

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, March 14th, 2016

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, March 14th, 2016, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Vice Chairman Ben Gamel called the meeting to order at 6:15 P.M.

Board member(s) present: Ben Gamel, Vice Chairman
Randall Haney, Secretary
Charles Whisenant, Board Member

Board member(s) absent: Jason Windsor, Chairman
Don Mitchell, Board Member

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

I. CALL TO ORDER

Vice Chairman Ben Gamel called the meeting to order at 6:15 P.M. Vice Chairman Gamel asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

The invocation was offered by Secretary Randall Haney.

III. PLEDGE OF ALLEGIANCE

Board member Charles Whisenant led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Vice Chairman Gamel asked for corrections or additions to the agenda. Secretary Randall Haney made a motion to approve the agenda with the amendment to add the item of the Personnel Administrator's performance appraisal. Board member Charles Whisenant seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

V. APPROVAL OF MINUTES

Vice Chairman Gamel asked for a motion to approve the minutes of the Personnel Board Meeting held on Monday, February 8th, 2016. Board member Charles Whisenant 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

Personnel Board – Consider approval of performance appraisal for Personnel Administrator Christy Kelley as submitted by Chairman Jason Windsor.

Vice Chairman Gamel asked for a motion to approve the performance appraisal. Secretary Randall Haney made the motion to approve the performance appraisal as submitted. Board member Charles Whisenant seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

VIII. NEW BUSINESS

County Commission – Consider request from County Chairman, James Hutcheson, to change the Compliance Officer (Grade 14 - Job Code-970 – Exempt) to a License Inspector/Solid Waste Officer (Grade 12 – Job Code-327 – Non-Exempt).

Vice Chairman Gamel asked for a motion to approve the request to change the Compliance Officer (Grade 14 – Job Code 970 – Exempt) to a License Inspector/Solid Waste Officer (Grade 12 – Job Code 327 – Non-Exempt). Board Member Charles Whisenant made the motion to approve the change. Secretary Randall Haney seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

County Commission – Consider request from County Chairman, James Hutcheson, to approve the License Inspector/Solid Waste Officer job description.

Vice Chairman Gamel asked for a motion to approve the request. Secretary Randall Haney made the motion to approve the job description. Board member Charles Whisenant seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

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).

Vice Chairman Ben Gamel asked for a motion regarding this item. Secretary Randall Haney made the motion to table this item and also the next item until Revenue Commissioner Michael Johnson could attend the Personnel Board meeting in order to provide further information. Board member Charles Whisenant seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

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

(This item was tabled as noted above.)

Consider request from Personnel Administrator, Christy Kelley, to replace the copier in the Personnel office.

Vice Chairman Ben Gamel asked for a motion regarding this item. Board member Charles Whisenant made a motion to approve the request. Secretary Randall Haney seconded the motion. After discussion, Randall Haney made a motion to rescind the previous motion and table this item. Board member Charles Whisenant seconded this motion. The motion was carried by voice vote with no "nay" votes being cast.

District # 3 – Approve Leave of Absence Without Pay for employee in District # 3 – 01/25, 01/24, 02/09, 02/16.

Vice Chairman Gamel asked for a motion concerning this request. Board member Charles Whisenant made a motion to approve the request for leave without pay. Secretary Randall Haney seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Maintenance – Approve Leave of Absence Without Pay for employee in Maintenance Dept. – 02/19.

Vice Chairman Gamel asked for a motion concerning this request. Board member Charles Whisenant made a motion to approve the request for leave without pay. Secretary Randall Haney 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 case had been heard and the matter is now before Judge Jolley awaiting his decision.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of February 6th, 2016 to March 4th, 2016.

There were six (6) new hires:

4 – Corrections Officers	Jail
1 – Support Clerk	Sheriff's Dept.
1 – Support Clerk (Temporary)	Sheriff's Dept.

There were four (4) terminations:

2 – Corrections Officers	Jail (Resigned)
1 – Dispatcher	Jail (Resigned)
1 – Support Clerk	Sheriff's Dept. (Resigned)

There were two leaves of absence to report for this time period. An employee in the Maintenance Department requested leave without pay due to personal illness; and an employee in District #3 requested leave without pay due to personal illness.

There was one promotion/transfer. An employee in District #1 was promoted to Park Manager.

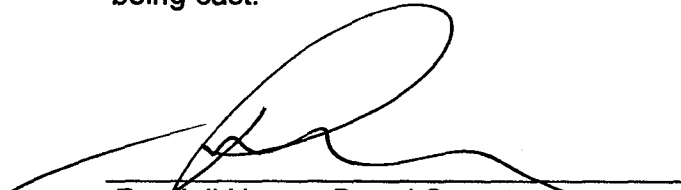
Ms. Kelley reported that she would be participating in a "Transition Job Fair" hosted by Marshall County Schools on March 15th.

The annual Marshall County Employee Appreciation week is coming up during the week of May 23rd.

Invitations were sent to two employees.

XI. ADJOURNMENT

Vice Chairman Gamel asked for a motion to adjourn the Personnel Board meeting. Board member Charles Whisenant made the motion to adjourn. Secretary Randall Haney 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: March 14th, 2016

4-11-16

Date