



Dale County Commission

Commission Meeting Minutes – March 28, 2023

The Dale County Commission convened in a regular session Tuesday, March 28, 2023. The following members were present: Chairman Steve McKinnon; District One Commissioner Chris Carroll; District Two Commissioner Donald O. Grantham; District Three Commissioner Adam Enfinger. Absent: District Four Commissioner Frankie Wilson.

Chairman McKinnon called the meeting to order at 10:00am. Commissioner Carroll opened with prayer. Commissioner Enfinger followed with the Pledge of Allegiance.

APPROVED – AGENDA, MINUTES, & MEMORANDUM OF WARRANTS

Commissioner Carroll made a motion to approve the agenda, memorandum of warrants, and minutes:

Memorandum of Warrants:

- Accounts Payable Check Numbers 95807 – 95904.
- Payroll Check Numbers: 154897 – 154900.
- Direct Deposit Check Numbers: 424380 - 424520.

Minutes: Commission Meeting of March 14, 2023.

Commissioner Grantham seconded the motion, Commissioners Carroll and Grantham voted aye. Commissioner Enfinger opposed. Motion carried.

APPROVED - REVISED JOB DESCRIPTION – COMMISSION CLERK

Commissioner Grantham made a motion to approve a revised Commission Clerk job description. See Exhibit 1.

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

APPROVED - POSTING – COMMISSION CLERK POSITION

Commissioner Grantham made a motion to approve the posting, immediate hiring, and budget adjustment of a clerk in the Commission office.

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

APPROVED - SARCOA – BOARD APPOINTMENT

Commissioner Carroll made a motion to approve the following SARCOA board appointments: Winston Jackson (elected official), Bruce Grantham, and Sabre Parker Branch.

Commissioner Grantham seconded. Commissioners Carroll and Grantham voted aye. Commissioner Enfinger opposed. Motion carried

APPROVED - EMA HAZARD MITIGATION PLAN

Commissioner Enfinger made a motion to approve a resolution adopting Hazard Mitigation Plan, April, 2023. See Exhibit 2.

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

APPROVED - TEMPORARY CHANGES TO PERSONNEL RULES

Commissioner Grantham made a motion to approve a resolution setting aside temporary changes to personnel rules regarding COVID-19. See Exhibit 3.

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

APPROVED - CAPITAL FUNDS, 116, EXPENDITURE

Commissioner Carroll made a motion to approve the capital expenditure and budget adjustment. \$4,948.00, Fund 116, for an air conditioning at Creel Richardson building. .

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

ANNOUNCEMENT – NEXT REGULAR MEETING

Chairman McKinnon announced that the next regular meeting of the Dale County Commission will be Tuesday, April 11, 2023.

ADJOURNMENT: CONFIRMATORY STATEMENT

Commission Grantham made a motion to adjourn the meeting. Commissioner Carroll 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.



Steve McKinnon, Chairman

Commission Clerk

Department

County Commission

Location

Dale County Commission

Reports To

County Administrator

Job Summary

Commission clerk is responsible for providing assistance to the County Administrator in the areas of purchasing, accounts receivable, ledger transactions, financial data, report preparation and reconciliations, and other purchasing and accounting related areas as assigned by the County Administrator. Commission Clerk is expected to be fully cross trained in all accounts payable and payroll duties in the Commission office.

Duties and Responsibilities

- Receive and process assigned revenues, checks submitted to bank by remote deposit, and revenues entered into the general ledger manually. Monitor bank each day for positive pay exceptions.
- Reconcile and /or prepare assigned month end reports.
- Provide information to the State Examiners upon request.
- Duties to support sanitation collection and elections as assigned.
- Provide other assistance such as general clerical duties (scanning, filing, etc.);, purge hard copy files at year end for storage.
- Processes all county owned vehicle documentation to include applying for titles and tags and monitoring renewal dates.
- Record, delete and/or transfer fixed assets based on information provided by departments.
- Coordinate an annual audit of fixed assets by providing asset listings to each department and requesting confirmation or adjustments of the same.
- Ability to acquire a working knowledge of the State Bid Law and State Public Works laws.
- Other duties as required.

Knowledge, Skills, and Abilities

- Proficient in the knowledge of office practices, procedures, computers and office equipment.
- Proficient in the use of Microsoft Excel, Outlook, Word and Power Point.
- Ability to comprehend and apply general book keeping and accounting procedures as assigned.
- Ability to acquire a working knowledge of the State Bid Law, State Public Works Law and other County, State and Federal laws and guidelines that apply to purchasing.
- Proficient in written and verbal communication skills.
- Ability to establish and maintain an effective and interactive working relationship with fellow employees, department heads, elected officials and general public in a polite, professional and proficient manner both in person and through the use of proper phone etiquette.
- Must be able to comply with all aspects of the Alabama Statement of Economic Interest Guidelines.

Minimum Qualifications

A High School diploma or G.E.D.. Preferably supplemented by college coursework and experience involving bookkeeping, handling of money/banking, and payroll preferred.

Commission Clerk

Supervisory Responsibilities: none

Physical Demands

Standing

Up to 33%

Walking

Up to 33%

Sitting

33 - 66%

Stooping, Kneeling, Crouching,

Up to 33%

Climbing or Balancing

Up to 33%

Talking or Hearing

33 - 66%

Use Hands to Finger, Handle,

More than 66%

Reaching with Hands and Arms

33 - 66%

Lifting Up to 10lbs

Up to 33%

Noise : Quiet Moderate

Specific Noise Duties

Exposure to a standard office environment.

Comments

Must be willing to work overtime and non-standard hours as required. Must be willing to travel occasionally and willing to wear appropriate attire.

Dale County, Alabama

**A RESOLUTION OF DALE COUNTY ADOPTING THE
Southeast Alabama Regional Multi-Jurisdiction Hazard Mitigation Plan, April 2023**

WHEREAS THE Dale County Commission recognizes the threat that the natural hazards pose to people and property within Dale County, AL, and

WHEREAS Dale County, AL has prepared a multi-hazard mitigation plan, hereby known as the Southeast Alabama Regional Multi-Jurisdictional Mitigation Plan, April 2023 in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS the Dale County Emergency Management Plan, identifies mitigation goals and actions to reduce or eliminate risk to people and property in Dale County, AL from the impacts of future hazards and disasters; and

WHEREAS adoption by the Dale County Commission demonstrates their commitment to the hazard mitigation plan and achieving the goals outlined in the Dale County Emergency Management Plan,

NOW, THEREFORE, BE IT RESOLVED BY THE Dale County Commission, Dale County, Alabama,

ADOPTED by a vote of 3 in favor and 0 against, and 0 abstaining, this 28th day of March 2023.

By: Steve McKinnon

Steve McKinnon, Commission Chairman

Attest:

By: Cheryl Ganey

Cheryl Ganey, County Administrator

**A RESOLUTION PROPOSED FOR ADOPTION BY THE
COMMISSION OF DALE COUNTY, ALABAMA**

WHEREAS, on both March 24, 2020 and August 16, 2021, the governing body of Dale County, Alabama resolved that there be temporary changes to the Personnel policies due to the COVID-19 pandemic; and

WHEREAS, the State of Alabama ended its COVID-19 related public health order on May 31, 2021 and its State of Emergency regarding the same on July 6, 2021; and

WHEREAS, the governing body of Dale County, Alabama finds that the temporary changes to the personnel rules and its mask order are no longer necessary to secure the safety and welfare of the citizens and employees of Dale County;

NOW, THEREFORE, BE IT RESOLVED, by the Commission of Dale County, Alabama that effective April 5, 2023, the temporary changes to its personnel rules effective March 24, 2020 and August 16, 2021 are hereby set aside, and the personnel rules are restored to the status and wording in effect prior to the temporary changes coming into effect.

ADOPTED AND APPROVED on the 28th day of March, 2023.



Steve McKinnon
Commission Chairman

ATTEST:



Cheryl Ganey, County Administrator

[SEAL]