

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Thursday, April 19th, 2018

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, April 19th, 2018 in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Chairman Charles Whisenant called the meeting to order at 5:58 P.M.

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

Board member(s) absent: David Watts, Board Member

Also present were Attorney Jeff McLaughlin, Personnel Administrator Christy Kelley, and Personnel Assistant Janice Payne. Assessment & Collections Administrator Penni Windsor was also present.

I. CALL TO ORDER

Chairman Charles Whisenant called the meeting to order at 5:58 P.M. Chairman Whisenant asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

The invocation was offered by Secretary, Don Mitchell.

III. PLEDGE OF ALLEGIANCE

Vice Chairman Ben Gamel led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Chairman Whisenant asked for corrections or additions to the meeting agenda. There were no corrections or additions. Board Member Jason Windsor made the motion to approve the agenda. Secretary Don Mitchell seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

V. APPROVAL OF MINUTES

Chairman Whisenant asked for a motion to approve the minutes of the Personnel Board Meeting held on March 12, 2018. Board Member Jason Windsor made the motion to approve the minutes of the Personnel Board meeting. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

VI. PUBLIC COMMENTS

Chairman Whisenant asked for Public Comments.

There were none.

VII. OLD BUSINESS

Personnel Board- Approval of proposed Personnel Handbook changes to Section 11.7 – Administrative Leave, and 11.7.4 – Emergency Closings, to provide deferred leave for employees who are required to perform “essential functions” when the County courthouse is closed.

Chairman Whisenant asked for a motion to consider necessary amendments to the Marshall County Handbook regarding the pay of employees performing essential operations, who are required to work during inclement weather while the Courthouse is closed. Board Member Jason Windsor made the motion. Secretary Don Mitchell seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

VIII. NEW BUSINESS

1. **Personnel Board-** Approval of changes to the Election of the Employee’s Representative for the Personnel Board Instructions, Procedures and Memos to clarify employee voting eligibility.

Chairman Whisenant asked for a motion to approve changes to the Election of the Employee’s Representative for the Personnel Board Instructions, Procedures and Memos to clarify employee voting eligibility. Board Member Jason Windsor made the motion. Secretary Don Mitchell seconded the motion. The motion was carried by voice vote with no “nay” votes being cast

2. **Personnel Board-** Approve request from Personnel Administrator Christy Kelley to attend the AAPPA (Alabama Association of Public Personnel Administrators) annual conference in Birmingham, AL May 22nd – May 23rd.

Board Member Jason Windsor made the motion. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no “nay” votes being cast

IX. LEGAL UPDATE

Attorney Jeff McLaughlin stated there were not any current legal issues to address, however, he recommended that the Personnel Board review the policies on probationary status of individuals who are promoted, demoted or transfer to another position.

X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of March 9th, 2018 to April 16th, 2018.

There were thirteen (13) new hires:

James D. Cole	Deputy	Sheriff’s
Christian Kennedy	Deputy	Sheriff’s
Sandra Bishop	Appraiser Trainee	Mapping & Appraisal

Claudia Williams	Bus Driver P/T	Council on Aging
Dallas Spillman	Corrections Officer	Jail
Jerry Bingman	Corrections Officer	Jail
Cynthia Thompson	Corrections Officer	Jail
Nathan Rogers	Corrections Officer	Jail
Daniel Farley	Corrections Officer	Jail
Zachery Thomas	Corrections Officer	Jail
Jerry Loudermilk	Equipment Operator II	District # 2
Kerry Graves	Equipment Operator I	District # 4
Joe Trammell	Equipment Operator I	District # 1

There were four (4) terminations:

Micheal Chastain	Resigned	Corrections Officer	Jail
Libby Patterson	Resigned	Building Cleaner P/T	Maintenance
Cody Hayes	Terminated	Equipment Operator	District # 1
Dawn Barnhill	Assignment Ended	Bus Driver – Temp	Council on Aging

There was no leave of absences to report for this time period.

There was no promotion/s, demotions or transfers for this time period.

Employee Appreciation

Letters will be sent out this week to Department Heads for the upcoming Employee Appreciation Day scheduled on Monday, May 21st, from 11:00 a.m. – 2:00 p.m in the County Agent Auditorium.

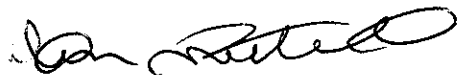
Invitations to the Personnel Board Meetings

There were two (2) invitations sent out for the April meeting.

Invitations were sent to Jerry Bingman, Corrections Officer in the Jail, and Christopher Pearce, Deputy at the Sheriff's Office.

XI. ADJOURNMENT

Chairman Whisenant asked for a motion to adjourn the Personnel Board meeting. Secretary 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.



Don Mitchell, Secretary
Marshall County Personnel Board
Meeting Date: April 19th, 2018



Date