

# MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, August 14th, 2017

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, August 14, 2017 in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Chairman Jason Windsor, called the meeting to order at 6:00 P.M.

**Board member(s) present:** Jason Windsor, Chairman  
David Watts, Board Member  
Charles Whisenant, Board Member

**Board member(s) absent:** Ben Gamel, Vice Chairman  
Don Mitchell, Secretary

Also present were Attorney Jeff McLaughlin, Personnel Administrator Christy Kelley, Personnel Assistant Janice Payne, Revenue Commissioner Michael Johnson, and Assessment & Collections Administrator Penni Windsor

## I. CALL TO ORDER

Chairman Jason Windsor, called the meeting to order at 6:00 P.M. Chairman Windsor asked everyone to stand for prayer and the Pledge of Allegiance.

## II. INVOCATION

The invocation was offered by Chairman Jason Windsor.

## III. PLEDGE OF ALLEGIANCE

Board Member, Charles Whisenant led the Pledge of Allegiance.

## IV. APPROVAL OF AGENDA

Chairman Windsor asked for corrections or additions to the meeting agenda. There were no corrections or additions. Board Member, Charles Whisenant made the motion to approve the agenda. Board Member, David Watts 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 July 10, 2017. Board Member David Watts made the motion to approve the minutes of the Personnel Board meeting. Board Member, Charles Whisenant seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

## VI. PUBLIC COMMENTS

Chairman, Jason Windsor asked for Public Comments. There were none. Chairman Windsor recognized that Revenue Commissioner Michael Johnson, and Assessment & Collections Administrator Penni Windsor were present.

**VII. OLD BUSINESS**

None

**VIII. NEW BUSINESS**

**Revenue – Consider approval of request from Revenue Commissioner, Michael Johnson, to revise the Appraisal Tech I, II & III job description education requirements. (Pay grade will not change.)** Chairman Windsor ask for a motion. Board Member David Watts made the motion to approve the request to revise the Appraisal Tech I, II & III job description education requirements. Board Member, Charles Whisenant seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Maintenance – Consider approval of request from Chief Maintenance Supervisor, Dan Nelson, to establish and revise the groundskeeper job description.** Chairman Windsor noted that County Chairman James Hutcheson had established that funding was available for the position. Chairman Windsor asked for a motion. Board Member David Watts made the motion to approve the request. Board Member Charles Whisenant seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Maintenance – Consider approval of request from Chief Maintenance Supervisor, Dan Nelson, to add a Groundskeeper position (Grade 7) (Step 1 thru Step 25) (\$9.53/hr.- \$20.11/hr.) back to his department.** Chairman Windsor ask for a motion. Board Member Charles Whisenant made the motion to approve the request. Board Member, David Watts seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel Board – Consider approval of the Personnel Board Budget for FY 17-18.** Chairman Windsor asked for a motion to approve the Personnel Board Budget for FY 17-18. Board Member Charles Whisenant made the motion to approve the Personnel Board Budget for FY 17-18. Board Member David Watts seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**IX. LEGAL UPDATE**

Board Attorney Jeffery McLaughlin stated there was nothing to report at this time. Attorney McLaughlin commended Personnel Administrator Christy Kelley for a great job on the request made to the board.

**X. STAFF REPORT**

Personnel Administrator Christy Kelley reported the following personnel actions for the period of July 14, 2017 to August 4<sup>th</sup>, 2017.

**There were three (3) new hires:**

Michael Dendy	Bus Driver	Council on Aging
Seth Moore	Corrections Officer	Jail
Michael Burgett	Corrections Officer	Jail

**There were nine (9) terminations:**

Teresa Bailey	Resigned – Other Employment	Probate Clerk	Probate
Abraham Lopez	Terminated	Corrections Officer	Jail
Cody Campbell	Resigned – Other Employment	Corrections Officer	Jail
Michael Burgett	Resigned	Corrections Officer	Jail
David Turner	Resigned	Dispatcher	Jail
Nathan Champion	Resigned – Other Employment	Temp Mechanic	District #4
Jerry Stuart	Resigned	Equipment Oper I	District # 1
Robert Griggs	Retired	Equipment Oper. III	District # 1
Charles J. Dunn	Resigned – Other Employment	Equipment Oper. II	District # 2

**There was two (2) leave of absences to report for this time period.**

Timothy Beadle, Equipment Operator III in District # 3 is currently out on Worker's Comp leave. Herbert Goble, Deputy in the Sheriff's Office, is currently out on leave.

**There was three (3) promotion/s for this time period.**

Willis Holcomb, Equipment Operator II in District 1, was promoted to an Equipment Operator III, effective 07/24/2017. Jessica Martin was promoted from a Support Clerk to a Court Clerk in the Sheriff's department, effective 07/24/2017. Kenneth Hawkins, Equipment Operator I in District 1 was promoted to an Equipment Operator II, effective 07/31/2017.

**AAPPA Conference**

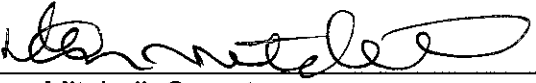
The AAPPA Public Personnel Conference that Personnel Administrator Christy Kelley and Personnel Assistant Janice Payne attended in Montgomery was fantastic. There were two legal updates during the conference that provided up-to-date employment law information.

**MVR Reports**

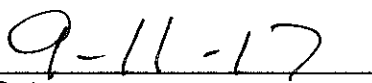
The Personnel Department is in process of submitting the MVR (Motor Vehicle Report) paperwork to ALEA for the Meadowbrook Safety Incentive Program. Authorization forms have been sent to all departments.

**XI. ADJOURNMENT**

Chairman Windsor asked for a motion to adjourn the Personnel Board meeting. Board Member, Charles Whisenant made the motion to adjourn. Board Member, David Watts seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.



Don Mitchell, Secretary  
Marshall County Personnel Board  
Meeting Date: August 14, 2017



Date