

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, August 10th, 2015

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, August 10th, 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
Randall Haney, Secretary
Ben Gamel, Vice Chairman
Don Mitchell, Board Member

Board member(s) absent: Charles Whisenant, Board Member

Also present were Attorney Lea Hicks, representing 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 6:15 P.M. Chairman Windsor asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

The invocation was offered by Vice Chairman Ben Gamel.

III. PLEDGE OF ALLEGIANCE

Secretary Randall Haney led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Chairman Windsor entertained a motion to add the following item to the agenda: Consider approval of the job descriptions that have been written by Jacksonville State University to be effective October 1, 2015. Vice Chairman Ben Gamel made the motion to add the item to the agenda. The motion was seconded by Board member Don Mitchell. The motion was carried by voice vote with no "nay" votes being cast.

Chairman Windsor then asked for a motion to approve the agenda as amended. Secretary Randall Haney made the motion to approve the agenda as amended. Board member Don Mitchell 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, July 13, 2015. Board member Don Mitchell made the motion

to approve the minutes of the Personnel Board meeting. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

VI. PUBLIC COMMENTS

Chairman Windsor recognized Marshall County Commission Administrative Assistant, Rhonda McCoy. Ms. McCoy explained her position with the County.

Chairman Windsor recognized Revenue Commissioner Michael Johnson. Commissioner Johnson explained that he was at the meeting to request that the Administrative Assistant position in the Revenue Office be changed to an Accounting position. He stated that funding has been approved for that position. Commission Chairman Hutcheson confirmed that funding has been approved.

Chairman Windsor also recognized Marshall County EMA Director, Anita McBurnett. Ms. Burnett stated she was at the meeting to answer any questions concerning the EMA Director position review by Jacksonville State University in the course of the pay study. Chairman Windsor apologized for not recognizing Ms. Burnett and asked her to introduce herself to the Board and explain her position as EMA Director. Ms. Burnett gave a brief history of EMA and their work during disasters.

He also recognized Chairman James Hutcheson, and Commissioner Bill Strickland.

VII. OLD BUSINESS

Personnel Board – Consider proposed handbook policy changes to the drug policy addendum.

Attorney Lea Hicks stated that the eligible positions for random drug testing have been redefined as outlined for safety sensitive positions. Return to work testing has also been added and would apply if an employee has had an infraction of the drug policy.

Chairman Windsor stated this item would remain tabled until after the Public Hearing that will be held in September, 2015.

VIII. NEW BUSINESS

Revenue – Consider request from Revenue Commissioner – Michael Johnson – to add an Accountant position (Grade 14) and delete an Administrative Assistant (Grade 11) position in the Revenue Department.

Chairman Windsor stated the Personnel Board had received a letter from the County Commission stating that funding was available for this position. It was clarified that the funding was available in the current fiscal year and would be available in the next fiscal year. Revenue Commissioner stated that the position of Administrative Assistant is currently vacant. A motion to establish the Accountant position (Grade 14) and abolish the Administrative Assistant position (Grade 11) was made by Vice

Chairman Ben Gamel. The motion was seconded by Board member Don Mitchell. The motion was carried by voice vote with no "nay" votes being cast.

Personnel Board – Consider approval of County Commission pay study recommendations on wage scale steps, percentages and title changes.

Chairman Windsor explained that the pay study conducted by Jacksonville State University was approved by the Personnel Board with the understanding that the County Commission would review the study and offer any recommendations to the Personnel Board. There were two meetings held regarding the study. The Commission requests that the following three things be considered:

- 1) The pay scale not be limited to eighteen steps but instead have twenty-five steps. Steps one through twelve to have four percent increases, steps thirteen through eighteen to have three percent increases (instead of the two percent previously presented), and that steps nineteen through twenty-five be added to the scale with two percent increases.
- 2) The pay for the EMA Director position be reviewed by Jacksonville State University. Documentation regarding the position would be provided to Jacksonville State by Chairman Hutcheson and the EMA Director.
- 3) Change titles in the Commission office from Accounting Clerk and Administrative Clerk to Account Clerk I and Account Clerk II.

Chairman Windsor explained that the Commission has approved funding for the pay plan contingent upon the pay scale being revised to include twenty-five steps as outlined above. The decision of the Personnel Board concerning the EMA Director's position and the title changes in the Commission office would not affect the Commission's decision to approve the funding.

Chairman Windsor asked for a motion to approve the pay scale as amended by Jacksonville State University with steps one through twelve having four percent increases, steps thirteen through eighteen having three percent increases, and steps nineteen through twenty-five having two percent increases, with the new pay scale to be effective October 1, 2015. Board member Don Mitchell made the motion to approve the amended pay scale. Secretary Randall Haney seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Personnel Board – Consider approval of revised employee listing for pay study.

Chairman Windsor asked for a motion to accept the employee listing, placing each employee on the pay classification plan. The plan includes the job title changes and the percentage changes made extending the plan to twenty-five steps. Vice Chairman Ben Gamel made the motion to accept the placement as presented by Jacksonville State University. Board member Don Mitchell seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Personnel Board – Consider setting date for public hearing on proposed handbook changes.

Chairman Windsor asked for a motion to set the public hearing on proposed changes to the drug policy section of the Personnel handbook for September 14, 2015, from 5:30 to 6:00 p.m. Secretary Randall Haney made the motion to set the public hearing for that date and time. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

Personnel Board – Consider approval of recommendations from Jacksonville State University on EMA Director position review.

Chairman Windsor stated that Jacksonville State University recommends this position remain as presented in the original pay study. Following comments by Commission Chairman James Hutcheson and EMA Director Anita Burnett, and discussion by the Personnel Board, Chairman Windsor asked for a motion concerning this item. Secretary Randall Haney made a motion to accept the recommendation from Jacksonville State University that the position remain as it was presented in the original pay study. Board member Don Mitchell seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

Personnel Board – Consider date change for October meeting due to holiday.

Chairman Windsor explained that the next scheduled meeting would be in conflict with the Columbus Day holiday on October 12th, 2015. He asked for a motion to change the meeting date. Board member Don Mitchell made the motion to change the meeting to October 5th, 2015. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

Personnel Board – Consider approval of the job descriptions as submitted by Jacksonville State University to be effective October 1, 2015.

Chairman Windsor asked for a motion for approval of the job descriptions and new job titles submitted by Jacksonville State University. Board member Don Mitchell made a motion to approve the job descriptions as submitted to be effective October 1, 2015. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

IX. LEGAL UPDATE

Attorney Lea Hicks, representing Board Attorney Jeffrey McLaughlin, stated there was nothing further to report.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of July 11th to August 6th, 2015.

There were five (5) new hires:

1 – Support Clerk	Sheriff's Dept.
1 – Clerk (temporary)	Probate
2 – Corrections Officers	Jail
1 – School Resource Officer (part-time)	Jail

There were five (5) terminations:

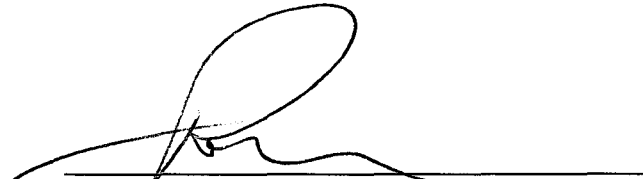
1 - Corrections Sergeant	Jail (Resigned)
1 - Corrections Officers	Jail (Resigned)
1 - Road Maintenance Technician	District #4 (Resigned)
1 - SHIP/Part D Coordinator	Council on Aging (Resigned)
1 – Probate Clerk	Probate (Resigned)

There were no leaves of absence or promotions, demotions or transfers.

Two (2) invitations went out to employees to attend the Board meeting.

XI. ADJOURNMENT

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



Randall Haney, Board Secretary
Marshall County Personnel Board
Meeting Date: August 10th, 2015

9-14-15

Date