

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Thursday, April 12, 2012

The regular monthly meeting of the Marshall County Personnel Board was held on Thursday, April 12, 2012, 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.

The following Board members were present:

Jason Windsor, Chairman
Martha Handschumacher, Vice-Chairman
Talmadge Butler, Secretary
Charles Whisenant, Board Member
Randall Haney, Board Member

Also present were Board Attorney Jeff McLaughlin, Personnel Administrator Christy Kelley, and Personnel Assistant Beverly Lemons.

I. CALL TO ORDER

Board Chairman Jason Windsor called the meeting to order at 6:15 P.M. He asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

Board Member Randall Haney 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 of the March 12, 2012 Personnel Board meeting. Secretary Talmadge Butler offered a motion to approve the minutes as presented. Board member Randall Haney seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. PUBLIC COMMENTS

Chairman Windsor recognized the employees who were present at the meeting and asked if there were any comments. Andrea LeCroy, Chief Probate Clerk, discussed donating sick leave to an employee in her department. The employee's situation was not addressed specifically in the policy set out for sick leave donation, but Mrs. LeCroy felt that it met the definition of "catastrophic," and therefore should qualify for sick leave donation. Chairman Windsor asked Board Attorney Jeff McLaughlin if the situation fell within the definition of catastrophic as prescribed in the sick leave donation policy. Attorney McLaughlin stated that he believed the situation could be considered catastrophic.

VII. OLD BUSINESS

Personnel – Consider approval of FMLA policy changes.

Chairman Windsor asked for a motion concerning the FMLA policy changes. Board member Charles Whisenant made a motion that the FMLA policy be approved as presented. Secretary Talmadge Butler seconded the motion. The motion was carried with no "nay" votes being cast.

Commission – Consider approval of request from County Administrator, Shelly Fleisher, to change sick leave and/or annual leave policy.

Chairman Windsor explained that this request is to change the policy to state that an eligible employee would accrue sick leave at the rate of 3.7 hours per pay period for a total of 96.2 hours per year; and the policy would also state that an employee would not earn any leave credit (annual or sick) for any pay period in which he/she is in a non-pay status for more than half of the scheduled working hours. Board member Charles Whisenant made a motion to approve this policy change. Vice Chairman Martha Handschumacher seconded the motion. The motion was carried with no "nay" votes being cast.

Chairman Windsor stated that a public hearing is required for changing the policy for annual leave and sick leave. Board member Charles Whisenant made a motion to hold the public hearing on May 14, 2012, from 5:00 to 5:30 p.m. Vice Chairman Martha Handschumacher seconded the motion. The motion was carried with no "nay" votes being cast.

VIII. NEW BUSINESS

Personnel – Certificates of Appreciation for Marshall County Legislative Delegation

Chairman Windsor stated that certificates of appreciation were signed by the Personnel Board Members and would be sent to the members of the Marshall County Legislative delegation for their support of the Personnel Board. Chairman Windsor also thanked the employees who contacted the legislative delegation in support of the Personnel Board.

IX. LEGAL UPDATE

Board Attorney Jeff McLaughlin stated that there was nothing to report other than one issue that arose with an employee in the Sheriff's Department in the last month.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the month of March, 2012.

- There were five (5) new hires for the month of March.
 - 1 – Corrections Officer (P/T) Jail
 - 1 – Support Clerk (P/T) Sheriff's
 - 1 – EMA-GIS Planner (F/T) EMA
 - 1 – Administrative Assistant (Temporary) District #2
 - 1 – Park Worker (P/T) Parks

- There were five (5) terminations in the month of March.
 - 1 – Deputy Sheriff's Dept.
 - 1 – Support Clerk Sheriff's Dept.
 - 2 – Corrections Officers Jail
 - 1 – Accounting Clerk Commission

- One employee in the Sheriff's Office was approved for FMLA leave for the birth of her child.

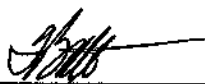
- There was one (1) promotion for the month of March.
 - Road Maintenance Technician was promoted to Construction Equipment Mechanic.

- The week of May 23rd will be employee appreciation week.

- Invitations were sent to two employees to attend the Personnel Board Meeting.

2 ADJOURNMENT

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: April 12, 2012

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Date