

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, July 13th, 2015

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, July 13, 2015, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 6:50 P.M.

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

Chairman Jason Windsor called the meeting to order at 6:50 P.M. Chairman Windsor asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

The invocation was offered by Board member Don Mitchell.

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 was a discussion regarding whether or not an item for policy changes needed to be added to the agenda. Chairman Windsor asked Attorney McLaughlin to present proposed policy changes to the Personnel Board at the August meeting. Chairman Windsor then asked for a motion to approve the agenda as written. Board member Charles Whisenant made the motion to approve the agenda as written. Vice Chairman 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, June 8, 2015. Vice Chairman Ben Gamel made the motion to approve the minutes of the Personnel Board meeting. Board member Don Mitchell seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. PUBLIC COMMENTS

There were no public comments. Chairman Windsor recognized Ms. Jennifer Swafford of Jacksonville State University. Ms. Swafford is conducting the pay study for the Marshall County Personnel Board.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

Personnel Board – Consider approval of Personnel Board Budget for Fiscal Year 2015-2016.

Chairman Windsor asked for a motion concerning approval of the Personnel Board budget for Fiscal Year 2015-2016. A motion was made by Board member Charles Whisenant to approve the budget as presented with the addition of a new line item for Personnel Board appeal hearings in the amount of \$5,000. These funds in this line item are to be used for appeal hearings only and cannot be transferred to other line items. If not used in the fiscal year, they would roll over into the next fiscal year's budget. The motion was seconded by Secretary Randall Haney. The motion was carried by voice vote with no "nay" votes being cast.

Personnel Board – Consider approval of Jacksonville State University Pay Study recommendations for fiscal year 2015-2016.

Chairman Windsor asked for a motion concerning the pay study as submitted by Jacksonville State University. A motion was made by Secretary Randall Haney to accept and approve the study presented by Jacksonville State University, and to submit it to the Marshall County Commission for their consideration to fund the pay increases. The motion was seconded by Vice Chairman Ben Gamel.

A roll call vote was taken with the following results:

Don Mitchell – Yes
Randall Haney – Yes
Charles Whisenant – Yes
Ben Gamel – Yes
Jason Windsor – Yes

The motion was declared passed with a unanimous vote.

IX. LEGAL UPDATE

Attorney McLaughlin stated that he will prepare proposed changes to the language of the drug testing policies to present at the next meeting. He also stated that he had no update on the pending action regarding the appeal filed in Circuit Court.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of May 30th to July 10th, 2015.

There were fourteen (14) new hires:

| | |
|---|------------------|
| 1 – Nurse (part-time) | Council on Aging |
| 1 – Administrative Assistant (temporary) | District #2 |
| 7 – Corrections Officers | Jail |
| 1 – Dispatcher | Jail |
| 1 – Road Maintenance Technician (temporary) | District #1 |
| 1 – Administrative Assistant (temporary) | District #4 |
| 1 – Road Maintenance Technician | District #2 |
| 1 – Deputy | Sheriff's Dept. |

There were five (5) terminations:


| | |
|-------------------------|-------------------|
| 1—Dispatcher | Jail (Resigned) |
| 3 – Corrections Officer | Jail (Resigned) |
| 1 – Corrections Officer | Jail (Terminated) |

There were no leaves of absence or promotions, or demotions. There was one (1) transfer: a Corrections Officer was transferred to an open Dispatcher position at the request of the employee.

Chairman Windsor requested that the results of the pay study be submitted to the County Commission on Tuesday, July 14, 2015.

XI. ADJOURNMENT

Chairman Windsor asked for a motion to adjourn the Personnel Board meeting. Board member Charles Whisenant made the motion to adjourn. Board member Don Mitchell seconded the motion. The motion was carried with no “nay” votes being cast.



Randall Haney, Board Secretary
Marshall County Personnel Board
Meeting Date: July 13th, 2015

8-10-15

Date