

## **MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES**

**Monday, March 12, 2012**

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, March 12, 2012, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 6:20 P.M.

The following Board members were present:

Jason Windsor, Chairman  
Martha Handschumacher, Vice-Chairman  
Talmadge Butler, Secretary  
Charles Whisenant, Board Member

Also present were 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 6:20 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**

Vice Chairman Martha Handschumacher 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. Secretary Talmadge Butler made a motion to approve the agenda as written. Vice Chairman 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 of the February 13, 2012 Personnel Board meeting. Secretary Talmadge Butler offered a motion to

approve the minutes as presented. Board member Charles Whisenant seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

## **VI. PUBLIC COMMENTS**

Chairman Windsor recognized the employees who were present at the meeting and asked if there were any comments. Mr. Bill Strickland, District #1 Commissioner, acted as a spokesperson for the District #1 employees. The employees requested that the Personnel Policies and Procedures be amended to allow that holiday hours be counted as part of the forty (40) hours worked in determining overtime pay.

## **VII. OLD BUSINESS**

### **Personnel – Consider approval of FMLA policy changes.**

Chairman Windsor asked for a motion concerning the FMLA policy changes. Board member Charles Whisenant made a motion that the FMLA policy allow employees to choose to take qualifying paid leave concurrently with FMLA leave, but not require that they do so; i.e., the employee could "save" their paid leave to use after using FMLA leave. Vice Chairman Martha Handschumacher seconded the motion. The motion was carried with no "nay" votes being cast.

Chairman Windsor then stated that a public hearing on the proposed changes to the Personnel Policies and Procedures needed to be held. There is a requirement to give a thirty (30) day notice prior to the hearing, and this would not give sufficient time to hold the hearing at the next scheduled Personnel Board meeting. Chairman Windsor asked if there was a motion to change the date of the next Board meeting. Board member Charles Whisenant made a motion that the next Personnel Board meeting be held on Thursday, April 12, 2012. Secretary Talmadge Butler seconded the motion. The motion was carried with no "nay" votes being cast.

Chairman Windsor then asked for a motion to set the meeting date and time for the public hearing regarding amending the Personnel Policies and Procedures. Vice Chairman Martha Handschumacher made a motion to set the public hearing at 5:00 p.m. on April 12, 2012. Secretary Talmadge Butler seconded the motion. The motion was carried with no "nay" votes being cast.

## **VIII. Commission – Consider approval of request from County Administrator, Shelly Fleisher, to change sick leave and/or annual leave policy.**

Chairman Windsor asked for a motion regarding this request. Board member Charles Whisenant made a motion to table this request. Vice Chairman Martha Handschumacher seconded the motion. The motion was carried with no "nay" votes being cast.

**IX. NEW BUSINESS**

**District #1 – Consider approval of request from District #1 Commissioner Bill Stricklend to replace a Road Maintenance Technician position with a Construction Equipment Mechanic position.**

Chairman Windsor asked for a motion concerning this request. Board member Charles Whisenant made a motion to abolish one position for Road Maintenance Technician for District #1 and add one position for Construction Equipment Mechanic at pay grade 14, as set on the classification plan. Secretary Talmadge Butler seconded the motion. The motion was carried with no “nay” votes being cast.

**X. LEGAL UPDATE**

Board Attorney Jeff McLaughlin stated there was nothing to report.

**XI. STAFF REPORT**

Personnel Administrator Christy Kelley reported the following personnel actions for the month of February, 2012.

- There were five (5) new hires for the month of February.

3 – Corrections Officers (F/T)	Jail
1 – Road Maintenance Technician (P/T to F/T)	District #2
1 – Accountant (F/T)	Commission
  
- There was three (3) terminations in the month of February.

1 – Deputy	Sheriff's Dept.
1 – Administrative Coordinator	Soil & Water
1 – Corrections Officer	Jail
  
- There were no requests for sick leave donation or FMLA leave for the month of February.
  
- There were two (2) promotions or transfers for the month of February:
  - Road Maintenance Technician transferred from District #1 to open position at District #4 at his request.
  - Operations Support Specialist promoted to Communications/IT Officer in EMA
  
- The week of May 23<sup>rd</sup> will be employee appreciation week.
  
- The current term for the County Employee elected Personnel Board Member expires in May.

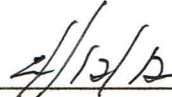
- Invitations were sent to two employees to attend the Personnel Board Meeting.

**XII. ADJOURNMENT**

Chairman Windsor asked for a motion to adjourn the meeting. Board member Charles Whisenant made the motion to adjourn the meeting. Vice Chairman Martha Handschumacher seconded the motion. The motion carried by voice vote with no "nay" votes being cast.



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Talmadge Butler, Board Secretary  
Marshall County Personnel Board  
Meeting Date: March 12, 2012



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Date