

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, April 11, 2016

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, April 11, 2016, 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
Ben Gamel, Vice Chairman
Randall Haney, Secretary
Don Mitchell, Board Member

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

Also present were Personnel Board Attorney Jeffrey McLaughlin, Personnel Administrator Christy Kelley, and Personnel Assistant Tammy Pike Smith

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

Board member Don Mitchell led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Chairman Jason Windsor asked for corrections or additions to the agenda. Vice Chairman Ben Gamel made a motion to add the item of considering approval of hiring Tammy Pike Smith as Personnel Assistant on a temporary full-time basis. Board Member Don Mitchell seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Chairman Jason Windsor then asked for a motion to approve the agenda as amended. Secretary Randall Haney made the motion to approve the amended agenda. 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, March 14, 2016. Vice Chairman Gamel 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

Revenue – Consider request from Revenue Commissioner, Michael Johnson, to change the Accountant – Revenue (Grade 14 – Job Code 942 – Exempt) position to an Accounting Specialist position (Grade 14 – Job Code 940 – Exempt).

Chairman Windsor asked for a motion to approve the request from Revenue Commissioner Johnson. Board Member Don Mitchell made the motion to approve the request for the change in position. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no "nay" votes being cast. Chairman Windsor abstained from voting on the item.

Revenue – Consider request from Revenue Commissioner, Michael Johnson, to approve the Accounting Specialist job description.

Chairman Windsor asked for a motion to approve the job description of Accounting Specialist. Vice Chairman Ben Gamel made the motion to approve the job description. Board Member Don Mitchell seconded the motion. The motion was carried by voice vote with no "nay" votes being cast. Chairman Windsor abstained from voting on the item.

VIII. NEW BUSINESS

Personnel Board – Consider approval of request from Personnel Administrator, Christy Kelley, to attend the Alabama Society of Human Resources State conference on Wednesday, May 18th in Birmingham, AL.

Chairman Windsor asked for a motion to approve the request for Christy Kelley to attend the conference and to approve mileage reimbursement. Board Member Don Mitchell made the motion to approve the request. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Personnel Board – Consider request from Personnel Administrator Christy Kelley to approve hiring Tammy Pike Smith as Personnel Assistant on a temporary full-time basis.

Chairman Windsor asked for a motion in this matter. Secretary Randall Haney noted that Mrs. Smith was selected from the top 3 candidates for the position of Personnel Assistant (Job Code 175). Secretary Haney made the motion to approve hiring Mrs. Smith as the Personnel Assistant on a temporary basis in Grade 12 Step 1. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

IX. LEGAL UPDATE

Attorney Jeffery McLaughlin stated that the Mayes Decision of the Personnel Board of February 2015 was affirmed by the Circuit Court of Marshall County through Judge Jolley.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of March 5th, 2016 to April 4th, 2016.

There were eight (8) new hires:

1 – Equipment Operator I	District #4
1 – Equipment Operator I	District #1
1 – Equipment Operator I (Temporary)	District #2
4 – Corrections Officer	Jail
1 – Court Clerk	Sheriff's Dept.

There were nine (9) terminations:

6 – Corrections Officers	Jail (Resigned)
1 – EMA – GIS Planner	EMA (Resigned)
1 – Equipment Operator I	District #1 (Other Employment)
1 – Equipment Operator II	District #4 (Other Employment)

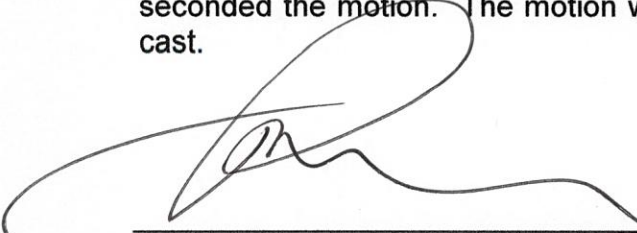
There were no leaves of absence to report for this time period.

There were two promotions/transfers. An employee in the Commission Office was promoted to a License Inspector/Solid Waste Officer. A Dispatcher was transferred to an open Corrections Officer position. There were no demotions for this time frame.

Invitations were sent to two employees.

XI. ADJOURNMENT

Chairman Windsor asked for a motion to adjourn the Personnel Board meeting. Board member Don Mitchell made the motion to adjourn. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.



Randall Haney, Board Secretary
Marshall County Personnel Board
Meeting Date: April 11, 2016

5-9-16

Date