

# MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, October 19th, 2020

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, October 19<sup>th</sup>, 2020. in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Chairman Charles Whisenant called the meeting to order at 5:19 P.M.

**Board member(s) present:** Charles Whisenant, Chairman  
Penni Windsor, Vice Chairman  
David Watts, Secretary  
Martha Handschumacher, Board Member  
Ben Gamel, Board Member

Also, present were Attorney Jeff McLaughlin, Christy Kelley, Personnel Administrator, Personnel Specialist Janice Payne, Sheriff Phil Sims, Commissioner Rick Watson, and Commissioner Joey Baker.

## CALL TO ORDER

Chairman Charles Whisenant called the meeting to order at 5:19 P.M. Chairman Whisenant asked everyone to stand for prayer and the Pledge of Allegiance.

### I. INVOCATION

The invocation was offered by David Watts, Secretary.

### II. PLEDGE OF ALLEGIANCE

Vice Chairman Penni Windsor led the Pledge of Allegiance.

### III. APPROVAL OF AGENDA

Chairman Whisenant asked for a motion to approve the meeting agenda. Vice Chairman Penni Windsor made a motion to approve. Board Member Ben Gamel seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

### IV. APPROVAL OF MINUTES

Chairman Whisenant asked for a motion to approve the minutes of the Personnel Board Meeting held on Monday September 14<sup>th</sup>, 2020. Board Member Ben Gamel made the motion to approve the minutes of the Personnel Board meeting held on Monday, September 14<sup>th</sup>, 2020. Board Member Martha Handschumacher seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

### V. PUBLIC COMMENTS

Chairman Charles Whisenant asked for Public Comments.

There were no public comments.

**VI. OLD BUSINESS**

**Personnel Board** - Chairman Whisenant asked for a motion to approve the Performance Evaluation System with Evergreen's goal additions. Secretary Penni Windsor made a motion to approve the Performance Evaluation System with Evergreen's goal additions. Board Member Martha Handschumacher seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

**VII. NEW BUSINESS –**

None

**VIII. Legal Update –**

Attorney McLaughlin stated there was nothing to report at this time.

**IX. Staff Report**

New Hires

|                |                     |            |
|----------------|---------------------|------------|
| Daniel Lindsay | Corrections Officer | 09/21/2020 |
| Edna Winfrey   | Custodian           | 09/28/2020 |
| Bobby Ashley   | Corrections Officer | 10/02/2020 |

Terminations

|                |                     |            |
|----------------|---------------------|------------|
| Ted Thompson   | Deputy              | 09/05/2020 |
| Shane Prater   | Corrections Officer | 09/12/2020 |
| Karen Entrekin | Deputy (Temp)       | 09/25/2020 |
| Stacie Rowan   | Probate Clerk       | 10/02/2020 |

**X. Promotions, Demotions & Transfers**

Jason Trotman transferred from Deputy to Deputy SRO, effective 09/26/2020. Michele Chastain promoted from an Appraisal Tech I to an Appraiser Trainee Real Property, effective 10/12/2020.

**XI. Flu-Shots**

On-Site Flu Shots were provided to on-site on September 22nd. We had 23 employees and family members who received their flu shots.

**XII. Tier II to Tier I**

Notices were sent to all Tier II employees explaining their benefit differences now that they are being provided Tier I benefits by the County Commission with the Retirement Systems of Alabama.

### XIII. Evergreen Pay Study

Personnel transaction forms for the payroll changes for the Pay Study implementation have been sent to the departments for signatures.

We have received all revised job descriptions from Evergreen Solutions and are in the process of reviewing them prior to sending to the department heads.

The next step will be to define the Performance Evaluation system process and then train supervisors and department heads on the new system.

#### ADJOURNMENT

Chairman Whisenant asked for a motion to adjourn the Personnel Board meeting. Vice Chairman Penni Windsor made the motion to adjourn. Board Member Ben Gamel seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.



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David Watts, Secretary  
Marshall County Personnel Board  
Meeting Date: October 19th, 2020



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Date