

**MARSHALL COUNTY PERSONNEL BOARD  
EMERGENCY MEETING MINUTES**

**Friday, March 27th, 2020**

An Emergency Meeting of the Marshall County Personnel Board was held on Friday, March 27<sup>th</sup>, 2020. The meeting was held in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Chairman Charles Whisenant called the meeting to order at 11:34 a.m.

**Board member(s) present:** Charles Whisenant, Chairman  
Ben Gamel, Vice Chairman  
Penni Windsor, Secretary

**Board member(s)  
present by Tele-conference:** Martha Handschumacher, Board Member  
David Watts, Board Member

Also, present were Attorney Jeff McLaughlin, Personnel Administrator Christy Kelley, and Personnel Assistant Janice Payne.

**APPROVAL OF AGENDA**

Chairman Whisenant asked for a motion to approve the meeting agenda. Secretary Penni Windsor made the motion. Board Member Martha Handschumacher seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**NEW BUSINESS**

A general discussion was held as Chairman Whisenant recognized elected officials and department heads to discuss the proposed Resolution of the Marshall County Personnel Board Regarding the COVID19 Pandemic. After that discussion, Chairman Whisenant asked for a motion to approve the resolution. Vice Chairman Ben Gamel made the motion. Secretary Penni Windsor seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**ADJOURNMENT**

Chairman Whisenant asked for a motion to adjourn the Personnel Board meeting. Vice Chairman Ben Gamel made the motion to adjourn. Secretary Penni Windsor seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**S/Penni Windsor**  
Penni Windsor, Secretary  
Marshall County Personnel Board  
Meeting Date: March 27th, 2020

**March 27<sup>th</sup>, 2020**  
Date

STATE OF ALABAMA     )  
  )  
MARSHALL COUNTY     )

**RESOLUTION OF THE MARSHALL COUNTY PERSONNEL BOARD REGARDING THE COVID 19  
PANDEMIC**

**WHEREAS**, on March 13, 2020, the Governor of the State of Alabama declared the existence of a state public health emergency based upon the appearance of the 2019 novel coronavirus known as COVID-19 in the State of Alabama; and

**WHEREAS**, in response to the state of emergency declared by the Governor, on March 16, 2020, the Marshall County Commission closed the Marshall County courthouses and county buildings to the public; and

**WHEREAS**, to ensure the functioning of county government, county employees continue to report for work and perform such duties as assigned by their respective appointing authorities; and

**WHEREAS**, on March 19, 2020, the State Health Officer ordered that certain social distancing measures be implemented on a statewide basis to prevent the spread of COVID-19 and ordered, among other measures, that all individuals maintain a minimum, consistent six-foot distance between persons; and

**WHEREAS**, the Marshall County Personnel Board, pursuant to Act No. 82-206 Section 4, is authorized promulgate rules and regulations by which Marshall County Employees shall be governed; and

**WHEREAS**, the Marshall County Personnel Board, pursuant to Act No. 82-206 Section 4, has adopted its Policies and Procedures, which were last revised July 23, 2018; and

**WHEREAS**, the Marshall County Personnel Board Policies and Procedures provides, in section 11.1.1, that the appointing authority will establish the actual work schedule for his/her employees in accordance with the needs of the department; and

**WHEREAS**, the Marshall County Personnel Board Policies and Procedures provides, in section 11.1.2, that the appointing authority may establish a separate workweek as needed to meet departmental requirements; and

**WHEREAS**, the Marshall County Personnel Board Policies and Procedures provides, in section 11.7.4, that when considered necessary for the safety of its employees due to emergencies, the Marshall County Commission may authorize the closure and/or late arrival or early departure times for the County Courthouse and affiliated offices; and

**WHEREAS**, the Marshall County Personnel Board Policies and Procedures further provides, in section 11.7.4, that when the County Commission authorizes an emergency closing, non-essential, classified employees may be granted paid administrative leave; and

**WHEREAS**, the Marshall County Personnel Board Policies and Procedures further provides, in section 1.1.5 provides that the provisions of the Marshall County Personnel Board Policies and Procedures are not intended to be inclusive of all the guidelines that may be necessary at an operational level and the Marshall County Personnel Board Policies and Procedures may be supplemented by such administrative guidance as deemed by an appointing authority to be necessary for efficient and effective operations in his/her department.

**NOW THEREFORE**, premises considered, the Marshall County Personnel Board finds as follows:

1. This resolution is intended to provide guidance to the Marshall County appointing authorities in dealing with personnel matters connected to the declared state of emergency related to the COVID-19 pandemic.

2. During times of declared emergencies, the Marshall County Personnel Board Policies and Procedures, read as a whole, provides and allows appointing authorities to:

a. Set the scheduled work time and place for the county employees under their direct supervision to times and places which are outside of normally scheduled times and places.

b. To permit county employees to work from remote locations, such as the employee's home, and to be stationed away from their regularly assigned work location, such as the employee's home when considered necessary for the safety of its employees due to emergencies, while being paid the same as if they were at their regularly assigned work location. To the fullest extent possible, the Employee shall perform work in the service of the county, remain isolated from the general public and shall be available to be called to their regularly assigned work location within thirty (30) minutes of being called by the appointing authority while working from or being stationed at home. Such work can consist of necessary or beneficial trainings.

c. To divide the department into shifts and alternate schedules of the employees where only half of the employees are working at any one time, for the purpose of reducing potential exposure and implementing social distancing.

3. Nothing in this resolution shall require an appointing authority to alter the scheduled work times or places.

4. Because the closing of the Marshall County courthouses and county buildings to the public has not resulted in county employees from being prevented from working, nothing in this resolution shall entitle an employee to deferred compensation when an appointing authority declines to alter the scheduled work time or place for the county employees which are outside of normally scheduled times and places.

5. Nothing in this resolution shall limit an employee's rights under the Families First Coronavirus Response Act, the Emergency Family and Medical Leave Expansion Act, or the Emergency Paid Sick Leave Act.

Approved this the 27<sup>th</sup> day of March, 2020.

S/Charles Whisenant  
CHARLES W. WHISENANT, Chairman

ATTEST:

S/Ben Gamel  
BEN GAMEL

S/Martha Handschumacher  
MARTHA HANDSCHUMACHER

S/David Watts  
DAVID WATTS

S/Penni Windsor  
PENNI WINDSOR