

# MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Tuesday, October 15th, 2019

The regular monthly meeting of the Marshall County Personnel Board was held on Tuesday, October 15<sup>th</sup>, 2019. in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Chairman Charles Whisenant called the meeting to order at 6:10 P.M.

**Board member(s) present:** Charles Whisenant, Chairman  
Ben Gamel, Vice Chairman  
Penni Windsor, Secretary  
David Watts, Board Member  
Martha Handschumacher, Board Member

Also, present were Attorney Jeff McLaughlin, Christy Kelley, Personnel Administrator, Personnel Assistant Janice Payne.

## I. CALL TO ORDER

Chairman Charles Whisenant called the meeting to order at 6:10 P.M. Chairman Whisenant 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

Secretary Penni Windsor led the Pledge of Allegiance.

## IV. APPROVAL OF AGENDA

Chairman Whisenant asked for a motion to approve the meeting agenda. Vice Chairman Ben Gamel made a motion to approve. Secretary Penni Windsor 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 Monday September 9<sup>th</sup>, 2019 and the Special Board meeting held on Wednesday, September 25, 2019. Board Member David Watts made the motion to approve the minutes of the Personnel Board meeting held on Monday, September 9<sup>th</sup>, 2019 and the Special Board Meeting held on Wednesday, September 25<sup>th</sup>. Board Member Martha Handschumacher seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

## VI. PUBLIC COMMENTS

Chairman Charles Whisenant asked for Public Comments.

There were none.

## VII. OLD BUSINESS

**Commission** - Chairman Whisenant asked for a motion to approve the request from District 1 Commissioner Ronny Shumate to provide stand-by pay for the foreman in his district. Secretary Penni Windsor made the motion to consider removing the stand-by-pay policies 12.9.1, 12.9.2, & 12.9.3 from the Personnel Handbook. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Commission** - Chairman Whisenant asked for a motion to schedule a public hearing for the December meeting to discuss removing the Stand By Pay 12.9.1, 12.9.2, & 12.9.3 policies in the Marshall County Personnel Handbook. Secretary Penni Windsor made the motion to schedule a public hearing for the December meeting to discuss removing the Stand By Pay 12.9.1, 12.9.2, & 12.9.3 policies in the Marshall County Personnel Handbook. Board Member David Watts seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel Board** - Chairman Whisenant asked for a motion to change Section 11.2.3.1 – Compensatory Time in the Marshall County Personnel Handbook. Secretary Penni Windsor made the motion to table this item. Board Member David Watts seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

## VIII. NEW BUSINESS

**Sheriff**- Chairman Whisenant asked for a motion to approve the request from Sheriff Phil Sims to revise the Chief Clerk job description. Board Member David Watts made an alternate motion to extend the temporary pay for the Chief clerk position by 30 days. Secretary Penni Windsor seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel Board** - Chairman Whisenant asked for a motion to change the Family Medical Leave ACT (FMLA) in the Marshall County Personnel Handbook. Board Member David Watts made the motion to table this item. Board Member Martha Handschumacher seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel Board** - Chairman Whisenant asked for a motion to change section 12.9.4 – Emergency Call Out pay in the Marshall County Personnel Handbook. Board Member David Watts made the motion to change section 12.9.4 – Emergency Call Out pay. Secretary Penni Windsor seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel Board** - Chairman Whisenant asked for a motion to schedule a public hearing for the December meeting to change section 12.9.4 – Emergency Call Out pay in the Marshall County Personnel Handbook. Secretary Penni Windsor made the motion to schedule a public hearing for the December meeting to change section 12.9.4 – Emergency Call Out pay in the Marshall County Personnel Handbook. Board Member David Watts seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel Board** - Chairman Whisenant asked for a motion to approve changing section 11.6 Sick Leave & 11.6.4 Use of Sick Leave in the Marshall County Personnel Handbook. Board Member David Watts made the motion to table this item. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel Board** - Chairman Whisenant asked for a motion to schedule a public hearing for the December meeting to discuss changing section 11.6 Sick Leave & 11.6.4 Use of Sick Leave in the Marshall County Personnel Handbook. Secretary Penni Windsor made the motion to schedule a public hearing for the December meeting to discuss changing section 11.6 Sick Leave & 11.6.4 Use of Sick Leave in the Marshall County Personnel Handbook. Board Member Martha Handschumacher seconded the motion. The motion was carried by voice vote with no “nay” votes.

**Revenue Commissioner** - Chairman Whisenant asked for a motion to approve the request from Revenue Commissioner Michael Johnson to establish a Court Clerk – Revenue Commission position. Board Member Martha Handschumacher made the motion to approve the request from Revenue Commissioner Michael Johnson to establish a Court Clerk – Revenue Commission position. Board Member David Watts seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Revenue Commissioner** - Chairman Whisenant asked for a motion to approve the request from Revenue Commissioner Michael Johnson to approve the job description for the Court Clerk – Revenue Commission position. Board Member David Watts made the motion to approve the request from Revenue Commissioner Michael Johnson to approve the job description for the Court Clerk – Revenue Commission position. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel Board** - Chairman Whisenant asked for a motion to approve the Personnel Board Attorney Support Agreement. Secretary Penni Windsor made the motion to approve the Personnel Board Attorney Support Agreement. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

## **LEGAL UPDATE**

Attorney Jeff McLaughlin stated there was nothing to report at this time.

## **STAFF REPORT**

Personnel actions for the period of September 6<sup>th</sup> 2019 to October 11<sup>th</sup> 2019 were:

### **There were six (6) new hires:**

Kelley Ryan	School Resource Officer P/T	09/09/2019
Michael Hall	Appraisal Technician I	09/09/2019
Roy Hollis	School Resource Officer P/T	09/16/2019
Melissa Garner	Corrections Officer	09/16/2019
Jerry Lambert	Meals on Wheels Driver P/T	09/24/2019
Jose Ramos	Corrections Officer	09/30/2019

### **There were six (6) terminations:**

Glen Ponder	Resigned	Deputy	09/15/2019
Josh Day	Resigned	Corrections Officer	09/17/2019
Avery Anderson	Resigned	Corrections Officer	09/17/2019
Tammy Richey	Resigned	Appraisal Tech I	09/19/2019
Roger Johnson	Resigned	Deputy	09/24/2019
Paula McComber	Resigned	Probate Clerk	10/08/2019

## Leave of Absence

A District 1 employee is currently out on leave without pay for his own serious medical condition.

**There was (4) four promotions, for this time period.**

Kaycee Stancil promoted from a Dispatcher to a Deputy in the Sheriff's office, effective 09/28/2019. Sean Garmany promoted from a Sr. Corrections Officer to a Deputy in the Sheriff's office, effective 09/28/2019. Sandra Bishop promoted from an Appraiser Trainee Personal Property to an Appraiser I Personal Property after meeting the education and service requirement for the position, effective 09/14/2019. Cindy Webb promoted from a Personal Property Appraiser II to a Personal Property Appraiser III after meeting the service requirement for the position, effective 09/14/2019.

## Office Equipment

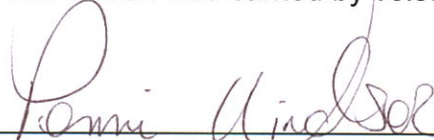
New office equipment is being installed and the security system is in place.

## Invitations

None were sent.

## ADJOURNMENT

Chairman Whisenant asked for a motion to adjourn the Personnel Board meeting. Board Member David Watts made the motion to adjourn. Secretary Penni Windsor seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.



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Penni Windsor, Secretary  
Marshall County Personnel Board  
Meeting Date: October 15th, 2019

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Date