

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Thursday, May 19, 2011

The regular monthly meeting of the Marshall County Personnel Board was held on Thursday, May 19, 2011, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. The meeting was preceded by a Public Hearing regarding the drug and alcohol workplace policy proposed by the Personnel Board. Board Chairman Jason Windsor called the regular meeting to order at 6:20 P.M.

The following Board members were present:

Jason Windsor, Chairman
Talmadge Butler, Secretary
Bill Elkins, Board Member

Also present were 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 6:20 P.M. He asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

Board member Bill Elkins offered the invocation.

III. PLEDGE OF ALLEGIANCE

Secretary Talmadge Butler led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Chairman Jason Windsor asked if there were any corrections or additions to the meeting agenda. There were none. Chairman Windsor entertained a motion to approve the agenda as written. Board member Bill Elkins made a motion to approve the agenda as written. Board Secretary Talmadge Butler 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 for the April 14, 2011 Personnel Board meeting. Board member Bill Elkins offered a motion to approve the minutes as presented. Board Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. PUBLIC COMMENTS

There were no public comments.

VII. OLD BUSINESS.

Personnel Board – Consider approval of revised Marshall County Drug & Alcohol Workplace Policy for County Employees.

Chairman Windsor noted that the required Public Hearing was held prior to the regular Board meeting on May 19, 2011 at 5:00 p.m. No one was present at that meeting to offer any comments. Chairman Windsor asked if there was a motion to approve the Drug & Alcohol Workplace Policy for County Employees incorporating the changes that were suggested by Attorney McLaughlin. Attorney McLaughlin pointed out that the changes would only clarified the policy, not change it. Secretary Talmadge Butler made a motion to approve the policy with the changes proposed by Attorney McLaughlin. Board member Bill Elkins seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

VIII. NEW BUSINESS

Personnel Board - Consider approval of date and/or location change for Personnel Board meeting scheduled on July 11, 2011.

Chairman Windsor explained that the Personnel Board meeting scheduled for July 11, 2011 conflicted with the night meeting scheduled by the Marshall County Commission. Board member Bill Elkins made a motion to change the meeting to Tuesday, July 12, 2011. Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

District #2 - Consider approval of request from Commissioner James Maze to place an employee at step #3 on the Marshall County wage scale.

Chairman Windsor stated that Commissioner James Maze has requested that a new Road Maintenance Technician for District #2 be moved from step one (1) to step three (3) on the wage scale. Mr. Todd Howell has been hired as a Road Maintenance Technician and has experience that Mr. Maze feels supports moving Mr. Howell to step three (3). Secretary Talmadge Butler made a motion to place Todd Howell in step three (3) on the wage scale. Board member Bill Elkins seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

Sheriff's Department - Consider approval of request from Sheriff Scott Walls to go into executive session to discuss FMLA involving the good name and character of a County employee.

Chairman Windsor noted that due to unforeseen circumstances, Sheriff Scott Walls was unable to attend the Personnel Board meeting. Chairman Windsor

asked if there was a motion to table this item. Secretary Talmadge Butler made a motion to table this item and contact Sheriff Walls to ask if he desires for the meeting to be rescheduled. Board member Bill Elkins seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

IX. LEGAL UPDATE

Attorney Jeffrey McLaughlin stated that he had nothing to report.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the month of April, 2011.

- There were five (5) new hires for the month of April.

1 – Dispatcher (temp to full-time)	Jail
1 – Corrections Officer-Female (part-time)	Jail
1 – Corrections Officer-Male (part-time to full-time)	Jail
1 – Deputy (part-time to full-time)	Sheriff's Dept.
1 – Corrections Officer (full-time)	Jail.
- There were three (3) terminations in the month of April:

1 – Corrections Officer-Female	Jail
1 – Sr. Corrections Officer	Jail
1 – Corrections Officer-Male	Jail
- There was one (1) employee requesting leave of absence in the month of April. One employee was approved for FMLA leave for her own serious health condition.
- There were no promotions, demotions or transfers in the month of April.
- Invitations were sent to two employees to attend the Personnel Board Meeting.

Chairman Windsor noted that Employee Appreciation Day is set for May 25th. Donations are collected from elected officials and department heads to provide lunch to employees of Marshall County.

Chairman Windsor expressed appreciation to Board member Bill Elkins for his service as a member of the Personnel Board and noted that this was Mr. Elkins last night to serve on the Board due to expiration of his term.

Chairman Windsor also noted that the Drug & Alcohol Workplace Policy approved by the Personnel Board applied only to the employees covered under the Personnel Board and the Personnel Board is responsible for these employees only. If the Commission desires to cover employees not under the Personnel Board, that is the responsibility of the Commission, not the responsibility of the Personnel Board.

XI. ADJOURNMENT

Chairman Windsor asked for a motion to adjourn the meeting. Board member Bill Elkins made the motion to adjourn the meeting. Secretary Talmadge Butler seconded the motion. The motion carried by voice vote with no "nay" votes being cast.



Talmadge Butler, Board Secretary
Marshall County Personnel Board
Meeting Date: May 19 , 2011

6/13/11
Date