

**MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES**  
**Monday, August 9, 2010**

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, August 9, 2010, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Chairman Jason Windsor called the meeting to order at 6:45 P.M.

The following Board members were present:

Jason Windsor, Chairman  
Martha Handschumacher, Secretary  
Bill Elkins, Board Member

Also present were Attorney Clint Maze, Personnel Administrator Christy Kelley, and Personnel Assistant Beverly Lemons.

**I. CALL TO ORDER**

Chairman Jason Windsor called the meeting to order at 6:45 P.M. He asked everyone to stand for prayer and the Pledge of Allegiance.

**II. INVOCATION**

Chairman Jason Windsor offered the invocation.

**III. PLEDGE OF ALLEGIANCE**

Board member Bill Elkins led the Pledge of Allegiance.

**IV. APPROVAL OF AGENDA**

Chairman Windsor asked if there were any corrections or additions to the meeting agenda. Attorney Clint Maze stated there were two items that needed to be added to the agenda under "old business:"

- 1) Consider preparing a response to the September 10, 2009, request from the Commission office regarding part-time and temporary employees, and
- 2) Consider steps to be taken in response to the June 9, 2009 request by the Commission office to classify Council on Aging employees.

Board member Bill Elkins made a motion that the agenda be amended to place these two items under "old business." Board member Martha Handschumacher seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Chairman Windsor asked for approval of the agenda as amended. Board member Martha Handschumacher made a motion to approve the agenda as

amended. Board member Bill Elkins 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 for the July 12, 2010 Personnel Board meeting. Board member Bill Elkins offered a motion to approve the minutes. Board member Martha Handschumacher seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

#### **VI. PUBLIC COMMENTS**

There were no public comments.

#### **VII. OLD BUSINESS.**

**PERSONNEL BOARD – Consider preparation of a response to the September 10, 2009 request from the Commission regarding part-time and temporary employees.**

Chairman Windsor asked that the Board consider the preparation of a response to the September 10, 2009 request from the Commission regarding part-time and temporary employees.

Board Member Bill Elkins made a motion that authorization be given to the Personnel Administrator to forward the August 3, 2010 Opinion of the State Attorney General to the Commission in response to their request of September 10, 2009. Board member Martha Handschumacher seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

**PERSONNEL BOARD- Consider steps to be taken in response to the June 9, 2009 request by the Commission to classify Council on Aging employees.**

Chairman Windsor asked that the Board consider the steps to be taken as requested by the Commission to classify Council on Aging (COA) employees.

Board member Bill Elkins made a motion that in response to the June 9, 2009 request from the Commission asking that the Personnel Board take the steps necessary to classify the employment positions of the Council on Aging, the Personnel Administrator be directed to:

- 1) request the Commission and/or Council on Aging to provide the following at least one week in advance of the next regularly scheduled work session: job descriptions of all employees; and an employee list including names, addresses and telephone numbers of all employees; and,
- 2) to send an invitation to Ms. Tammy Burden, COA Director, to attend the next regularly scheduled work session of the Personnel Board and

wherein be prepared to discuss all job descriptions of employees of the Council on Aging.

Board member Martha Handschumacher seconded the motion. The vote was carried by voice vote with no "nay" votes being cast.

#### **VIII. NEW BUSINESS**

None.

#### **IX. LEGAL UPDATE**

None.

#### **X. STAFF REPORT**

Personnel Administrator Christy Kelley reported the following:

- There were three (3) new hires for the month of July:


1 –Corrections Officer (temporary)	Jail
1– Summer Intern (temporary)	Engineering
1 – Support Clerk (part-time)	Sheriff
  
- There were seven (7) terminations for the month of July:

1 – Dispatcher	Jail
1 – Logistics Specialist	EMA
1 – Summer Intern (temporary)	Engineering
1 – Sr. Road Maintenance Technician	District #4
1 – Support Clerk	Sheriff
1 – Summer Help (temporary)	Parks
1 – Support Clerk	Sheriff
  
- There were no employees requesting leave of absence in the month of July.
  
- One (1) employee was promoted in the month of July. The employee was promoted from EMA Operations Support Specialist to Logistics Specialist through an internal job position.
  
- The AAPPA Conference was attended by Personnel Administrator Christy Kelley. She reported on the topics covered at the Conference and thanked the Board for allowing her to attend.
  
- Invitations were sent to two employees to attend the Personnel Board Meeting.

Chairman Windsor commented on the progress of the brochure that is being prepared for distribution to the school systems in Marshall County.

**XI. ADJOURNMENT**

Chairman Windsor called for a motion to adjourn the meeting. Board member Bill Elkins made the motion to adjourn the meeting. Board member Martha Handschumacher seconded the motion. The motion carried by voice vote with no "nay" votes being cast.

  
\_\_\_\_\_  
Martha Handschumacher, Board Secretary  
Marshall County Personnel Board  
Meeting Date: August 9, 2010

10-18-10  
Date