

# MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Tuesday, November 12th, 2019

The regular monthly meeting of the Marshall County Personnel Board was held on Tuesday, November 12<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 5:19 P.M.

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

**Board member(s) absent:** Ben Gamel, Vice Chairman

Also, present were Attorney Jeff McLaughlin, Personnel Administrator Christy Kelley, Personnel Assistant Janice Payne, Denise Houston, Reita Harper, Sandra Bishop, Andrea Dorsett, Kim Garrison, Phil Sims, Doug Gibbs, Steve Guthrie, James Hutcheson, Shelly Fleisher, and Michael Johnson.

## I. CALL TO ORDER

Chairman Charles Whisenant called the meeting to order at 5:19 P.M. Chairman Whisenant asked everyone to stand for prayer and the Pledge of Allegiance.

## II. INVOCATION

The invocation was offered by Board Member David Watts.

## III. PLEDGE OF ALLEGIANCE

Board Member Martha Handschumacher led the Pledge of Allegiance.

## IV. APPROVAL OF AGENDA

Chairman Whisenant asked for a motion to approve the meeting agenda. Secretary Penni Windsor made a motion to approve. Board Member Martha Handschumacher 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 Tuesday October 15th, 2019. Secretary Penni Windsor made the motion to approve the minutes of the Personnel Board meeting held on Tuesday, October 15th, 2019. 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

**Personnel Board** - Chairman Whisenant asked for a motion to approve the request to change 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 approve the request to change 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 being cast. Attorney Jeffrey McLaughlin noted that the motion included the substitution of pay period for work week. Chairman Charles Whisenant set a Public Hearing for the January regular Personnel Board Meeting for the above item.

**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 change Section 11.2.3.1 – Compensatory Time 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. Chairman Charles Whisenant set a Public Hearing for the January regular Personnel Board Meeting for the above item.

**Personnel Board** - Chairman Whisenant asked for a motion to change the Family Medical Leave Act (FMLA) Addendum in the Marshall County Personnel Handbook. Board Member David Watts made the motion change the Family Medical Leave Act (FMLA) Addendum in the Marshall County Personnel Handbook. Board Member Martha Handschumacher seconded the motion. The motion was carried by voice vote with no “nay” votes being cast. Chairman Charles Whisenant set a Public Hearing for the January regular Personnel Board Meeting for the above item.

**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 the motion to approve the request from Sheriff Phil Sims to revise the Chief Clerk job description. Board Member Martha Handschumacher seconded the motion. The motion was carried by voice vote with one “nay” vote being cast by Secretary Penni Windsor.

## VIII. NEW BUSINESS

**Personnel Board** - Chairman Whisenant asked for a motion to table the request to adopt a resolution recommending that the County Commission elect to provide the same retirement benefits given to Tier I plan members to its Tier II plan members. Board Member David Watts made the motion to table this item. Secretary Penni Windsor seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

**Sheriff** - Chairman Whisenant asked for a motion to approve the request from Sheriff Phil Sims to add two full-time Deputy positions; contingent upon the County Commission approving the funding for the positions in their meeting on November 13<sup>th</sup>, 2019. Secretary Penni Windsor made the motion to approve the request from Sheriff Phil Sims to add two full-time Deputy positions; contingent upon the County Commission approving the funding for the positions in their meeting on November 13<sup>th</sup>, 2019. Board Member Martha Handschumacher 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 October 12<sup>th</sup>, 2019 to November 8<sup>th</sup>, 2019 were:

### There were two (2) new hires:

Clarissa Benson	Dispatcher	1015/2019
Jane Denson	Revenue Clerk – Temporary	10/28/2019

### There were three (3) terminations:

Adam Phillips	Resigned	Corrections Officer	10/25/2019
Maggie Grider	Retired	Cleaning Supervisor	10/31/2019
Pamela Walden	Retired	Appraiser Trainee PP	10/31/2019

### Leave of Absence

None to report

### There was (1) one promotions, for this time period.

Tammy Whitehead was promoted to Building Cleaning Supervisor from a building cleaning position, effective November 1, 2019.

### Pay Study

On-site employee focus group meetings were conducted by Queenell Fox with Evergreen Solutions on Tuesday, November 5<sup>th</sup> and Wednesday, November 6<sup>th</sup>.

### Open Enrollment for 2020 Benefits

Open enrollment letters were sent to all employees for health, dental and voluntary benefits.

### Employee Appreciation

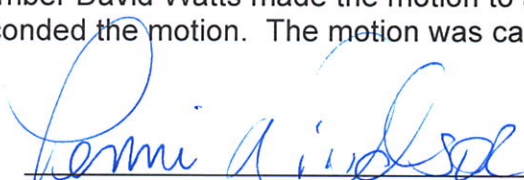
A tentative date of Monday, December 2<sup>nd</sup>, has been set for the employee appreciation luncheon.

### 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. Board Member Martha Handschumacher seconded the motion. The motion was carried by voice vote with no “nay” votes being cast.

  
\_\_\_\_\_  
Penni Windsor, Secretary

Marshall County Personnel Board  
Meeting Date: November 12<sup>th</sup>, 2019

  
\_\_\_\_\_  
Date