

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES
Monday, May 10, 2010

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, May 10, 2010, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Chairman Jason Windsor called the meeting to order at 6:10 P.M.

The following Board members were present:

Jason Windsor, Chairman
Benny Frazier, Vice Chairman
Martha Handschumacher, Secretary
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 6:10 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 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. Vice Chairman Benny Frazier 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 minutes for the April 12, 2010 meeting. Board member Bobby Boen 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

Chairman Windsor recognized Andrea LeCroy, Chief Probate Clerk. He asked Mrs. LeCroy if she had any comments. Mrs. LeCroy asked if the Board had responded to her questions presented at the March 8, 2010 meeting.

Board Attorney Clint Maze stated that the memorandum giving the Board answers had been approved and that he would see that Mrs. LeCroy received a copy.

VII. OLD BUSINESS

PERSONNEL BOARD – Consider clarification of language concerning placement of individuals who voluntarily accept or are involuntarily placed in a position in a lower grade within the classification plan. (Item tabled in previous meeting)

Chairman Windsor asked for a motion to take the item off the table. Board member Martha Handschumacher offered the motion to untable the item. Vice President Benny Frazier seconded the motion. The motion carried by voice vote with no “nay” votes being cast.

Chairman Windsor asked Attorney Clint Maze to present the policy changes to be considered by the Board regarding this item. Attorney Maze explained that the language to be considered is to place the employee that has been demoted to a new job in a lower grade at the same step within the new pay grade for his/her new job that he/she was in for the pay grade for his/her prior job. This includes a demotion that takes place pursuant to the policies and procedures that are presently in place, or pursuant to the employee filing an application for a job in a lower grade.

Chairman Windsor called for a motion for the amendment to the policies and procedures to reflect the new language. Vice Chairman Benny Frazier offered the motion to reflect the new language. Board member Martha Handschumacher seconded the motion. The motion carried by voice vote with no “nay” votes being cast.

Attorney Maze stated that the modification of the policies would require a hearing and notice of hearing needs to be placed in the paper.

Chairman Windsor called for a motion to set the hearing. Board member Bill Elkins made the motion to set the hearing for modification of policies and procedures for Monday, June 14, 2010, prior to the regular monthly meeting and that the Personnel Administrator be authorized to advertise and post the proposed changes. Board Member Bobby Boen seconded the motion. The motion carried by voice vote with no “nay” votes being cast.

VIII. NEW BUSINESS

Consider approval for Personnel Administrator, Christy Kelley, to attend the annual Alabama Association of Public Personnel Administrators Conference in Sandestin – July 14th – 16th

Chairman Windsor called for a motion to allow Personnel Administrator Christy Kelley to attend the annual Alabama Association of Public Personnel Administrators Conference. Vice Chairman Benny Frazier made a motion that the trip be approved provided that the Commission approves the travel funding. Board member Bobby Boen seconded the motion. The motion carried by voice vote with one “nay” vote being cast. Chairman Windsor cast the “nay” vote due to not having the money in the budget.

IX. LEGAL UPDATE

Attorney Clint Maze reported that he has received correspondence from the Attorney General’s office acknowledging the filing of requests submitted by the Personnel Board seeking Attorney General’s opinions.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following:

- There were seven (7) new hires for the month of April:
 - 1 – Temporary Road Maintenance Specialist District #1
 - 3 – Temporary Road Maintenance Technicians District #3
 - 1 – Temporary Corrections Officer Jail
 - 1 = Deputy Sheriff’s Dept.
 - 1 – Part-time Administrative Clerk Commission

- There were two (2) terminations for the month of April:
 - 1 – Probate Clerk Probate
 - 1 – Temporary Administrative Clerk Commission

- One (1) employee was approved for FMLA leave for the birth of her child.

- There was one promotion for the month of April:
 - 1 – Promoted from GIS Tech I to GIS Tech II Appraisal Dept.

- Employee Appreciation Day will be held on Wednesday, May 19th

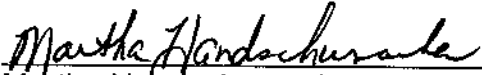
- Invitations were sent to two employees to attend the Personnel Board Meeting.

Chairman Windsor pointed out that the Employee Appreciation Day will be held on Wednesday, May 19th and he thanked those supervisors who contributed money to help with this event. Chairman Windsor pointed out that a change had been made in the phone system that allowed for phone calls to the Personnel Board to be answered by voice mail if no one was in the office to take the call. He also noted that information was being put together to give to the schools that would inform the students on the kinds of jobs were available at Marshall County, and that we also would be providing information at Career Days.

Mr. Bobby Boen was presented a plaque, acknowledging his fifteen years of service as a member of the Personnel Board.

XI. ADJOURNMENT

Chairman Windsor called for a motion to adjourn the meeting. Board member Bobby Boen 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: May 10th, 2010

7-10-10
Date