

# MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Tuesday, March 3, 2015

The regular monthly meeting of the Marshall County Personnel Board was held on Tuesday, March 3, 2015, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 6:55 P.M.

**Board member(s) present:** Jason Windsor, Chairman  
Keith Swisher, Vice Chairman  
Randall Haney, Secretary  
Ben Gamel, Board Member  
Charles Whisenant, Board Member

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

Also present were Personnel Board Attorney Jeffrey McLaughlin, and Personnel Assistant Beverly Lemons.

## I. CALL TO ORDER

Chairman Jason Windsor called the meeting to order at 6:55 P.M. Chairman Windsor asked everyone to stand for prayer and the Pledge of Allegiance.

## II. INVOCATION

The invocation was offered by Vice Chairman Keith Swisher.

## III. PLEDGE OF ALLEGIANCE

Board member Charles Whisenant led the Pledge of Allegiance.

## IV. APPROVAL OF AGENDA

Chairman Windsor asked for any changes to the meeting agenda. Secretary Randall Haney made a motion to add to the agenda that the Board consider a proposed policy change to the donated catastrophic sick leave policy. Board member Charles Whisenant seconded the motion. The motion to amend the agenda was carried by voice vote with no "nay" votes being cast.

Chairman Windsor then asked for a motion to approve the agenda as amended. Board member Ben Gamel made the motion to approve the agenda as amended. Secretary Randall Haney 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, February 9, 2015. Vice Chairman Keith Swisher made the motion to approve the minutes of the Personnel Board meeting. Secretary Randall

Haney seconded the motion. The motion was carried by voice vote with Chairman Windsor abstaining due to his being absent at the last meeting.

## **VI. PUBLIC COMMENTS**

Chairman Windsor asked if there were any comments from those present at the meeting. There were none.

## **VII. OLD BUSINESS**

**Personnel – Consider request from Chairman Jason Windsor to review current Marshall County Drug Policy for possible revisions. (Previously tabled)**

Chairman Windsor stated this item would remain tabled.

**Personnel – Consider request from Chairman Jason Windsor to review current Performance Appraisal forms and process for possible revisions. (Previously tabled)**

Chairman Windsor stated this item would remain tabled.

## **VIII. NEW BUSINESS**

**Personnel Board – Consider approval of resolution to change actions recently taken by the county Commission to process sick leave donation for employee in District #1.**

Chairman Windsor asked that this item be tabled. Secretary Randall Haney made a motion to table this item. Board member Ben Gamel seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel Board – Consider request from Board Member Charles Whisenant to change the current sick leave donation policy, specifically section 11.6.9.**

Chairman Windsor stated this is where the item added to the agenda (to consider a proposed policy change to the donated catastrophic sick leave policy) would be considered. He asked Board Attorney Jeff McLaughlin to present the proposed changes to the policy. Attorney McLaughlin offered the changes outlined below:

**Personnel Policies and Procedures Section 11.6.9 would be changed to read as follows:** Marshall County has a sick leave donation program that has been approved by the Marshall County Personnel Board. The program provides guidelines whereby merit employees may donate sick leave (1) to eligible merit employees who, because of catastrophic illness, have exhausted all personal leave or (2) to eligible merit employees who have exhausted all personal leave and who have a family member as identified in Section 11.6.4(d) who has suffered a catastrophic illness. A copy of the rules may be obtained from the department supervisor.

**Operating Rules - Marshall County Sick Leave Donation Program  
– Conditions - Recipient, Items 1 and 3 would be changed to read  
as follows:**

1. The recipient, or an employee-recipient's family member as defined in Section 11.6.4(d) of the Marshall County Personnel Policy, must be experiencing a catastrophic illness, i.e., heart surgery, cancer, brain surgery, major skeletal or orthopedic surgery, long-term rehabilitation, etc.
3. The recipient, or an employee-recipient's family member as defined in Section 11.6.4(d) of the Marshall County Personnel Policy, must be under the care of a doctor and the recipient must be prepared to present a doctor's statement if it is requested.

Secretary Randall Haney made a motion to accept the proposed policy for consideration at a public hearing to be held at 5:15 p.m. on April 13, 2015, prior to the Personnel Board meeting. The motion was seconded by Board member Charles Whisenant. The motion was carried by voice vote with no "nay" votes being cast.

**X. LEGAL UPDATE**

Personnel Board Attorney Jeffrey McLaughlin stated there was nothing further to report to the Board. He asked if the Board had any questions for him. There were none.

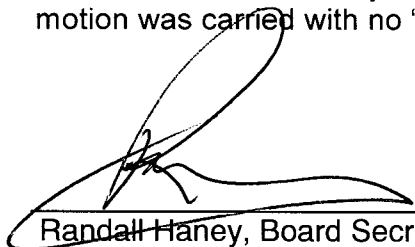
**XI. STAFF REPORT**

Chairman Windsor stated that this item would be postponed until the next meeting due to the meeting running late, and Personnel Administrator Christy Kelley was not present for the meeting.

**XII. ADJOURNMENT**

Secretary Randall Haney expressed appreciation to Board Attorney McLaughlin for his assistance in handling the situation concerning the sick leave donation. This appreciation was echoed by other Board members.

Chairman Windsor asked for a motion to adjourn. Board member Charles Whisenant made the motion to adjourn. Secretary Randall Haney seconded the motion. The motion was carried with no "nay" votes being cast.

  
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Randall Haney, Board Secretary  
Marshall County Personnel Board  
Meeting Date: March 3<sup>rd</sup>, 2015

APR 13 2015  
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Date