

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES
Monday, July 12, 2010

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, July 12, 2010, 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.

The following Board members were present:

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

Secretary Martha Handschumacher 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 Martha Handschumacher made a motion to add to the agenda consideration of job requirements for the District #3 Foreman position. Board member Bill Elkins 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 Bill Elkins made a motion to approve the agenda as amended. Board member Martha Handschumacher 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 June 14, 2010 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 approval of proposed FY 2010-2011 Budget for the Personnel Department.

Chairman Windsor explained that one of the new projects the Personnel Board was working on was a booklet that explains all the jobs and job requirements within the departments represented by the Personnel Board. This booklet would be given to high school counselors and students within the County. The cost of this project is included in the proposed budget. Board member Bill Elkins made a motion to approve the proposed budget for the Personnel Department for FY 2010-2011. Board member Martha Handschumacher seconded the motion. The motion carried by voice vote with no "nay" votes being cast.

VIII. NEW BUSINESS—Consider job requirements for District #3 Foreman position

Discussion was held as to whether a current employee could apply internally and be considered as eligible if he does not meet the minimum requirement of having a high school diploma or a GED. A motion was made by Board member Martha Handschumacher that the employee be considered as an eligible candidate with the stipulation that if he is hired in the Foreman position, he must obtain his GED within the six month probationary period. If he does not meet this requirement, he would be terminated or go back to his prior position. This would be put in writing and signed by the supervisor and the employee. Board member Bill Elkins seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

IX. LEGAL UPDATE

Attorney Clint Maze stated that he has not received an official opinion from the Attorney General on matters proposed to him. He did report that he has received a draft of an opinion in regard to the temporary and part -time employee question. He has not received a preliminary opinion concerning the Marshall County Council on Aging question. Attorney Maze stated that he was asked not to release the draft opinion until it is reviewed by the Opinion Committee in the Attorney General's office.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following:

- There were two (2) new hires for the month of June:
 - 1 – Probate Clerk Probate
 - 1– Summer Intern (temporary) Engineering
- There were two (2) terminations for the month of June:

1 – Probate Clerk
1 – Corrections Officer

Probate
Jail

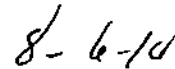
- One (1) employee was approved for FMLA leave due to her own serious health condition.
- Two (2) employees were promoted in the month of June. They were promoted from Appraisal Tech I to Appraisal Tech II after obtaining required certification.
- Copies of the handbook policy changes for Section 5.2.8.3. Demotion, Section 7.3.3 Pay and Section 12.8.4 Demotions were distributed to all employees.
- Invitations were sent to two employees to attend the Personnel Board Meeting.

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: July 12 , 2010



Date