

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Thursday, April 17, 2014

The regular monthly meeting of the Marshall County Personnel Board was held on Thursday, April 17, 2014, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 6:30 P.M.

Board member(s) present: Jason Windsor, Chairman
Talmadge Butler, Vice Chairman
Randall Haney, Board Member
Keith Swisher, Secretary
Charles Whisenant, Board Member

Board member(s) absent: None

Also present were Attorney Rodney Edmondson, representing Board Attorney Jeffrey McLaughlin; and Personnel Administrator Christy Kelley.

I. CALL TO ORDER

Board Chairman Jason Windsor called the meeting to order at 6:30 P.M. He asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

The invocation was offered by Board member Randall Haney.

III. PLEDGE OF ALLEGIANCE

Board member Charles Whisenant led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Chairman Windsor asked for any changes to the agenda. He stated that the item of requests for leave without pay needed to be added to the agenda under new business. Board Secretary Keith Swisher made a motion to approve the agenda as amended. Vice Chairman 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 of the Personnel Board Meeting held on Thursday, March 20, 2014. Board member Charles Whisenant made the motion to approve the minutes of the Personnel Board meeting. Board member Randall Haney seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. PUBLIC COMMENTS

Chairman Windsor recognized Karen Roncker, Nutrition Program Coordinator, Council on Aging. Ms. Roncker explained her job duties and the Nutrition Program operation. She expressed her appreciation that the Council on Aging had been placed under the Personnel Board. Chairman Windsor expressed appreciation to Ms. Roncker for her service and for the services provided to the elderly by the Council on Aging.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

Personnel Board – Consider request from Chairman Jason Windsor to change Personnel Board meetings to second Monday of each month.

Chairman Windsor asked if there was a motion to change the Personnel Board meeting to the second Monday of each month at 6:15 p.m. Board member Charles Whisenant made the motion to change the meeting date to the second Monday of each month at 6:15 p.m. Vice Chairman Talmadge Butler seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

Personnel Board – Consider request from Chairman Jason Windsor to transition to online handbooks instead of providing hard copies.

Chairman Windsor asked for a motion: (1) that all personnel policy amendments be updated to the Policies and Procedures Handbook that is posted on the Marshall County website (marshallco.org) for all employee to have access to; (2) that a memo (paper copy) outlining the changes, sections and page numbers be sent to each appointing authority and/or department head and each employee informing them of the changes or additions; the memo also is to state that if the employee wishes to have a hard copy of the policy changes, the employee should contact his appointing authority and/or department head for assistance in printing out a hard copy from the website; if unable to obtain a hard copy, the employee should contact the Personnel Administrator for assistance; (4) that each employee be given an acknowledgement form stating that he/she has received notice of the update; the acknowledgement form is to be signed by the employee and returned to the Personnel Board to be placed in the employee’s personnel file. Vice Chairman Talmadge Butler made the motion to approve the request as stated by Chairman Windsor. Board member Randall Haney seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

Personnel Board – Consider approval of leave without pay for GIS Tech I employee in the Appraisal Department.

Chairman Windsor stated the request is for leave from April 2 to April 22, 2014, and the appointing authority who is over the Appraisal Department has approved the leave. He then asked for a motion to approve the leave. Board member Charles Whisenant made the motion to approve the request for leave without pay for the GIS Tech I

employee. Secretary Keith Swisher seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

Personnel Board – Consider approval of leave without pay for Road Maintenance Technician in District #4.

Chairman Windsor stated request is for leave for ten hours on March 27, 2014, and the appointing authority has approved the leave. He then asked for a motion to approve the leave. Board member Charles Whisenant made the motion to approve the request for leave without pay for the GIS Tech I employee. Vice Chairman Talmadge Butler seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

IX. LEGAL UPDATE

Attorney Edmondson stated there was nothing to report to the Board. Chairman Windsor asked if there were any questions from the Board for Attorney Edmondson. There were none.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of March 9 to April 4, 2014:

There were three (3) new hires:

2 – Corrections Officers	Jail
1 – Summer Engineering Intern (Temporary)	Engineering

There were three (3) terminations:

1 – SHIP/Sr. RX Coordinator	Council on Aging
1 – Road Maintenance Specialist	District #1
1 – Court Clerk	Probate

There were four (4) leaves of absence to report. A Corrections Officer in the Jail was approved for FMLA leave for his own serious health condition. A Personal Property Appraisal in the Appraisal Department was approved for FMLA leave for her own serious health condition. A request for leave without pay was approved for a Road Maintenance Technician in District #4 due to a family illness. A request for leave without pay was approved for a GIS Technician I in the Appraisal Department due to sickness.

There was one promotion to report. An employee in District #1 was promoted from Road Maintenance Technician to Road Maintenance Specialist.

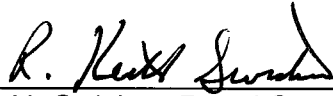
Invitations were sent to two employees to attend the Personnel Board Meeting.

Donation requests were sent to department heads to fund the employee appreciation lunch scheduled for May 22nd.

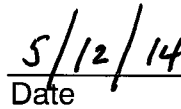
XI. ADJOURNMENT

Chairman Windsor recognized Vice Chairman Talmadge Butler, stating this would be his last meeting as a member of the Personnel Board. Chairman Windsor expressed appreciation to Mr. Butler for his service to the Board and to the employees of Marshall County.

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



Keith Swisher, Board Secretary
Marshall County Personnel Board
Meeting Date: April 17th, 2014



Date