

# MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, January 12, 2015

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, January 12, 2015, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 6:15 P.M.

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

**Board member(s) absent:** None

Also present were Personnel Board Attorney Jeffrey McLaughlin, Personnel Administrator Christy Kelley, and Personnel Assistant Beverly Lemons.

## I. CALL TO ORDER

Board Chairman Jason Windsor called the meeting to order at 6:15 P.M. Chairman Windsor asked everyone to stand for prayer and the Pledge of Allegiance.

## II. INVOCATION

The invocation was offered by Chairman Jason Windsor.

## 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 meeting agenda. There were none. Chairman Windsor then asked for a motion to approve the agenda as written. Vice Chairman Keith Swisher made the motion to approve the agenda as written. Board member Ben Gamel 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 Monday, December 8, 2014. Board member Charles Whisenant made the motion to approve the minutes of the Personnel Board meeting. Secretary Randall Haney seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

## VI. PUBLIC COMMENTS

None.

**VII. OLD BUSINESS**

**Personnel Board – Consider approval of Personnel Board Hearing Procedures provided by Attorney Jeffrey McLaughlin.**

Chairman Windsor stated that the public hearing had been held as required for any change to the Personnel Policies and Procedures. Chairman Windsor asked if the Board had any questions regarding this policy. There being none, he asked for a motion to approve the change to the Personnel Policies, Section 10.5.2, regarding Personnel Board hearing procedures. Board member Charles Whisenant made a motion to approve the change to the Personnel Policies. Vice Chairman Keith Swisher seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**VIII. NEW BUSINESS**

**Personnel Board – Consider approval of Leave Without Pay requests for employees.**

Chairman Windsor asked Personnel Administrator Christy Kelley if the appropriate Department Head had approved the leave for this employee. Ms. Kelley stated that the leave has been approved by the appropriate Department Head. Chairman Windsor asked for a motion to approve the leave without pay requests (due to sickness) for an employee who works in Probate Department. Secretary Randall Haney made a motion to approve the requests. Vice Chairman Keith Swisher seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**X. LEGAL UPDATE**

Personnel Board Attorney Jeffrey McLaughlin stated there was nothing to report.

**XI. STAFF REPORT**

Personnel Administrator Christy Kelley reported the following personnel actions for the period of November 29, 2014 to January 9, 2015:

There were seven (7) new hires:

1—Probate Clerk	Probate
2—Corrections Officers	Jail
1 – Corrections Officer (Temporary)	Jail
1 – Maintenance Technician (Temporary)	Sheriff
2 – Road Maintenance Technicians (Temporary)	District #3

There were seven (7) terminations:

1—Corrections Officer	Jail
1 – Maintenance Technician	Sheriff
1—Maintenance Technician (Temporary)	Sheriff
1 – Road Maintenance Technician	District #4
1 – Road Maintenance Technician	District #1
2 – Road Maintenance Technicians (Temporary)	District #3

There was one (1) leave of absence to report. An employee in the Probate Office had requested leave without pay due to sickness.

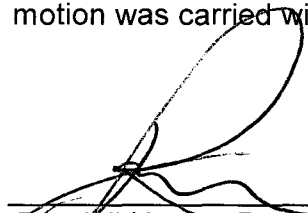
There were no promotions, demotions or transfers to report.

It was reported that training booklets covering sexual harassment were sent to all employees, supervisors and department heads on January 2<sup>nd</sup>.

Two invitations to attend the Personnel Board meeting were sent out.

## **XII. ADJOURNMENT**

Chairman Windsor asked for a motion to adjourn. Board member Charles Whisenant made the motion to adjourn. Secretary Randall Haney seconded the motion. The motion was carried with no "nay" votes being cast.

  
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Randall Haney, Board Secretary  
Marshall County Personnel Board  
Meeting Date: January 12<sup>th</sup>, 2015

2-9-15  
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Date