

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, July 23th, 2018

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, July 23th, 2018 in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Vice Chairman Ben Gamel called the meeting to order at 5:55 P.M.

Board member(s) present: Ben Gamel, Vice Chairman
David Watts, Board Member
Penni Windsor, Board Member

Board member(s) absent: Charles Whisenant, Chairman
Don Mitchell, Secretary

Also present were Attorney Jeff McLaughlin, Personnel Administrator Christy Kelley and Personnel Assistant Janice Payne.

I. CALL TO ORDER

Vice Chairman Ben Gamel called the meeting to order at 5:55 P.M. Vice Chairman Gamel asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

The invocation was offered by Board Member David Watts.

III. PLEDGE OF ALLEGIANCE

Board Member Penni Windsor led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Vice Chairman Gamel asked for corrections or additions to the meeting agenda. There were no corrections or additions. Board Member David Watts made the motion to approve the agenda. Board Member Penni Windsor seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

V. APPROVAL OF MINUTES

Vice Chairman Gamel asked for a motion to approve the minutes of the Personnel Board Meeting and the Public Hearing held on June 14th, 2018. Board Member David Watts made the motion to approve the minutes of the Personnel Board meeting and the Public Hearing held on June 14th 2018. Board Member Penni Windsor seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. PUBLIC COMMENTS

Vice Chairman Gamel asked for Public Comments.

There were none.

VII. OLD BUSINESS

1. **Personnel Board-** Vice Chairman Gamel asked for a motion to approve the proposed Personnel Handbook changes to Section 11.5.2 – Accrual of Annual Leave to reflect accrual hours for annual accumulation. Board Member David Watts made the motion to approve the proposed Personnel Handbook changes to Section 11.5.2 – Accrual of Annual Leave to reflect accrual hours for annual accumulation. Board Member Penni Windsor seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.
2. **Personnel Board-** Vice Chairman Gamel asked for a motion to approve the proposed Public Records Request Policy and Form. Board Member David Watts made the motion to approve the proposed Public Records Request Policy and Form. Board Member Penni Windsor seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

VIII. NEW BUSINESS

1. **Appraisal & Mapping-** Vice Chairman Gamel asked for a motion to table the proposed Mapper job description changes. Board Member David Watts made the motion to table the proposed Mapper job description changes. Board member Penni Windsor seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.
2. **Personnel Board-** Vice Chairman Gamel asked for a motion to approve the proposed Personnel Board Budget for 2018-2019 FY. Board Member David Watts made the motion to approve the proposed Personnel Board Budget for 2018-2019 FY. Board Member Penni Windsor seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

IX. LEGAL UPDATE

Attorney Jeff McLaughlin stated Personnel Administrator Christy Kelley settled a complaint from an hourly employee.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of June 9th, 2018 to July 16th, 2018.

There were six (6) new hires:

Heather Lindsay	Support Clerk	Sheriff's Office
Kenneth Free	Corrections Officer	Jail
Austin A. Steinert	Corrections Sgt	Jail
Sean Garmany	Corrections Officer	Jail
Joe Venable	Equipment Oper I	District # 1
Travion Ragland	Deputy	Sheriff's Office

There were ten (10) terminations:

Joshua Kennamer	Resigned	Corrections Officer	Jail
Jonathan Foster	Resigned	Corrections Officer	Jail
Javon Cortez	Terminated	Corrections Officer	Jail
Braxton Lamb	Terminated	Corrections Officer	Jail
Robert Lindsay	Terminated	Corrections Officer	Jail
George Gass II	Terminated	Corrections Officer	Jail
Kelley Ryan	Resigned	Chief Clerk	Sheriff's
John Randy Amos	Resigned	Chief Deputy	Sheriff's
Jessica Martin	Resigned	Administrative Coord.	Sheriff's
Benjamin Walls	Resigned	Equipment Oper. I	District # 1

There was no leave of absences to report for this time period.

There was no promotion/s, demotions or transfers for this time period.

Invitations to the Personnel Board Meetings

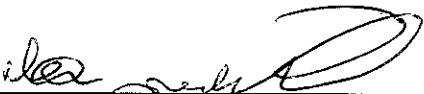
There was one invitation sent out for the July meeting. Martha Short in the Probate office received an invitation.

Wellness Screenings

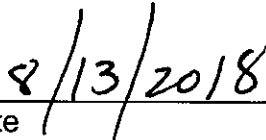
Employees who were unable to attend the wellness screening on May 29th will have the opportunity to screen on Wednesday, July 25th 2018. Notices about the make-up screening have been sent to all department heads and employees who have not screened about the make-up screening date and time.

XI. ADJOURNMENT

Vice Chairman Gamel asked for a motion to adjourn the Personnel Board meeting. Board Member David Watts made the motion to adjourn. Board Member Penni Windsor 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: July 23rd, 2018



Date