

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Wednesday, February 20, 2013

The regular monthly meeting of the Marshall County Personnel Board was held on Wednesday, February 20, 2013, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 6:10 P.M.

The following Board members were present:

Jason Windsor, Chairman
Talmadge Butler, Secretary
Randall Haney, Board Member
Charles Whisenant, Board Member

Also present were Board Attorney Jeff McLaughlin, Personnel Administrator Christy Kelley, and Personnel Assistant Beverly Lemons.

I. CALL TO ORDER

Board Chairman Jason Windsor called the meeting to order at 6:10 P.M. He asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

The invocation was offered by Secretary Talmadge Butler.

III. PLEDGE OF ALLEGIANCE

Board member Randall Haney led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Chairman Windsor asked for any corrections or additions to the agenda. There were none. A motion to approve the agenda as written was made by Board member Charles Whisenant. Board member Randall Haney 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 Meetings for December 20, 2012 and January 17, 2013. (No meeting held on January 17, 2013 due to lack of quorum.) Secretary Talmadge Butler made the motion to approve the minutes of the Personnel Board meetings. Board

member Charles Whisenant seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

VI. PUBLIC COMMENTS

None.

VII. OLD BUSINESS

Personnel – Discuss job categories of service and employment status of part-time employees. Previously tabled

Chairman Windsor stated this item would remain tabled.

VIII. NEW BUSINESS

Personnel – Consider revision to handbook to require that all full-time and part-time jobs be posted externally for two weeks, eliminating the internal posting process.

Chairman Windsor asked for a motion to table this issue until further research is completed. The motion to table this issue was made by Board member Randall Haney. The motion was seconded by Secretary Talmadge Butler. The motion was carried by voice vote with no “nay” votes being cast.

Personnel – Consider revision to handbook limiting part-time employees to no more than 29 hours of work per week.

Chairman Windsor asked for a motion to revise the handbook limiting part-time employees to no more than 29 hours of work per week. The motion was made to approve this change in policy by Board member Charles Whisenant. The motion was seconded by Secretary Talmadge Butler. The motion was carried by voice vote with no “nay” votes being cast.

Personnel – Consider revision to handbook limiting the number of sets of Certification of Eligible sets of three (3) of the top applicants that can be submitted to the Appointing Authority for consideration based on the number of eligible applicants. 1-10 eligible applicants (1 set of the top three); 11-25 eligible applicants (2-sets of three (3) of the top applications) & 25 or more eligible applicants (a maximum of three (3) sets of three (3) of the top applications

Chairman Windsor asked for a motion to revise the handbook to reflect this change in policy regarding certification of eligible applicants. The motion was made by Board member Randall Haney to approve this change regarding certification of eligible applicants. The motion was seconded by Board member

Charles Whisenant. The motion was carried by voice vote with no “nay” votes being cast.

Personnel – Consider revision to handbook that would require all full-time positions be filled prior to an Appointing Authority requesting to fill a part-time position in their department or office.

Chairman Windsor made the motion to revise the handbook to reflect that all full-time positions be filled prior to an Appointing Authority requesting to fill a part-time position. The motion was seconded by Board member Randall Haney. The motion was carried by voice vote with no “nay” votes being cast.

IX. LEGAL UPDATE

Board Attorney Jeff McLaughlin stated that items were discussed during the work session, and there were no other items to report.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of December 15, 2012, through February 8, 2013:

- There were eight (8) new hires.

1 – Building Cleaner (P/T)	EMA/Maintenance.
1 – Corrections Officer (P/T)	Jail
1 – Intern (Temporary)	Engineering
1 – Support Clerk (F/T)	Sheriff’s Dept.
2 – Revenue Clerks (Temporary)	Revenue
1 – Corrections Officer (F/T)	Jail
1 – Probate Clerk (F/T)	Probate

- There were eight (8) terminations:

2 – Corrections Officers (F/T)	Jail
1 – Corrections Sergeant (F/T)	Jail
2 – Deputy Sergeant (F/T)	Jail
1 – Dispatcher (F/T)	Sheriff’s Dept.
1 – Senior Road Maintenance Technician	District #4
1 – Building Cleaner (P/T)	Maintenance

- There were no leaves of absence to report.

- There was one (1) promotion:

1 – Deputy promoted to Deputy Sergeant in the Sheriff’s Dept.

- A wellness screening for employees was held on February 13, 2013. There was great participation. Another screening is to be held on February 21, 2013.

- Invitations were sent to two employees to attend the Personnel Board Meeting.

XI. ADJOURNMENT

Chairman Windsor stated that an appeal hearing for an employee was to be held following the Board meeting.

Chairman Windsor asked for a motion to adjourn the meeting. Board member Charles Whisenant made the motion to adjourn the meeting. Board member Randall Haney 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: February 20th, 2013

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Date