

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Tuesday, July 12, 2011

The regular monthly meeting of the Marshall County Personnel Board was held on Tuesday, July 12, 2011, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 6:30 P.M.

The following Board members were present:

Jason Windsor, Chairman
Martha Handschumacher, Vice Chairman
Randall Haney, Board Member
Charles Whisenant, Board Member

Also present were Attorney Lea Mosley (representing Jeffrey McLaughlin, Board Attorney), Personnel Administrator Christy Kelley, and Personnel Assistant Beverly Lemons.

I. CALL TO ORDER

Board Chairman Jason Windsor called the meeting to order at 6:30 P.M. He asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

Vice Chairman Martha Handschumacher offered the invocation.

III. PLEDGE OF ALLEGIANCE

Board member Charles Whisenant led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Chairman Jason Windsor asked if there were any corrections or additions to the meeting agenda. There were none. Chairman Windsor entertained a motion to approve the agenda as written. Board member Charles Whisenant made a motion to approve the agenda as written. Vice Chairman Martha Handschumacher 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 for the June 13, 2011 Personnel Board meeting. Vice Chairman Martha Handschumacher offered a motion to approve the minutes as presented. Board member Charles Whisenant seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. PUBLIC COMMENTS

Marshall County employees present at the meeting were Amanda Pearce, Appraiser Trainee from the Appraisal Department; and Andy Gorecki, Deputy from the Sheriff's Department. These employees introduced themselves to the Board.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

Personnel Board - Consider request for information from employee concerning pay.

Chairman Windsor explained that Marshall County Sheriff's Department employee Robert Dunston had asked a question regarding his pay. Mr. Dunston worked in the position of Investigator (Grade 14) from March, 2009 to present time although he was paid as a Deputy (Grade 12). Board member Charles Whisenant made a motion to award adjusted pay for seventy (70) days based on the employee's 2009 rate of pay according to the provisions in the "temporary assignments" section of the Employee Handbook. Board member Randall Haney seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Personnel Board -- Consider approval of "eligible employee" list for new drug policy.

Chairman Windsor asked for a motion regarding the "eligible employee" list for the new drug policy. Board member Charles Whisenant made a motion to table this item so that it could be reviewed further. Vice Chairman Martha Handschumacher seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Personnel Board -- Consider approval of travel request from Christy Kelley to attend AAPPA course in Montgomery, AL on September 15 & 16, 2011.

Chairman Windsor asked for a motion to approve the travel request for Christy Kelley to attend the AAPPA course in Montgomery, Alabama on September 15-16, 2011. Vice Chairman Martha Handschumacher made a motion to approve the travel. Board member Charles Whisenant seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

IX. LEGAL UPDATE

Attorney Lea Mosley reported that Personnel Administrator Christy Kelley had asked Board Attorney Jeff McLaughlin to review the "Return to Work Agreement" for the new drug policy. She reported that minor changes had been made and the agreement had been returned to Ms. Kelley.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the month of June, 2011.

- There were seven (7) new hires for the month of June:
 - 1 – Administrative Clerk (part-time to full-time) Commission
 - 1 – Summer Intern (temporary) Engineering
 - 1 – Corrections Officer (part-time to full-time) Jail
 - 1 – Support Clerk (full-time) Sheriff's Dept.
 - 1 – Road Maintenance Tech (full-time) District #1
 - 1 – Road Maintenance Tech (part-time) District #2
- There were two (2) terminations in the month of June:
 - 1 – Road Maintenance Tech District #2
 - 1 – Dispatcher Jail
- There was one (1) employee approved for FMLA leave to care for a parent with a serious medical condition.
- There were no promotions, demotions, or transfers in the month of June:
- Invitations were sent to two employees to attend the Personnel Board Meeting.

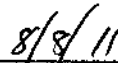
XI. ADJOURNMENT

Chairman Windsor welcomed new Board member Randall Haney and thanked him for serving on the Personnel Board.

Chairman Windsor asked for a motion to adjourn the meeting. Board member Charles Whisenant made the motion to adjourn the meeting. Vice Chairman Martha Handschumacher seconded the motion. The motion carried by voice vote with no "nay" votes being cast.



Talmadge Butler, Board Secretary
Marshall County Personnel Board
Meeting Date: July 12, 2011



Date