

# MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Monday, March 9th, 2020

The regular monthly meeting of the Marshall County Personnel Board was held on Monday, March 9<sup>th</sup>, 2020. in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Chairman Charles Whisenant called the meeting to order at 5:45 P.M.

**Board member(s) present:** Charles Whisenant, Chairman  
Ben Gamel, Vice Chairman  
David Watts, Board Member

**Board member(s) absent:** Penni Windsor, Secretary  
Martha Handschumacher, Board Member

Also, present were Attorney Jeff McLaughlin, Personnel Administrator Christy Kelley, Personnel Assistant Janice Payne and Commissioners Ronny Shumate, Joey Baker, Rick Watson, and Revenue Commissioner Michael Johnson.

## I. CALL TO ORDER

Chairman Whisenant called the meeting to order at 5:45 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

Board Member David Watts led the Pledge of Allegiance.

## IV. APPROVAL OF AGENDA

Chairman Whisenant asked for a motion to amend the meeting agenda to include an Executive Session to discuss the good name, character of an employee. Vice Chairman Ben Gamel made the motion. Board Member David Watts seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Chairman Whisenant asked for a motion to approve the agenda as amended. Board Member David Watts made the motion. 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 Whisenant asked for a motion to approve both the minutes of the Personnel Board Meeting and the Public Hearing held on January 13<sup>th</sup>, 2020. Vice Chairman Ben Gamel made the motion to approve the minutes. Board Member David Watts 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 set a public hearing for April 13th to discuss proposed changes to the Annual Leave, Sick Leave, Compensatory Time and FMLA policies. Board Member David Watts made the motion. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

## **VIII. NEW BUSINESS**

Chairman Whisenant asked for a motion to enter in to Executive Session. Vice Chairman Ben Gamel made the motion. Board Member David Watts seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Chairman Whisenant asked for a motion to come out of Executive Session. Board Member David Watts made the motion. Vice Chairman Ben Gamel seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Chairman Whisenant asked for a motion to suspend the rules of the meeting. Vice Chairman Ben Gamel made the motion. Board Member David Watts seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Chairman Whisenant asked for a motion, out of order, to amend the meeting agenda to include a request from Commissioner Rick Watson to add a Road Worker position in District # 2. Vice Chairman Ben Gamel made the motion. Board Member David Watts seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

Chairman Whisenant asked for a motion to add a Road Worker position in District # 2, per the request of Commissioner Rick Watson. Board Member David Watts made the motion. 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 addressed the board about some issues he had been asked to look at concerning scheduling, and the use of "flex time". Attorney McLaughlin explained that he had met with Personnel Administrator Christy Kelley to discuss questions that had been presented from an employee concerning the use of flex time. Attorney Mclaughlin stated that "there was nothing wrong with the use of flex time by department heads" and referenced Section 11.1.1 in the handbook, which states "An appointing authority will establish an actual work schedule for his/her employees in accordance with the needs of the department." He went on to explain that the policy allows an appointing authority to determine the schedule for their departmental needs based on such factors as weather, season of the year, an election or other factors. He also explained that the use of flex time gives the departments the ability to manage overtime.

## **STAFF REPORT**

Personnel actions for the period of January 10<sup>th</sup>, 2020 to March 6<sup>th</sup>, 2020 were:

**There were thirteen (13) new hires:**

Bobby Bailey	Support Clerk	01/13/2020
Justin Simmons	Deputy	01/21/2020
Emily Manning	Corrections Officer	02/03/2020
Jacob Clontz	Corrections Officer	02/10/2020
Mary Harris	Animal Shelter Technician	02/10/2020
Henry Rauschenberg	Voting Machine Attendant	02/15/2020
Emily Olinger	Dispatcher	02/18/2020
Andrew Troup	Appraisal Technician I	02/18/2020
Sherry Cook	Revenue Clerk	02/18/2020
James Hensley	Deputy SRO	02/18/2020
Damian Cervantes Matthias	Corrections Officer	02/25/2020
Jefferson Dobbins	Voting Machine Attendant	02/26/2020
Kimberly Hickok	Appraisal Technician I	03/02/2020

**There were twelve (12) terminations:**

Jordan Burns	Resigned – Corrections Officer	02/05/2020
Jose Ramos	Resigned – Corrections Officer	02/07/2020
Juan Taylor	Terminated – Appraiser Trainee RP	02/07/2020
Helen Jones	Resigned – Health Bus Driver COA	02/14/2020
Kenyon Baker	Resigned – SRO	02/14/2020
Kathryn McGehee	Terminated – Appraiser Trainee PP	02/14/2020
Kyler Svenson Mills	Resigned – Corrections Officer	02/15/2020
Terrell W. Wigley	Resigned – Employment Mapper I	02/24/2020
Micheal Gibbs	Resigned – Equipment Operator I	02/28/2020
Rita Patterson	Resigned – Trans Coord – COA	02/28/2020
Taylor Phillips	Resigned – Corrections Officer	03/01/2020
Jane Denson	Terminated – Revenue Clerk	02/28/2020

**Leave of Absence**

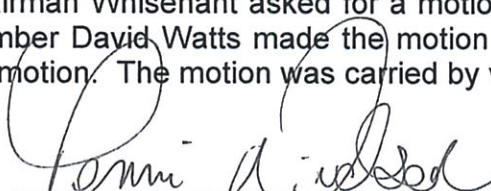
An employee in the Sheriff's office is currently out on leave with pay, pending an internal investigation.

**Promotions, Demotions & Transfers**

Kaycee Stancil voluntarily demoted from a Deputy position to a Dispatcher position on 01/18/2020. Zackery Mawyer was promoted from a Corrections Officer to a Sr. Corrections Officer position, effective 01/27/2020. Kerry Graves was promoted from an Equipment Operator I position to an Equipment Operator II position, effective 02/15/2020.

**ADJOURNMENT**

Chairman Whisenant asked for a motion to adjourn the Personnel Board meeting. Board Member David Watts 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.

  
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Penni Windsor, Secretary  
Marshall County Personnel Board  
Meeting Date: March 9th, 2020

  
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Date