

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Thursday, June 14th, 2018

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, June 14th, 2018 in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Chairman Charles Whisenant called the meeting to order at 5:30 P.M.

Board member(s) present: Charles Whisenant, Chairman
Ben Gamel, Vice Chairman
Don Mitchell, Secretary
David Watts, Board Member
Penni Windsor, Board Member

Also present were Attorney Jeff McLaughlin, Personnel Assistant Janice Payne and Lieutenant Deputy Jason Windsor.

I. CALL TO ORDER

Chairman Charles Whisenant called the meeting to order at 5:30 P.M. Chairman Whisenant asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

The invocation was offered by Board Member, David Watts.

III. PLEDGE OF ALLEGIANCE

Vice Chairman Ben Gamel led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Chairman Whisenant asked for corrections or additions to the meeting agenda. There were no corrections or additions. Vice Chairman Ben Gamel made the motion to approve the agenda. Board Member David Watts seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

V. APPROVAL OF MINUTES

Chairman Whisenant asked for a motion to approve the minutes of the Personnel Board Meeting and the Public Hearing held on May 14th, 2018. Secretary 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 Whisenant asked for Public Comments.

There were none.

Chairman Whisenant presented Jason Windsor with a certificate and thanked him for 12 years of service on the board.

VII. OLD BUSINESS

1. **Personnel Board-** Approval of proposed Personnel Handbook changes to Section 11.5.2 – Accrual of Annual Leave to reflect accrual hours for annual accumulation. Board Member David Watts made the motion. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.
2. **Personnel Board-** Approval of proposed Personnel Handbook changes to Section 11.2.3.1 – Compensatory Time concerning use of annual leave and using compensatory time. Secretary Don Mitchell made the motion. Board Member David Watts seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

VIII. NEW BUSINESS

1. **Personnel Board-** Approval of proposed Personnel Handbook changes to Section 11.5.2 – Accrual of Annual Leave to reflect accrual hours for annual accumulation and Public Records Request Policy and form. Chairman Charles Whisenant asked for a motion to set a Public Hearing for July 23rd, 2018, at 5:15 pm., Work session at 5:30 pm., and Regular Meeting at 5:45 pm. Secretary Don Mitchell made the motion. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

IX. LEGAL UPDATE

Attorney Jeff McLaughlin stated to clarify there will be two Public hearings in one Accrual of Annual Leave Section 11.5.2 and Public Records Request Policy and Form.

X. STAFF REPORT

Personnel Assistant Janice Payne reported the following personnel actions for the period of May 10th, 2018 to June 8th, 2018.

There were eight (8) new hires:

Javon Cortez	Corrections Officer	Jail
Braxton Lamb	Corrections Officer	Jail
Melissa Woodall	Corrections Officer	Jail
George Gass	Corrections Officer	Jail
Henry Rauschenberg	Voting Machine Attendant	Temp Probate
Jimmy Cash	Voting Machine Attendant	Temp Probate
Zachary Dorsett	Summer Intern	Temp Engineering
Jill Lyle	Bus Driver – Union Grove	P/T Council on Aging

There were nine (10) terminations:

Daniel Farley	Resigned	Corrections Officer	Jail
Ruth Green	Resigned	Corrections Officer	Jail
Joshua Grant	Resigned	Corrections Officer	Jail
Richard Brown	Resigned	Corrections Officer	Jail

Hunter Patterson	Resigned	Corrections Officer	Jail
Logan Gibson	Resigned	Corrections Officer	Jail
Nathan Rogers	Resigned	Corrections Officer	Jail
Brantley Mathis	Resigned	Corrections Officer	Jail
Michael Panisse	Resigned	Corrections Sergeant	Jail
David Plunkett	Retired	Corrections Sergeant	Jail

There was one (1) leave of absences to report for this time period.

Karen Young, Engineering Administrative Assistant, due to her serious health condition.

There was one (1) promotion/s, demotions or transfers for this time period.

Elizabeth Atchley was promoted from Corrections Officer to Sr. Corrections Officer, effective May 26, 2018.

Employee Appreciation

The employee appreciation lunch was held on Monday, May 21st, from 11:00 a.m. – 2:00 p.m. in the County Agent Auditorium. Neena’s did an excellent job preparing the food and employees who attended really seem to enjoy the food and fellowship.

Invitations to the Personnel Board Meetings


There were two invitations sent out for the June meeting. Debra Millwood in the Commission office and Avery Anderson in the Sheriff’s office.

Wellness Screenings

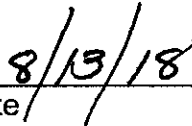
We did not make our 80% screening requirement for the wellness screenings. Employees who were unable to attend the wellness screening on May 29th, will have the opportunity to screen on Wednesday, July 25th. Notices will be sent to all department heads and employees who have not screened about the make-up screening date.

XI. ADJOURNMENT

Chairman Whisenant asked for a motion to adjourn the Personnel Board meeting. Secretary Don Mitchell made the motion to adjourn. Board Member David Watts seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.



 Don Mitchell, Secretary
 Marshall County Personnel Board
 Meeting Date: June 14th, 2018



 Date