

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Thursday, October 20, 2016

The regular monthly meeting of the Marshall County Personnel Board was held on Thursday, October 20, 2016, 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. This meeting was originally scheduled for Monday October 10, 2016 but was moved due to the holiday.

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

Board member(s) absent: Don Mitchell, Board Member

Also present were Personnel Board Attorney Jeffrey McLaughlin, Personnel Administrator Christy Kelley, and Personnel Assistant Janice Payne.

I. CALL TO ORDER

Chairman Jason Windsor called the meeting to order at 6:15 P.M. Chairman Windsor then recognized the passing of Warren McDonald, who was a retired Probation Officer serving as an SRO at the Sheriff's office with a moment of silence. Chairman Windsor then announced that Secretary Randall Haney would do the invocation and that the Pledge of Allegiance would be led by Vice Chairman Ben Gamel.

II. INVOCATION

The invocation was offered by Secretary Randall Haney

III. PLEDGE OF ALLEGIANCE

Vice Chairman Ben Gamel led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Chairman Jason Windsor asked for corrections or additions to the agenda. Board Member Charles Whisenant 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, September 12, 2016. Vice Chairman Ben Gamel 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

No one else was present at the meeting.

VII. OLD BUSINESS

Personnel Board – Consider approval of request from Chairman Jason Windsor to revise the current grievance procedure. (Previously tabled)

Chairman Windsor asked for a motion to approve the grievance procedure as presented; subject to editorial revisions by Attorney Jeffery McLaughlin and the Personnel Administrator, and subject to further approval of that final version and also that a public hearing be set for December 12th, 2016. Secretary Randall Haney made a motion to approve the grievance procedure and the public hearing. Board Member, Charles Whisenant seconded the motion. The motion was carried by a voice vote with no “nay” vote being cast.

VIII. NEW BUSINESS

Personnel Board – Consider approval of hiring Janice Payne as the Personnel Assistant in the Personnel Office.

Chairman Windsor asked for a motion to approve the hiring of Janice Payne as the Personnel Assistant in the Personnel Office. Board Member Charles Whisenant made the motion approve the hiring of Janice Payne as the Personnel Assistant in the Personnel Office. 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 Revenue Commissioner Michael Johnson to extend administrative leave for Mapping & Appraisal employee David Phillips.

Chairman Windsor asked for a motion to approve the request from Revenue Commissioner Michael Johnson to extend the administrative leave for David Phillips. Vice Chairman Ben Gamel made the motion to approve the request. Secretary Randall Haney seconded the motion. The motion was carried by voice vote with no “nay” vote being cast.

Personnel Board – Consider approval to revise the current wage table to reflect the Department of Labor’s revisions to the Fair Labor Standards Act’s (FLSA’s) exemption for executive, administrative and professional employees, effective on December 1, 2016.

Chairman Windsor asked for a motion to approve the revision of the current wage table to reflect the Department of Labor’s revisions to the FLSA’s exemption for executive, administrative and professional employees, effective on December 1, 2016. Board Member Charles Whisenant made the motion to approve the revisions. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no “nay” vote being cast.

Personnel Board – Consider approval to revise the applicable exempt job descriptions to reflect the Department of Labor’s revisions to the Fair Labor Standards Act’s (FLSA’s) exemption for executive, administrative and professional employees, effective on December 1, 2016.

Chairman Windsor asked for a motion to approve the revision of the current applicable exempt job descriptions to reflect the Department of Labor’s revisions to the FLSA’s exemption for executive, administrative and professional employees, effective on December 1, 2016. Vice Chairman Ben Gamel made the motion to approve the revisions. Secretary Randall Haney seconded the motion. The motion was carried by voice vote with no “nay” vote being cast.

Personnel Board – Consider approval of leave without pay requests for an employee in the Sheriff’s department and an employee in the Maintenance Dept.

Chairman Windsor asked for a motion to approve the leave without pay requests. Board Member Charles Whisenant made the motion approve the leave without pay requests. 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 September 10th to October 18th, 2016.

There was one (1) new hire:

1 – Corrections Officer	Jonathon McClendon	Jail
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There were three (3) terminations:

1 – Dispatcher	Carl L. Spatz	Jail (Resigned)
1 – Corrections Officer	Franklin Carter	Jail (Resigned)
1 – School Resource Officer	George W. McDonald	Sheriff’s Dept.(Deceased)

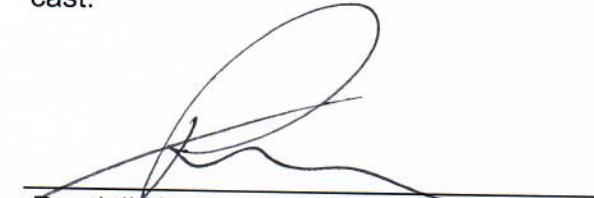
Leave without pay was awarded to Thereasa Miller, a Support Clerk in the Sheriff’s office due to a planned vacation. Leave without pay was awarded to Vicki L. Harris, a building cleaner in the building maintenance department, due to illness.

There was one promotion. Janice Payne was promoted from an Appraisal Tech I in the Appraisal & Mapping department to the Personnel Assistant in the Personnel office on September 26th.

An Invitation to the board meeting was sent to Brenda Childress, probate clerk in the Probate office.

XI. ADJOURNMENT

Chairman Windsor asked for a motion to adjourn the Personnel Board meeting. Board Member Charles Whisenant 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: October 20th, 2016

11-14-16

Date