



Dale County Commission

Commission Meeting Minutes - November 26, 2019

The Dale County Commission convened in a regular session Tuesday, November 26, 2019. The following members were present: Chairman Mark Blankenship; District One Commissioner Chris Carroll; District Two Commissioner Steve McKinnon; District Three Commissioner Charles W. Gary and District Four Commissioner Frankie Wilson.

Chairman Blankenship called the meeting to order at 10:30am. Commissioner McKinnon opened with the Pledge of Allegiance. Commissioner Wilson followed with prayer.

APPROVED – AGENDA

Commissioner McKinnon made a motion to approve the agenda.

Commissioner Carroll seconded the motion, all voted aye. Motion carried.

APPROVED – MEMORANDUM OF WARRANTS

Commissioner Carroll made a motion to approve the following Memorandum of Warrants:

- Accounts Payable Check Numbers 85197-85317.
- Payroll Check Numbers: 154633-154634.
- Direct Deposit Check Numbers: 32872-33016.

Commissioner McKinnon seconded the motion, all voted aye. Motion carried.

APPROVED – NOVEMBER 12, 2019 MINUTES

Commissioner Wilson made a motion to approve the Minutes of the Commission Meeting on November 12, 2019.

Commissioner Gary seconded the motion, all voted aye. Motion carried.

APPROVED – PERSONNEL

Commissioner McKinnon made a motion to approve the following:

- Utoaka French – Jail – Certified Transport Officer – New Hire.
- Matthew Davis – Jail – Transport Officer – Promotion.
- Sidney Danner – Jail – Correctional Officer – Temporary.

Commissioner Carroll seconded the motion, all voted aye. Motion carried.

APPROVED – ADDENDUM – PERSONNEL HANDBOOK

Commissioner McKinnon made a motion to approve the addendum to the Dale County Personnel Handbook: Section V – Career Advancement, B- Promotions, 3- Pay Increase. See Exhibit 1.

Commissioner Carroll seconded the motion, all voted aye. Motion carried.

APPROVED – PROPOSED ADDENDUM – PERSONNEL HANDBOOK

Commissioner McKinnon made a motion to approve the posting of a proposed addendum to the Dale County Personnel Handbook: Section X- Attendance & Leave, D- Types of Leave, 2- Sick Leave. See Exhibit 2.

Commissioner Wilson seconded the motion, all voted aye. Motion carried.

APPROVED – CAPITAL EXPENITURE – PISTOL RANGE

Commissioner Wilson made a motion to approve the Capital Expenditure, Fund 116, for the Pistol Range in the amount of \$3,480.00.

Commissioner McKinnon seconded the motion, all voted aye. Motion carried.

APPROVED – SPONSOR RC&D GRANT – DALE CO PERFORMING ARTS

Commissioner Carroll made a motion to approve to sponsor a RC&D Grant in the amount of \$25,000.00.

Commissioner McKinnon seconded the motion, all voted aye. Motion carried.

APPROVED – ROAD & BRIDGE FUND – HOUSTON/DALE COUNTY AIRPORT

Commissioner Gary made a motion to approve work by the Road & Bridge department at the Houston/Dale County Airport in the amount of \$7,000.00 from Fund 112- Road & Bridge Fund.

Commissioner Wilson seconded the motion, all voted aye. Motion carried.

APPROVED – ROAD MAINTENANCE – OLD NEWTON LANDFILL ROAD

Commissioner Gary made a motion to approve County road maintenance for Old Newton Landfill Road. The extent of the maintenance will be determined at a later date.

Commissioner McKinnon seconded the motion, all voted aye. Motion carried.

TABLED – COUNTY ROAD MAINTENANCE MAP – ROAD & BRIDGE

Commissioner Wilson made a motion to table the approval of the County Road Maintenance Map.

Commissioner McKinnon seconded the motion, all voted aye. Motion carried.

ANNOUNCEMENT – NEXT REGULAR MEETING

Chairman Blankenship announced that the next regular meeting of the Dale County Commission will be Tuesday, December 10, 2019 at 10:00am.

ADJOURNMENT: CONFIRMATORY STATEMENT

Commissioner McKinnon made a motion to adjourn the meeting. Commissioner Carroll seconded the motion. All voted aye. Motion carried.

It is hereby ordered the foregoing documents, resolutions, etc., be duly confirmed and entered into the minutes of the Dale County Commission as its official actions.



Mark Blankenship, Commission Chairman

Proposed Addendum

November 26, 2019

**Section V - Career Advancement
B - Promotions
Number 3 - Pay Increase**

Purpose of change: Remove Current Part 3 then Add New Part 3

Changes in bold:

Change: Remove 3 – All promotions will involve an increase in pay. The amount of increase will be determined in accordance with the County classification and pay plans. Normally, a promoted will be placed at the entry level of the pay grade for his/her new job. However all employees will receive at least a five (5) percent increase for each pay grade they advance over their existing pay at the time of promotion.

Change: Add New 3 - The appointing authority will determine the salary in accordance with County classification and pay plans. The salary will be evaluated individually according to the classification entry level wage and qualifications.

- 3. The appointing authority will determine the salary in accordance with County classification and pay plans. The salary will be evaluated individually according to the classification entry level wage and qualifications.**
- 4 All promotions will be made without regard to race, color, religion, sex, age, national origin, or handicap and will be based solely upon merit, efficiency, and longevity. In each instance of promotion the County Commission and the appointing authority will ensure that the employee is eligible and qualified for the promotion.**
- 5. Newly promoted employees are required to serve a new probationary period in their new positions. The probationary period will be six (6) months from the effective date of the promotion. If the employee’s performance during the probationary period does not meet acceptable job related requirements, he/she will be reassigned to a job comparable to the job he/she held prior to the promotion if one is available; otherwise, the employee will be separated.**

Posted _____

PROPOSED ADDENDUM

Dale County Commission

Personnel Policies and Procedures Handbook

November 26, 2019

Changes are in Bold

Purpose of Addendum: Retirees may convert unused sick leave to Retirement credit.

SECTION X ATTENDANCE & LEAVE

PART D TYPES OF LEAVE

No. 2 SICK LEAVE

- B** Eligible employees will not earn any sick leave credit during any pay period in which they are in non-pay status for six (6) working days or more during the pay period. Eligible County employees may accumulate up to nine hundred sixty (960) hours. No individuals will be paid for his/her unused sick leave upon separation from County service. **Retirees have the option to convert unused sick leave to retirement credit at the time of retirement per § 36-2636.1 Code of Alabama 1975.** Any individual who leaves County employment will forfeit his/hers accumulated sick leave. However, those individuals who separate in good standing and are reemployed in a classified service position within two (2) years of their separation will have up to four hundred and eighty hours (480) of their previously accrued and unused sick leave time credited to their sick leave balance upon completion of their probationary period, if such probationary period is required.

POSTED 11/26/2019

Dale County Commission Approved _____