

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES
Monday, February 8, 2010

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, February 8, 2010, in the Personnel Office in the Marshall County Courthouse in Guntersville, Alabama. The meeting was held in the Personnel Office due to the Commission Chambers being unavailable. A notice giving the change in the meeting location was posted on the door to the Commission Chambers. Chairman Jason Windsor called the meeting to order at 6:00 P.M.

The following Board members were present:

Jason Windsor, Chairman
Bill Elkins, Member
Bobby Boen, Member

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

I. CALL TO ORDER

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

II. INVOCATION

Board member Bill Elkins offered the invocation.

III. PLEDGE OF ALLEGIANCE

Board member Bobby Boen led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Chairman Windsor asked if there were any corrections or additions to the meeting agenda. Board member Bill Elkins made the motion that the agenda be approved as written. Board member Bobby Boen 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 amended December 14, 2009 minutes. Board member Bill Elkins offered a motion to approve

the amended minutes. Board member Bobby Boen 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 for the January 11, 2010 meeting. Board member Bobby Boen made a motion to approve the minutes. Board member Bill Elkins seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. PUBLIC COMMENTS

Chairman Windsor asked if there were any public comments. There were none.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

PERSONNEL BOARD – Consider placement of individuals who voluntarily accept a position in a lower grade within the classification plan

Chairman Windsor asked Attorney Clint Maze for his advice regarding this item. Attorney Maze called for a motion to direct the Personnel Board Attorney to propose clarification language to the policy. This clarification is to be considered at the next Board Meeting and, if the language is satisfactory, the procedure to amend the policies can be set in motion. Board member Bobby Boen made the motion to direct Attorney Maze to propose clarification language to the policy to be considered at the next Board meeting. Board member Bill Elkins seconded the motion. The motion was carried with no "nay" votes being cast.

PERSONNEL BOARD – Review placement of exempt and non-exempt employees placed in lower grades within the classification plan

Chairman Windsor asked Attorney Maze for his advice regarding this item. Attorney Maze called for a motion to direct the Personnel Board Attorney to propose clarification language to the policy. This clarification is to be considered at the next Board meeting and, if the language is satisfactory, the procedure to amend the policies can be set in motion. Board member Bill Elkins made the motion to direct Attorney Maze to propose clarification language to the policy to be considered at the next Board meeting. Board Member Bobby Ben seconded the motion. The motion was carried with no "nay" votes being cast.

COMMISSION OFFICE – Consider request from Commission office for a copy of documents approved in the Personnel Board’s meeting of October 19, 2009 requesting Attorney General’s opinions concerning Council on Aging and part-time employees

Chairman Windsor asked if there was any discussion regarding this matter. There was none. Chairman Windsor called for a motion. Board member Bill Elkins made a motion that the Board provide the information requested by the Commission Office related to the Board’s requests for the Attorney General’s opinion concerning the Council on Aging and part-time employees. Board member Bobby Boen seconded the motion. The motion was carried with no “nay” votes being cast.

IX. LEGAL UPDATE

Attorney Clint Maze reported that there has been no reply from the Attorney General’s office in response to the requests submitted by the Board regarding the Council on Aging and part-time employees. He stated that it takes several months to obtain a response.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following:

- There was four (4) new hires for the month of January:

1 – Road Maintenance Specialist	District #3
1 – Road Maintenance Technician	District #2
1 – Dispatcher	Jail
1 – Appraisal Technician I	Appraisal
- There were two (2) terminations for the month of January:


1 – Corrections Officer	Jail
1 – Chief Investigator	MCSO
- 1 employee was approved for twelve (12) days of FMLA leave due to her own serious health condition.
- A sick leave donation request from one (1) employee has been approved. Notices were sent to department heads requesting sick leave donations. The employee has used all available annual and sick leave.
- There was one (1) promotion in the month of January:

1 – Administrative Clerk	was promoted to Accounting Clerk-Payroll in the Commission office.
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- Invitations were sent to two employees to attend the Personnel Board Meeting.

XI. ADJOURNMENT

Chairman Windsor asked for a motion to adjourn. Board member Bill Elkins offered the motion followed by a second from Board member Bobby Boen. The motion was carried by voice vote with no "nay" votes being cast.



Martha Handschumacher, Board Secretary
Marshall County Personnel Board
Meeting Date: February 8, 2010



Date

NOTE: Employee Barbara Burns came to the meeting after the meeting had been adjourned. Board members were still present. She was introduced and informed the Board of her job duties as a Corrections Officer at the Jail.