

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES
Monday, October 18, 2010

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, October 18, 2010, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Chairman Jason Windsor called the meeting to order at 6:15 P.M.

The following Board members were present:

Jason Windsor, Chairman
Martha Handschumacher, Secretary
Bill Elkins, Board Member
Talmadge Butler, 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 6:15 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 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. There were none. Chairman Windsor entertained a motion to approve the agenda as written. Board member Bill Elkins made a motion to approve the agenda 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 August 9, 2010 Personnel Board meeting. Board member Martha Handschumacher offered 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

There were no public comments.

VII. OLD BUSINESS.

PERSONNEL BOARD – Consider request by Commission office to classify Council on Aging employees.

Chairman Windsor asked if there was a motion on this item. Board Member Bill Elkins made a motion that the Personnel Board commission a study to perform a pay scale study, prepare job descriptions, and make a recommendation regarding the same for adding the Council on Aging to the employees under the Marshall County Personnel Board, upon approval of funds from the Marshall County Commission. Board member Martha Handschumacher seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VIII. NEW BUSINESS

PERSONNEL BOARD- Consider election of Personnel Board Officers.

Chairman Windsor turned the meeting over to Board Attorney Clint Maze to conduct the business of election of officers.

Chairman. Attorney Maze asked for a nomination for the position of Chairman. Board member Bill Elkins nominated Jason Windsor for Chairman. The nomination was seconded by Board member Martha Handschumacher. A roll call vote was taken with the following results:

Talmadge Butler	Yes
Martha Handschumacher	Yes
Bill Elkins	Yes

Attorney Maze stated that Jason Windsor is selected as Chairman by a vote of three votes to none.

Vice Chairman. Attorney Maze asked for a nomination for the position of Vice Chairman. Board member Jason Windsor nominated Bill Elkins for Vice Chairman. Board member Martha Handschumacher seconded the motion. A roll call vote was taken with the following results:

Jason Windsor	Yes
Martha Handschumacher	Yes
Talmadge Butler	Yes

Attorney Maze stated that by a vote of three to none, Bill Elkins is selected to serve as Vice Chairman.

Secretary. Attorney Maze asked for a nomination for the position of Secretary. Board member Bill Elkins nominated Martha Handschumacher for the position of Secretary. Board member Talmadge Butler seconded the motion. A roll call vote was taken with the following results:

Jason Windsor	Yes
Bill Elkins	Yes
Talmadge Butler	Yes

Attorney Maze stated that Martha Handschumacher is selected to serve as Secretary by a vote of three to none.

The meeting was then turned over to Chairman Windsor.

PERSONNEL BOARD-Consider Board Attorney agreement.

Chairman Windsor asked for a motion concerning the agreement between the Personnel Board and Attorney Clint Maze. Board Member Bill Elkins made a motion that the support agreement between the Personnel Board and Attorney Maze be approved as presented and that the Chairman be authorized to execute the agreement. Board member Martha Handschumacher seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

IX. LEGAL UPDATE

None.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the months of August and September, 2010.

- There were eight (8) new hires for the months of August and September:

1 –Support Clerk (from part-time to full-time)	Sheriff
1– Clerk(temporary)	Probate
1 –Corrections Officer (from part-time to full-time)	Jail
1–Deputy (from part-time to full-time)	Sheriff
1–Corrections Officer (from part-time to full-time)	Jail
1–Road Maint. Tech (from part-time to full-time)	District #2
1–Operations Specialist (full-time)	EMA
1–Road Maint. Tech (from part-time to full-time)	District #3
- There were six (6) terminations for the months of August and September:

1 – Clerk (temporary)	Probate
1 – Summer Temp	Engineering
1 – Deputy	Sheriff
1 – Corrections Officer	Jail

1 – Deputy Sergeant
1 – Operations Specialist

Sheriff
EMA

- There were three (3) employees requesting leaves of absence in the months of August and September. These employees were approved for FMLA leave due to their own serious medical conditions.
- Four (4) employees were promoted and one (1) employee took a voluntary demotion in the months of August and September:
 - One employee was promoted from Road Maintenance Specialist to District Foreman
 - One employee was promoted from Deputy to Deputy Sergeant
 - One employee was promoted from Senior Road Maintenance Technician to Road Maintenance Specialist
 - One employee was promoted from Road Maintenance Technician to Road Maintenance Specialist
 - One Road Maintenance Specialist took a voluntary demotion to EMA Operations Support Specialist.


These promotions/demotions were all awarded from internal job postings.

- Invitations were sent to four employees to attend the Personnel Board Meetings.

Chairman Windsor noted that the newsletter had been completed and distributed. Chairman Windsor also noted that the Commission had not approved funding for the brochures that the Personnel Board wanted to distribute to the school systems in Marshall County, but he plans to address the issue at a later date when the new Commission Chairman takes office.

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 Talmadge Butler 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: October 18, 2010

11-8-10
Date