

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, December 8, 2014

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, December 8, 2014, 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
Keith Swisher, Vice Chairman
Randall Haney, Secretary
Ben Gamel, Board Member

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

Also present were Attorney Lea Hicks, representing Board Attorney Jeffrey McLaughlin; and Personnel Administrator Christy Kelley.

I. CALL TO ORDER

Board 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 Board Secretary Randall Haney.

III. PLEDGE OF ALLEGIANCE

Board member Ben Gamel led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Chairman Windsor asked for any changes to the meeting agenda. There were none. Chairman Windsor then asked for a motion to approve the agenda as written. Vice Chairman Keith Swisher made the motion to approve the agenda as written. Board member 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, November 10, 2014. Board member Ben Gamel made the motion to approve the minutes of the Personnel Board meeting. Vice Chairman Keith Swisher seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. PUBLIC COMMENTS

Chairman Windsor recognized two guests present for the meeting: Benjamin Long, Road Maintenance Technician for District #2; and Cheryl Glenn, Administrative Assistant to Revenue Commissioner. These employees introduced themselves and explained their roles in the County.

VII. OLD BUSINESS

Personnel Board – Consider approval of Personnel Board Hearing Procedures provided by Attorney Jeffrey McLaughlin.

Chairman Windsor stated there was some question as to which section in the Personnel Policies and Procedures Handbook the proposed procedure would be added to. The proposed amendment has been posted as a general procedure posting without referencing the section, and the decision can be made later as to which section is appropriate for the procedure.

Chairman Windsor stated this item would remain tabled until after the public hearing concerning the procedures.

VIII. NEW BUSINESS

Personnel Board – Consider approval of Leave Without Pay requests for employees.

Chairman Windsor asked Personnel Administrator Christy Kelley if the appropriate Department Heads had approved the leave for these employees. Ms. Kelley stated that the leave has been approved by the appropriate Department Heads. Chairman Windsor asked for a motion to approve the leave requests for the following: (1) an employee who works in the Jail, due to sickness; (2) a new employee in the Appraisal and Mapping Department for a trip planned before she was hired; and (3) an employee in Building Maintenance, due to sickness. Secretary Randall Haney made the motion to approve the leave requests. Board member Ben Gamel seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

X. LEGAL UPDATE

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

XI. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of November 1 - 28, 2014:

There were two (2) new hires:

1—GIS Planner	EMA
1—Clerk (Temporary)	Personnel Board

There were three (3) terminations:

1—Road Maintenance Specialist	District #3
2—Voting Machine Attendants (Temporary)	Probate

There were three (3) leaves of absence to report. Employees in the Building Maintenance Department, Sheriff’s Department and Appraisal and Mapping Department all requested leave without pay.

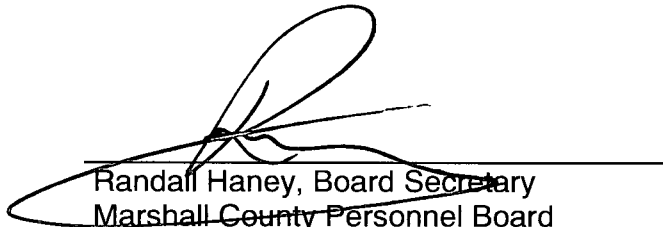
There was one promotion to report. A GIS Trainee was promoted to GIS Tech I after completion of the required courses.

It was reported that Ms. Swafford from Jacksonville State University had picked up the Employee Job Analysis Questionnaires and had begun the first phase of the study. Ms. Swafford will be providing an update at the next Board meeting.

Two invitations to attend the Personnel Board meeting were sent out.

XII. ADJOURNMENT

Chairman Windsor asked for a motion to adjourn. Board member Ben Gamel 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: December 8th, 2014

1-12-15

Date