

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Thursday, January 26th, 2017

The regular monthly meeting of the Marshall County Personnel Board was held on Thursday, January 26, 2017, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 5:30 P.M.

Board member(s) present: Jason Windsor, Chairman
Ben Gamel, Vice Chairman
Randall Haney, Secretary
Don Mitchell, Board Member

Board member(s) absent: Charles Whisenant, Board Member

Also present were Personnel Board Attorney, Jeffrey McLaughlin, Personnel Administrator, Christy Kelley, Personnel Assistant, Janice Payne, Accounting Specialist, Penni Windsor, Director of Council on Aging, Tammy Burden and Joe Cagle with the Advertiser Glean.

I. CALL TO ORDER

Chairman Jason Windsor called the meeting to order at 5:30 P.M. Chairman Windsor asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

The invocation was offered by Board Member, Don Mitchell.

III. PLEDGE OF ALLEGIANCE

Vice Chairman, Ben Gamel led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Chairman Jason Windsor asked for a motion to approve the agenda, Vice Chairman, Ben Gamel made the motion to approve the agenda. Board Member, 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 Thursday, December 15, 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.

Chairman Windsor asked for a motion to approve the minutes of the Personnel Board Public Hearing held on Thursday, December 15, 2016. Secretary Randall Haney made the motion to approve the minutes of the Personnel Board Public Hearing. Vice Chairman, Ben Gamel seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. PUBLIC COMMENTS

Chairman Windsor asked for Public Comments. Penni Windsor from the Revenue Department started to address the board, at which time, Chairman Windsor turned the meeting over to Vice Chairman Ben Gamel. Penni Windsor then thanked the board for all that they do, and expressed that the Act is very important to the employees and the Appointing Authorities. Penni again thanked the board and said that she knew the board had a lot on their shoulders, and that they had a hard job, but that the employees are grateful for their service.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

Council on Aging – Consider approval of request from COA Director Tammy Burden to revise the current Medicaid Waiver & Transportation Systems Coordinator Job Description (Job Code 973 – Grade 14). Secretary, Randall Haney made the motion. Board Member, Don Mitchell seconded the motion. The motion was carried by voice vote with no “nay” vote being cast.

Chairman Windsor asked for a motion to schedule a Public Hearing for Modifications to the Employee Handbook to revise Section 9.14 - Chapter 9 – Disciplinary Procedures, until Monday February 27, 2017 @ 5:00 pm. and the February Personnel Board Meeting immediately following. Vice Chairman, Ben Gamel made the motion. Secretary Randall Haney seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

IX. LEGAL UPDATE

Chairman Jason Windsor asked Board Attorney Jeffrey McLaughlin for a report. Board Attorney Jeffrey McLaughlin stated the Act has worked well for this county for 35 years and that he did not feel that there needs to be any changes.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of December 10th, 2016 to January 20th, 2017.

There were ~~three~~ (12) new hires:

Cynthia Piatt	Probate Clerk	Probate F/T
Mark E. Patton	School Resource Officer	Sheriff's Office P/T
Levi D. Taylor	Corrections Officer	Jail F/T
Zachary A. Piland	Corrections Officer	Jail F/T
Dustin McCay	Corrections Officer	Jail F/T
Victor Roque	Corrections Officer	Jail F/T
Kimball Williams	Systems Analyst	Data Processing F/T
Daniel Swindoll	Corrections Officer	Jail F/T
Willie J. Orr	Deputy	Sheriff's Office F/T
Gail Henson	Admin Assistant	District # 2 P/T
Debra Dodd	Revenue Clerk	Temporary
Andy Atchley	Building Cleaner & Lawn Maint	Building Maint. P/T

There were five (5) terminations:

Daryll Greenwood	Resigned	Equipment Operator I	District # 1
Karen Roncker	Retired	Nutrition Prog Coordinator	Council on Aging
David D. Bankson	Deceased	Jail Administrator	Jail
Sandra Doss	Termed	Corrections Officer	Jail
Susan Watson	Resigned	Deputy	Sheriff's Office

There was (1) leave of absence to report for this time period.

Melanie J. Baker, Appraisal Tech III in the Appraisal department, was approved for FMLA leave for her own serious medical condition.

There was (1) promotion:

Wanda Earles was promoted from a Senior RX Coordinator to a Nutrition Program Coordinator position in the COA department.

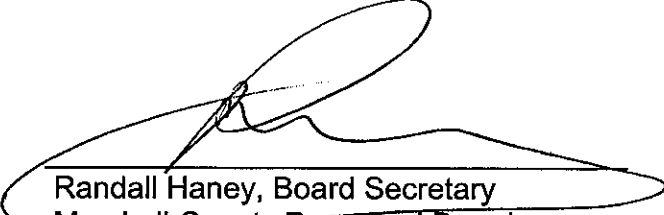
Invitations sent out for this meeting:

Hunter Barron, Dispatcher in the Sheriff's Office
McKenzie Thrower, Support Clerk in the Sheriff's Office

Wellness Screenings letters were sent to all employees. Local Government will on-site February 8th to perform the screenings.

XI. ADJOURNMENT

Chairman Windsor asked for a motion to adjourn the Personnel Board meeting. Board Member, Don Mitchell made the motion to adjourn, Secretary, Randall Haney 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: January 26th, 2017

Date

2-27-17