approve the request from County Commission Chairman, James Hutcheson, to add an Administrative Assistant position to the EMA Department (Job Code 365 Grade 11). 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 one "nay" vote being cast by Secretary Randall Haney.

IX. LEGAL UPDATE

None

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of April 5, 2016 to May 6, 2016.

There were three (3) new hires:

| | |
|--------------------------------------|-------------|
| 1 – Equipment Operator I | District #1 |
| 1 – Administrative Clerk (Temporary) | District #4 |
| 1 – Maintenance - Park | Maintenance |

There was one (1) termination:

| | |
|--------------------------|-----------------|
| 1 – Corrections Officers | Jail (Resigned) |
|--------------------------|-----------------|

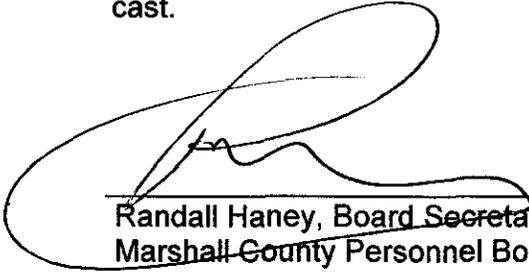
There was one leave of absence to report for this time period. An employee in the Mapping & Appraisal Department was granted FMLA leave for his own serious medical condition.

There were four promotions/transfers. An employee was promoted from an Equipment Operator I to an Equipment Operator II in District # 4. An employee was promoted from an Equipment Operator III to District Foreman in District # 3. An employee was promoted from a Building Maintenance Technician to EMA-GIS Planner. An employee was promoted from a Deputy Lieutenant to Chief of Operations. There was one voluntarily demotion. An employee voluntarily accepted a demotion job from Dispatcher to Support Clerk.

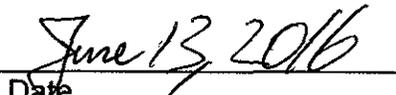
Invitations were sent to two employees.

XI. 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 by voice vote with no "nay" votes being cast.



 Randall Haney, Board Secretary
 Marshall County Personnel Board
 Meeting Date: May 9, 2016



 Date