

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, January 9, 2012

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, January 9, 2012, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 6:00 P.M.

The following Board members were present:

Jason Windsor, Chairman
Talmadge Butler, Secretary
Randall Haney, Board Member

Also present were Attorney Lea Mosley representing Board Attorney Jeff McLaughlin, Personnel Administrator Christy Kelley, and Personnel Assistant Beverly Lemons.

I. CALL TO ORDER

Board 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

Mr. Jim Harris offered the invocation.

III. PLEDGE OF ALLEGIANCE

Board member Talmadge Butler led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Chairman Jason 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 Randall Haney made a motion to approve the agenda as written. Board Secretary Talmadge Butler 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 December 12, 2011 Personnel Board meeting. Secretary Talmadge Butler offered a motion to approve the minutes as presented. Board member Randall Haney seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. PUBLIC COMMENTS

Andrea Lecroy, Chief Clerk, Probate Office, addressed the Personnel Board on behalf of the employees present at the meeting and others unable to attend. She expressed appreciation to the Board for passing the resolution to be presented to the Marshall County Legislative Delegation in support of the Personnel Board. She also expressed appreciation to the Board members for their work on the Personnel Board.

Mary Malone, Accountant, Revenue Office, also addressed the Personnel Board to express appreciation for passing the resolution and for the work done by the Board members.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

Commission – Consider approval of request from County Administrator, Shelly Fleisher, to revise Accountant job description.

Chairman Windsor asked if there was a motion to approve the request from County Administrator Shelly Fleisher to amend the Minimum Qualifications section of the Accountant-945 job description. The request is to make the qualification requiring successful completion of at least three (3) semester hours in governmental accounting as a preferred qualification instead of a required qualification in order to allow a larger pool of applicants to qualify for the position. There will be no changes to the classification for grade and salary.

Board member Randall Haney made a motion to add the words “is preferred” to this qualification. Secretary Talmadge Butler seconded the motion. The vote was carried with no “nay” votes being cast.

Personnel – Consider approval of FMLA policy changes.

Chairman Windsor tabled this motion until the next meeting.

Personnel – Consider approval of Public Hearing date change.

Chairman Windsor asked if there was a motion to cancel the hearing scheduled for February 13, 2012. Secretary Talmadge Butler made a motion to cancel the February 13, 2012 Public Hearing and reschedule once a decision has been reached regarding FMLA policy changes. Board member Randall Haney seconded the motion. The motion was carried with no “nay” votes being cast.

IX. LEGAL UPDATE

Attorney Lea Mosley stated there was nothing to report.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the month of December, 2011.

- There were four (4) new hires for the month of December.

2 – Corrections Officers (P/T to F/T)	Jail
1 – Deputy	Sheriff's Dept.
1 – Corrections Officer	Jail

- There were eight (8) terminations in the month of December.

1 – Building Cleaner	Bldg. Maint.
1 – Building Cleaner (P/T)	Bldg. Maint.
1 – Deputy	Sheriff's Dept.
1 – Sr. Road Maintenance Technician	Dist. #4
2 – Corrections Officers	Jail
1 – Building Maintenance Technician	Maintenance
1 – Road Maintenance Specialist (P/T)	Dist. #2

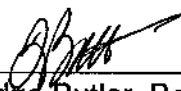
- There were one (1) request for sick leave donation approved in the month of December.

- There were three (3) promotions for the month of December:
Sr. Corrections Officer was promoted to Corrections Sergeant in the Jail;
Corrections Officer was promoted to Sr. Corrections Officer in the Jail; and
Accountant was promoted to County Administrator in the Commission office.

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

XI. ADJOURNMENT

Chairman Windsor asked for a motion to adjourn the meeting. Board member Randall Haney made the motion to adjourn the meeting. Secretary Talmadge Butler seconded the motion. The motion carried by voice vote with no "nay" votes being cast.



Talmadge Butler, Board Secretary
Marshall County Personnel Board
Meeting Date: January 9, 2012

2/13/12
Date