

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES
Monday, June 14, 2010

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, June 14, 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
Benny Frazier, Vice Chairman
Martha Handschumacher, Secretary

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 Martha Handschumacher offered the invocation.

III. PLEDGE OF ALLEGIANCE

Vice Chairman Benny Frazier 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 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 May 10, 2010 meeting. Vice Chairman Frazier 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 handbook changes to clarify language concerning placement of individuals who voluntarily accept or are involuntarily placed in a position in a lower grade within the classification plan. (Chapters 5, 7, and 12)

Chairman Windsor stated that a public hearing was held earlier on the proposed changes to Section 5.2.8.3 Demotion, Section 7.3.3 Pay, and Section 12.8.4 Demotions. Chairman Windsor entertained a motion to make the changes as proposed. Board member Martha Handschumacher made a motion to establish the changes. Vice Chairman Benny Frazier seconded the motion. The motion carried by voice vote with no “nay” votes being cast.

VIII. NEW BUSINESS

Consider approval of proposed FY 2010 - 2011 Budget for the Personnel Department.

Chairman Windsor entertained a motion regarding the FY 2010 – 2011 Budget. Vice Chairman Benny Frazier made a motion to table this item until the next Board meeting to allow the Board to study the budget further. Board member Martha Handschumacher seconded the motion. The motion carried by voice vote with no “nay” votes being cast.

Consider approval of Resolution 10-01 recommending that the County Commission award and approve merit pay increases to all eligible classified service employees of the County.

Chairman Windsor explained that this resolution is the same as has been passed in previous fiscal years. There was discussion regarding whether this item could be postponed until the next meeting. Vice Chairman Benny Frazier made a motion that the item be tabled until the next meeting due to the absence of some of the Board members at this meeting. The motion died for lack of a second.

Chairman Windsor asked again if there was a motion to approve Resolution 10-01 recommending that the County Commission award and approve merit pay increases to all eligible classified service employees of the County. Board member Martha Handschumacher made the motion. Vice Chairman Benny Frazier seconded the motion. The motion carried by voice vote with no “nay” votes being case.

Chairman Windsor asked that a notation be made in the minutes to reflect that Board member Bill Elkins was unable to attend this Personnel Board meeting. Also, the Marshall County Commission has not yet named a replacement for Board member Bobby Boen, whose term expired in May, 2010.

IX. LEGAL UPDATE

Attorney Clint Maze stated that the Board has two requests from the Attorney General that are pending. One issue deals with the temporary and part time employees being regulated by the Board; the other issue deals with the

Marshall County Council on Aging employees and whether they are employees of the County. Attorney Maze reported that he is working with Assistant Attorney General Monet Gaines who is requesting much additional information and doing her own independent research. Attorney Maze reported that it appears to him that the Assistant Attorney General is working very hard on this and he hopes to have an opinion in the near future.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following:


- There were five (5) new hires for the month of May:

| | |
|--|-------------|
| 1 – Temporary Corrections Officer | Jail |
| 1– Part time Road Maintenance Technician | District #4 |
| 1 – Road Maintenance Specialist | District #4 |
| 1 – Probate Clerk | Probate |
| 1 – Temporary Summer Help | Probate |
- There was one (1) termination for the month of May:

| | |
|-----------------------------|---------|
| 1 – Temporary Revenue Clerk | Revenue |
|-----------------------------|---------|
- One (1) employee was approved for FMLA leave due to his own serious health condition.
- There were no promotions or demotions for the month of May.
- Employee Appreciation Day was held on Wednesday, May 19th
- Invitations were sent to two employees to attend the Personnel Board Meeting.
- Employee Information Sheets were sent out to every employee for review. Employees were asked to make any needed corrections to addresses, phone numbers, etc.

XI. ADJOURNMENT

Chairman Windsor called for a motion to adjourn the meeting. Board member Martha Handschumacher made the motion to adjourn the meeting. Vice Chairman Benny Frazier 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: June 14th, 2010

7-12-10
Date