

# MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Tuesday, August 16, 2016

The regular monthly meeting of the Marshall County Personnel Board was held on Tuesday, August 16, 2016, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 6:05 P.M. This meeting was originally scheduled for Monday August 8, 2016.

**Board member(s) present:** Jason Windsor, Chairman  
Ben Gamel, Vice Chairman  
Don Mitchell, Board Member

**Board member(s) absent:** Randall Haney, Secretary  
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. Board Member Don Mitchell made the motion to approve the 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, July 11, 2016. Vice Chairman Ben Gamel made the motion to approve the minutes of the Personnel Board meeting. Board Member Don Mitchell seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

## VI. PUBLIC COMMENTS

None

**VII. OLD BUSINESS**

None

**VIII. NEW BUSINESS**

**District #1 – Consider request from Commissioner Bill Stricklend to revise the Equipment Operator I job description’s CDL requirements.**

Chairman Windsor asked for a motion to table the request from Commissioner Bill Stricklend to revise the Equipment Operator I job description’s CDL requirements until next Board meeting. Board Member Don Mitchell made the motion to table the request. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no “nay” vote being cast.

**Personnel Board – Consider approval of request from Chairman Jason Windsor to revise the current grievance procedure.**

Chairman Windsor asked for a motion to table the request from Chairman Jason Windsor to revise the current grievance procedure. Board Member Don Mitchell made the motion to table the request. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no “nay” vote being cast.

**IX. LEGAL UPDATE**

Chairman Jason Windsor asked Board Attorney Jeffrey McLaughlin for a report on an Office SOP for Personnel Department. Board Attorney Jeffrey McLaughlin stated he would look into that and the grievance policy.

**X. STAFF REPORT**

Personnel Administrator Christy Kelley reported the following personnel actions for the period of July 23, 2016 to August 4, 2016.

**There were seven (7) new hires:**

1 – Building Cleaner & Lawn Maint P/T	Maintenance
2 – Corrections Officers	Jail
2 – Dispatchers	Jail
1 – Support Clerk	Sheriff’s Department
1 – Equipment Operator I – Temp	District #1

**There were four (4) terminations:**

1 – Equipment Operator I	District #1 (Resigned)
1 – Corrections Officer	Jail (Resigned)
1 – Deputy	Sheriff’s Department (Resigned)
1 – Appraiser I – Personal Property	Mapping & Appraisal (Retired)

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

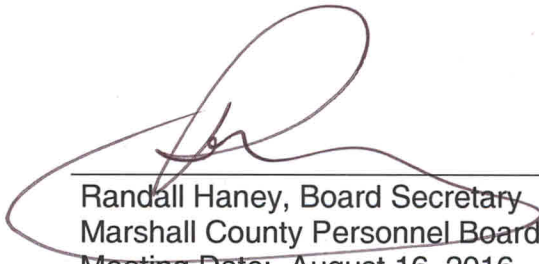
There were two promotions. An employee was promoted from a Deputy to a Deputy Sergeant and an Equipment Operator I to an Equipment Operator II District #1.

Invitations were sent to two employees.

Reminder was given that the election for Personnel Board Officers will take place in September.

**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: August 16, 2016

9-12-16  
\_\_\_\_\_  
Date