

MORGAN COUNTY COMMISSION MEETING

The Morgan County Commission of Morgan County, Alabama, convened in a scheduled meeting on Tuesday, November 23, 2021, at 9 a.m. in the Conference Room of the Commission in the Morgan County Commission Office, Morgan County Courthouse, Decatur, Alabama. The following members were present: Chairman Ray Long; Commissioners Jeff Clark, Randy Vest, Don Stisher, and Greg Abercrombie. Also present: Greg Bodley, County Engineer; Julie Reeves, Chief Administrative Officer; Jessica Smith, Deputy Chief Administrative Officer; Sheryl Marsh, Communications Director; Laura Vest, Business Services Coordinator. Absent: David Langston, County Attorney. Mrs. Reeves and Mrs. Vest acted as clerks of the Meeting. Mr. Clark offered the prayer and the Pledge of Allegiance. Mrs. Reeves called roll and stated that a quorum was present. The Chairman declared the Meeting open for the transaction of business.

VISITORS

Heather McIngvale, Morgan County Sheriff's Office
Zach Starnes, Harris Caddell & Shanks

AGENDA

The Agenda for the meeting of Tuesday, November 23, 2021, had been presented to the Commission for review.

After due consideration, it is therefore ordered by the Commission on motion of Mr. Don Stisher, seconded by Mr. Greg Abercrombie, and unanimously carried that there being no further additions or corrections to the above listed agenda; it is hereby approved.

MINUTES

The Minutes of the meeting held on Tuesday, November 9, 2021, had been presented via email to the Commission for review.

After due consideration, it is therefore ordered by the Commission on motion of Mr. Randy Vest, seconded by Mr. Jeff Clark, and unanimously carried that there being no further additions or corrections to the above referenced Minutes; they are hereby approved.

OLD BUSINESS:

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT QUOTE FOR INSTALLATION OF IT INFRASTRUCTURE AT THE NEW FACILITY ON SHULL ROAD FROM TONY DILLEHAY WITH BEAR CABLE CONCEPTS, INC. IN THE AMOUNT OF \$22,050, AND AMEND BUDGET ACCORDINGLY.

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit:

RESOLUTION 22-075

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to accept quote for installation of IT infrastructure at the new facility on Shull Road from Tony Dillehay with Bear Cable Concepts, Inc. in the amount of \$22,050, and amend budget accordingly, this the 23rd day of November 2021.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT BIDS FROM THE FOLLOWING LOWEST RESPONSIBLE BIDDERS MEETING SPECIFICATIONS FOR CLEANING SERVICES FOR (3) MORGAN COUNTY LOCATIONS:

<u>LOCATION</u>	<u>VENDOR</u>	<u>AMOUNT</u>
ARCHIVES	TNT CLEANING SERVICE	\$175.00**
ARCHIVES	CLEANING & MORE, INC.	\$625.00
ARCHIVES	CHANO & SONS, INC.	\$209.00
DISTRICT 1	TNT CLEANING SERVICE	\$175.00**
DISTRICT 1	CLEANING & MORE, INC.	\$825.00
DISTRICT 1	CHANO & SONS, INC.	\$209.00
DISTRICT 2	TNT CLEANING SERVICE	\$225.00**
DISTRICT 2	CLEANING & MORE, INC.	\$875.00
DISTRICT 2	CHANO & SONS, INC.	\$219.00

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Jeff Clark, it was put to a vote and unanimously adopted to wit:

RESOLUTION 22-076

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to accept bids from the following lowest responsible bidders meeting specifications for cleaning services for (3) Morgan County locations

<u>Location</u>	<u>Vendor</u>	<u>Amount</u>
Archives	TNT Cleaning Service	\$175.00
Archives	Cleaning & More, Inc.	\$625.00
Archives	Chano & Sons, Inc.	\$209.00
District 1	TNT Cleaning Service	\$175.00
District 1	Cleaning & More, Inc.	\$825.00
District 1	Chano & Sons, Inc.	\$209.00
District 2	TNT Cleaning Service	\$225.00
District 2	Cleaning & More, Inc.	\$875.00
District 2	Chano & Sons, Inc.	\$219.00

this the 23rd day of November 2021.

ADOPT RESOLUTION AMENDING RESOLUTION 22-018 REDUCING PRICE OF 2021 FORD F150 CREW CAB 4X4 TO \$32,161:

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit

RESOLUTION 22-077

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby amend Resolution 22-018 *reducing price of 2021 Ford F150 Crew Cab 4X4 to \$32,161*, this the 23rd day of November 2021.

NEW BUSINESS:

ADOPT RESOLUTION SETTING A PUBLIC HEARING TO BE HELD THURSDAY, DECEMBER 2, 2021, AT 9 A.M. IN THE COMMISSION MEETING ROOM ON THE 5TH FLOOR OF THE MORGAN COUNTY COURTHOUSE TO DISCUSS THE COUNTY'S PROPOSED AMENDMENT TO THE PROGRAM YEAR 2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) – CV PROGRAM FUNDS AUTHORIZED UNDER THE CARES ACT.

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

RESOLUTION 22-078

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby set a public hearing to be held Thursday, December 2, 2021, at 9 a.m. in the Commission Meeting room on the 5th Floor of the Morgan County Courthouse to discuss the County's proposed amendment to the program year 2020 Community Development Block Grant (CDBG) – CV Program funds authorized under the CARES Act, this the 23rd day of November 2021.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO APPROVE A ONE-TIME SALARY ADJUSTMENT OF \$100 FOR ALL FULL-TIME MORGAN COUNTY COMMISSION EMPLOYEES AND \$50 FOR ALL PART-TIME MORGAN COUNTY COMMISSION EMPLOYEES.

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

RESOLUTION 22-079

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to approve a one-time salary adjustment of \$100 for all full-time Morgan County Commission employees and \$50 for all part-time Morgan County Commission employees, this the 23rd day of November 2021.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO APPROVE THE EQUITABLE SHARING AGREEMENT AND CERTIFICATION REPORT FOR THE DEPARTMENT OF JUSTICE OF THE TREASURY REPRESENTING SEIZURE ASSETS FOR YEARS ENDING SEPTEMBER 30, 2021.

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

RESOLUTION 22-080

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to approve the Equitable Sharing Agreement and Certification report for the Department of Justice of the Treasury representing seizure assets for years ending September 30, 2021, this the 23rd day of November 2021.

ADOPT RESOLUTION APPOINTING JULIE REEVES, CHIEF ADMINISTRATIVE OFFICER, TO ACT AS THE PROGRAM DIRECTOR FOR THE ADMINISTRATION OF ARPA FUNDED PROJECTS AUTHORIZED BY RESOLUTION OF THE COMMISSION AND IN ACCORDANCE WITH THE POLICIES AND PROCEDURES FOR PROJECT ADMINISTRATION ADOPTED BY THE COMMISSION.

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

RESOLUTION 22-081

RESOLUTION FOR DESIGNATION OF A PROGRAM DIRECTOR FOR PROJECTS FUNDED WITH THE COUNTY'S AMERICAN RESCUE PLAN ACT FISCAL RECOVERY FUNDS

WHEREAS Morgan County, Alabama (the "County") has received American Rescue Plan Act fiscal recovery funds ("ARPA funds") and is charged with ensuring that such funds are administered in accordance with state and federal law; and

WHEREAS federal requirements governing the management and administration of ARPA funds require the designation of an individual responsible for the administration of ARPA funded projects (hereafter, "Program Director"); and

WHEREAS the Morgan County Commission (the "Commission") has determined that it would be appropriate to designate a County employee as the Program Director for projects funded with ARPA Funds.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION as follows:

1. The County hereby appoints Julie Reeves, Chief Administrative Officer, to act as the Program Director for the administration of ARPA funded projects authorized by resolution of the Commission and in accordance with the policies and procedures for project administration adopted by the Commission.
2. The Chief Administrative Officer, Julie Reeves, shall serve as the Program Director for all ARPA funded projects, unless another individual is later designated as the Program Director for ARPA funded projects or for a specific ARPA funded project.

IN WITNESS WHEREOF, the Morgan County Commission has caused this Resolution to be executed in its name and on its behalf by its Chairman on the 23rd day of November 2021.

ADOPT RESOLUTION AUTHORIZING THE USE OF ARPA FUNDS FOR DIRECT ADMINISTRATIVE PERSONNEL COSTS DURING THE PERIOD MARCH 3, 2021 TO DECEMBER 31, 2024 AND BASED ON AVAILABILITY OF FUNDING.

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

RESOLUTION 22-082

RESOLUTION FOR EXPENDITURE OF AMERICAN RESCUE PLAN ACT FUNDS FOR DIRECT ADMINISTRATIVE PERSONNEL COSTS

WHEREAS Morgan County, Alabama (the "County") has received American Rescue Plan Act fiscal recovery funds ("ARPA funds") and is charged with ensuring that such funds are expended in accordance with state and federal law; and

WHEREAS, the payment of the cost of payroll and covered benefits for employees to the extent the employee's time is spent on activities directly related to the administration of ARPA funds or ARPA funded project (collectively, "the administration of ARPA funds") is an eligible use of ARPA funds; and

WHEREAS the Morgan County Commission (the "Commission") has determined that appropriating ARPA funds for the cost of payroll and covered benefits for employees while engaging in activities directly related to the administration of ARPA funds is a necessary, eligible, and reasonable use of these funds.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION as follows:

- 1) The County shall use ARPA funds to cover the costs of payroll and covered benefits of employees, to the extent the employee's time is spent on activities directly related to the administration of ARPA funds in accordance with the implementation policies and procedures set forth in Exhibit A to this Resolution, the provisions of which are fully adopted and incorporated herein by reference.
- 2) The Morgan County Commission is hereby authorized to expend ARPA funds in accordance with the provisions of this Resolution for any and all costs of payroll and covered benefits of employees to the extent the employee's time was spent on activities directly related to the administration of ARPA funds for any pay period beginning on or after March 3, 2021, and ending on or before December 31, 2024.
- 3) Expenditure of these funds, as authorized by the Resolution, shall be contingent on continued appropriation and availability of ARPA funds for this purpose and in no event shall be used for any time prior to March 3, 2021, or any pay period ending after December 31, 2024.

IN WITNESS WHEREOF, the Morgan County Commission has caused this Resolution to be executed in its name and on its behalf by its Chairman on the 23rd day of November 2021.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ADVERTISE FOR BIDS FROM THE LOWEST RESPONSIBLE BIDDERS MEETING SPECIFICATIONS FOR TECHNOLOGY UPGRADES FOR THE PROBATE COURTROOM AND COMMISSION MEETING ROOM.

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

RESOLUTION 22-083

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to advertise for bids from the lowest responsible bidders meeting specifications for technology upgrades for the Probate courtroom and Commission meeting room, this the 23rd day of November 2021.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO RENEW ONLINE THE AGREEMENT WITH THE CENTER FOR INTERNET SECURITY ON BEHALF OF GEORGE HILL, IT DIRECTOR, FOR NETWORK SECURITY MONITORING IN THE AMOUNT OF \$10,680, FOR THE 12-MONTH PERIOD BEGINNING DECEMBER 23, 2021 THROUGH DECEMBER 22, 2022.

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Jeff Clark, it was put to a vote and unanimously adopted to wit:

RESOLUTION 22-084

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to renew online the agreement with the Center for Internet Security on behalf of George Hill, IT Director, for network security monitoring in the amount of \$10,680, for the 12-month period beginning December 23, 2021 through December 22, 2022, this the 23rd day of November 2021.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO SIGN AGREEMENT AMENDMENT BETWEEN MORGAN COUNTY COMMISSION AND DECATUR MORGAN HOSPITAL - WEST ACCEPTING THE INPATIENT SERVICE RATE OF \$1,090 PER DAY AS PAYMENT IN FULL FOR SERVICES PROVIDED TO MORGAN COUNTY PROBATE COURT OR COMMUNITY MENTAL HEALTH OFFICER REFERRED PATIENTS, FOR THE PERIOD DECEMBER 1, 2021 THROUGH NOVEMBER 30, 2023.

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

RESOLUTION 22-085

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to sign agreement amendment between Morgan County Commission and Decatur Morgan Hospital - West accepting the Inpatient Service rate of \$1,090 per day as payment in full for services provided to Morgan County Probate Court or Community Mental Health Officer referred patients, for the period December 1, 2021 through November 30, 2023, this the 23rd day of November 2021.

ADOPT RESOLUTION APPROVING CONTRACT WITH COMMUNITY CONSULTANTS, INC. TO PROVIDE ADMINISTRATIVE SERVICES FOR FEDERAL GRANT APPLICATIONS.

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

RESOLUTION 22-086

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve contract with Community Consultants, Inc. to provide administrative services for federal grant applications, this the 23rd day of November 2021.

ADOPT RESOLUTION APPROVING CONTRACT WITH GOODWYN, MILLS AND CAYWOOD TO PROVIDE ARCHITECTURAL AND PROJECT MANAGEMENT SERVICES RELATED TO CONSTRUCTION PROJECTS REQUESTED BY FEDERAL GRANT APPLICATIONS.

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

RESOLUTION 22-087

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve contract with Goodwyn, Mills and Caywood to provide architectural and project management services related to construction projects requested by federal grant applications, this the 23rd day of November 2021.

ADOPT RESOLUTION APPROVING SUBDIVISION REPLAT LOCATED WITHIN MORGAN COUNTY FOR THE FOLLOWING:

- Danville Estates
Danville Road, District 2

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Jeff Clark, it was put to a vote and unanimously adopted to wit:

RESOLUTION 22-088

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve Subdivision Replat located within Morgan County for the following:

- Danville Estates
Danville Road, District 2

this the 23rd day of November 2021.

ADOPT RESOLUTION AUTHORIZING TOM CAMP, MAINTENANCE DIRECTOR, TO FILL A CUSTODIAN POSITION, GRADE 4, (\$13.69-\$17.87).

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

RESOLUTION 22-089

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize Tom Camp, Maintenance Director, to fill a Custodian position, Grade 4, (\$13.69-\$17.87), this the 23rd day of November 2021.

ADOPT RESOLUTION AMENDING THE FOLLOWING SECTIONS OF THE MORGAN COUNTY POLICIES AND PROCEDURES HANDBOOK:

- **CHAPTER 9, SECTION 9.01, PROMOTIONS**
- **CHAPTER 10, SECTION 10.05, LEAVE WITHOUT PAY**
- **CHAPTER 10, SECTION 10.06, ANNUAL LEAVE**
- **CHAPTER 10, SECTION 10.09, SICK LEAVE AND BEREAVEMENT LEAVE**

- **CHAPTER 11, SECTION 11.12, DISCIPLINARY GUIDELINES FOR SUSPENSION WITHOUT PAY**
- **CHAPTER 11, SECTION 11.13, DISCIPLINARY GUIDELINES FOR DISMISSALS**
- **CHAPTER 11, SECTION 11.14, SUSPENSION WITH PAY**
- **CHAPTER 11, SECTION 11.15, CRIMINAL CHARGES**
- **CHAPTER 11, SECTION 11.16, APPEAL**
- **CHAPTER 13, DRUG AND ALCOHOL ABUSE, SYSTEM CONTACTS**
- **CHAPTER 13, DRUG AND ALCOHOL ABUSE, ATTACHMENT A – SAFETY SENSITIVE CLASSIFICATIONS**

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

RESOLUTION 22-090

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby amend the following sections of the *Morgan County Policies and Procedures Handbook*, this the 23rd day of November 2021:

- Chapter 9, Section 9.01, Promotions
- Chapter 10, Section 10.05, Leave Without Pay
- Chapter 10, Section 10.06, Annual Leave
- Chapter 10, Section 10.09, Sick Leave and Bereavement Leave
- Chapter 11, Section 11.12, Disciplinary Guidelines for Suspension Without Pay
- Chapter 11, Section 11.13, Disciplinary Guidelines for Dismissals
- Chapter 11, Section 11.14, Suspension With Pay
- Chapter 11, Section 11.15, Criminal Charges
- Chapter 11, Section 11.16, Appeal
- Chapter 13, Drug and Alcohol Abuse, System Contacts
- Chapter 13, Drug and Alcohol Abuse, Attachment A – Safety Sensitive Classifications

Chapter 9, pg. 35

Morgan County Policies and Procedures Handbook

9.01 PROMOTIONS

A promotion is a permanent assignment to a position requiring additional responsibilities, skills, and/or judgment that results in a higher salary range. Each classified employee is responsible for preparing himself / herself for promotion or increased responsibilities. It is the responsibility of all employees to keep informed of any vacancies in the county system that may be available for transfer.

Morgan County will seek to appoint to each position the applicant most capable of serving the County's taxpayers efficiently and effectively. Whenever possible, the County will fill vacant positions through internal promotion of current employees who meet the required qualifications and who have demonstrated the potential to perform the responsibilities of the open position.

Selections must be approved by the affected Elected Officials / Department Heads and the County Commission. In an emergency, or in cases where the County Commission deems it in the interest of the County, an employee may be placed in a temporary "Acting" status (see section titled, Temporary Acting Positions).

Employees promoted to a position in a higher classification having a higher maximum salary than the position from which the assignment is made, shall be placed in probationary status for the period of 180 calendar days (see section titled "Probationary Period"). A promotion may take the form of a transfer from one department to another.

A County employee who is promoted to a position that "serves at the pleasure of the Elected Official" shall be entitled to return to a position for which he / she is qualified, provided that there is such a position available, vacant and funded upon being removed from the appointed position by the Elected Official.

1. Employees accepting such appointments will continue in the merit system and, except as to matters related to termination, be subject to all terms and conditions of the County Personnel Policy Handbook.
2. In the event such an employee is removed from the unclassified position (for reasons other than those which would warrant dismissal or other serious disciplinary actions), he / she will be entitled to request restoration to a vacant, classified position in the County merit system for which he / she is qualified, provided such a position exists or is occupied by a probationary period employee. A probationary period employee may be terminated in order to provide a vacancy to accommodate an employee who has been terminated without just cause from an unclassified position. This provision in no way guarantees re-employment and is solely based on the approval of the County Commission.
3. This provision does not pertain to employees who are appointed from outside the Morgan County merit system.
4. Pay will be adjusted to reflect the grade of pay of the position in which an employee is placed. For employees appointed after 10/01/2021, step is based on position prior to appointment, plus any merit increases employee would have been entitled to in a merit position. Employees appointed prior to 10/01/2021 will be paid at the maximum pay step in the job grade assigned to that position.

If a promoted classified employee performs unsatisfactorily (for reasons other than those which would warrant dismissal or other serious disciplinary actions), during the probationary period and is therefore ineligible to be granted regular appointment to the higher position, and if the affected employee's work was satisfactory prior to the promotion, the employee shall be returned to his or her previous position or to another suitable position in the same class previously held, if either is available. If no position is available, the employee may be terminated.

All Pay adjustment actions will become effective on the first day of the first full pay period after the effective date of the action. No retroactive pay actions will be considered.

To be eligible to apply for the in-house promotions / transfers, an employee must meet the following requirements:

1. He or she must be a classified employee.
2. He or she must have worked in his or her current position at least six months.

Every employee eligible for classified service shall serve a six (6) month probationary period for transfers and promotions to another job classification. This probationary period shall be utilized for closely observing the employee's work. During this probationary period, the Elected Official / Dept. Head may terminate the employment of probationary employees. This probationary period can be waived for reasonable cause at the discretion of the Elected Official / Department Head with approval of County Commission.

Chapter 10, pg. 43

Morgan County Policies and Procedures Handbook

10.05 LEAVE WITHOUT PAY

Leaves of absence not exceeding three (3) consecutive days per incident in any 12 month period may be granted by the Elected Officials / Department Heads for sickness and disability, to engage in a course of study and for emergencies or circumstance beyond their control / or for other good and sufficient reasons in the best interest of the County. Such leaves of absence shall not be granted to permit an employee to accept employment elsewhere or to establish a business.

When recommended in writing by the Elected Official / Department Head, an employee ~~with at least twelve (12) continuous months of service with the County~~ may be granted additional leaves of absence without pay for such reasons if such leave is approved in advance by the County Commission. An employee granted leave of absence under this section for medical reasons may be required to take and pass a physical examination prior to being reinstated. No such leave granted by the County Commission, may exceed one (1) year in duration. In computing the maximum time for which leave may be granted under this section, any sick leave or family and medical leave or prior leave without pay taken or granted within the twelve (12) months next preceding the leave request shall be deducted. Reinstatement to ones' former position is not guaranteed, although the County will endeavor to reinstate the employee to the same job, grade or step if such a position is available upon the employee's return to service. If no position is

available when leave expires, the employee will not be re-employed. All accrued annual leave must be exhausted prior to the consideration of a Leave of Absence without pay. Sick Leave must also be exhausted if leave requested is for medical reasons.

Where a department head applies for such unpaid leave, the application shall be submitted to and through the Chairman ~~and, as to leave not exceeding three (3) days in any 12-month period, may be granted by the Chair.~~

The Elected Official / Department Head or Chair, as the case may be, shall provide timely notification to the Human Resource Department of the granting of such unpaid leave.

Chapter 10, pg. 44
Morgan County Policies and Procedures Handbook

10.06 ANNUAL LEAVE

Annual Leave is provided with pay for full-time employee’s rest, relaxation, and other personal use.

All regular full-time employees who have completed a qualification period of ninety (90) days shall be credited with earned annual leave when at least forty (40) hours are worked during the pay period. Annual leave is earned in accordance with the following schedule.

Annual leave accrual is for uninterrupted service computed from the most recent date of employment. Annual leave shall be in addition to all other leave and holidays and shall be taken or scheduled subject to the advance approval of the Elected Official / Department Head or Supervisor who shall schedule such leave so as to meet the operational requirements of the department.

Employees resigning voluntarily who give at least 14 calendar days’ notice of intention to resign will receive any annual leave earned as of the date of the resignation. This leave shall be paid on the next pay cycle following the cycle in which they last worked. Employees not giving the required 14 calendar days’ notice shall forfeit all unused annual leave. Employees terminated by the County will be paid for all accrued annual leave on the effective date of their separation. Upon termination, employees lose all Continuous County Service credit for prior years.

Part-time, temporary or seasonal employees are not entitled to annual leave benefits.

10.06-A Rate of Accrual

Eligible employees shall earn annual leave according to the following schedule:

Years of consecutive Service Annual Leave Accumulated	Hours of Leave Earned per pay period Biweekly
0 – 4	4
5 – 9	5
10 – 14	6
15 – 19	7
20 and Above	8

Chapter 10, pg. 47
Morgan County Policies and Procedures Handbook

10.09 SICK LEAVE AND BEREAVEMENT LEAVE

All full-time employees who have completed a qualification period of ninety (90) days shall be credited with two and seventy-seven hundred (2.77) hours of sick leave per pay period when at least forty 40 hours are worked during the pay period. During the initial qualification period full-time employees may be loaned sick leave days up to the number of days which would have accrued as of the date of the loan had he or she not then been on qualification status. Any loans must be approved in advance and in writing by the appropriate Elected Official / Department Head and a copy of the approval forwarded with the payroll for the period in which the borrowed Sick Leave is taken. Sick leave with pay shall be credited to all regular full-time employees’ accounts at the rate of two and seventy-seven hundred (2.77) hours per pay period (biweekly) worked.

Sick leave with pay, to the extent of credits in an employee's account, shall be granted for the following reasons:

1. Actual time required away from the job for personal illness or physical incapacity resulting from causes beyond the employee's control.
2. Enforced quarantine of the employee in accordance with community health regulations.
3. Actual time required for medical / dental care with a recognized healthcare professional.
4. Illness or incapacitation of a member of the employee's immediate family. FMLA leave is required for periods of more than three (3) days and will run concurrently with paid leave.
5. Death in the employee's immediate family*. Such leave shall not exceed three (3) scheduled working days starting with the day of death and ending with the day of internment for each bereavement and will not be charged against accumulated leave with approval of the appropriate Elected Official / Department Head. Documentation of death, funeral arrangements, relationship, etc. must be provided by the employee. This will be recorded as bereavement leave.
6. Any bereavement period that is expected to go over five days requires approval from the employee's supervisor and the employee must use his or her annual leave for anything over the initial three days. The employee's supervisor will make the final decision on any additional number of approved days for bereavement leave based on factors such as required travel and other factors with the proper documentation.
7. "Immediate family" is defined as an employee's spouse, children (including adopted children and stepchildren) and their spouses, parents, brothers and sisters, grandchildren (and their spouses), spouse's parents, brothers-in-law, sisters-in-law and grandparents of the employee or employee's spouse. Requests for Bereavement purposes must be accompanied with appropriate certification of relationship to the deceased, i.e. obituary, certificate of death or certificate from funeral home.

Sick leave shall not be considered a right which an employee may use at his discretion. Sick Leave is authorized for the actual time required to obtain medical / dental care through scheduled appointments and to recuperate from verifiable illness / injury without loss of pay. Periods of absence in excess of the actual time required to meet such requirements are not authorized, i.e. a medical / dental appointment that takes two (2) hours, including travel time will be excused for the two hours, not an entire day. In order to be granted sick leave with pay, an employee must meet the following conditions:

1. Employees shall notify the Elected Official / Department Head or Supervisor at least two (2) hours prior to their usual reporting time of their inability to report to work on the first day of absence, or as soon as possible thereafter, of the reason(s) for absence. Failure to notify within a reasonable time may be cause for denial of sick leave with pay for the period of absence.
2. Submit, a medical certificate signed by a licensed physician certifying that the employee has been incapacitated for work for the period of absence, the nature of the employee's sickness or injury, and when the employee is physically able to return to his / her duties without restrictions. This provision is applicable if the period of absence is in excess of three (3) consecutive days or upon request of the Elected Official / Department Head. ~~A physician's excuse for any Sick Leave falling on the last scheduled workday prior to or the first scheduled workday following a Holiday must be provided in order to receive Holiday pay.~~

If warranted, the Elected Official / Department Head may request a medical certificate certifying the employee's incapacitation after an absence of one (1) day.

Fraudulent or inappropriate use of sick leave shall be grounds for dismissal.

Unused sick leave is forfeited upon separation from County employment. Sick leave is not a benefit payable on demand.

On March 13, 1989, Morgan County elected to enact the provision of Act No. 88-904 of Special Session of 1988 Legislation, allowing conversion of unused sick leave to retirement service credit. Sick Leave days may be converted, upon retirement, to months of service credit to be used in the computation of retirement annuity.

11.12 DISCIPLINARY GUIDELINES FOR SUSPENSION WITHOUT PAY

The following guidelines will be used in administering suspensions without pay.

When Given - An employee may be suspended from duty without pay for a period of time not to exceed ten (10) workdays when it is determined by his/her Elected Official/Dept. Head to be justified.

Notice of Suspension – A notice of suspension under this procedure will be in writing, dated, signed by the Elected Official/Dept. Head, and delivered to the employee at least three (3) days prior to the effective date.

The notice will contain:

- Nature of the action being taken;
- Effective date, and the length of the suspension;
- Specific grounds for the suspension; and
- Description of the appeal rights of the employee.

Discipline Made Effective – The suspension without pay will become effective on the date specified in the notice. The employee's suspension without pay will be recorded on the department's time and attendance report.

Record of Action – A record of the completed suspension without pay action, to include a written summary of the facts, will be provided the Human Resource Department for inclusion in the employee's personnel file. Such record need not be a transcribed report.

Return to Work - When the employee returns to work, he/she will be considered to be in good standing with the County and will be restored to all rights, privileges, and benefits he/she had prior to said suspension. However, suspension may be considered by the County during any personnel actions, such as promotion, RIF, subsequent disciplinary actions, for a period of twenty-four (24) months following suspension, etc.

11.13 DISCIPLINARY GUIDELINES FOR DISMISSALS

When an employee is to be dismissed due to disciplinary reason(s) and/or the good of the County, the following guidelines will be used.

When Given – An employee may be dismissed from employment when his/her Elected Official/ Dept. Head determines such action to be justified. Normally, a dismissal will be warranted, when an employee repeatedly commits a group one type offense or upon the first occurrence of a group two type offense. However, nothing should be interpreted herein as prohibiting the dismissal of an employee at any time when, in the opinion of the employee's Elected Official/ Dept. Head, it is justified.

Notice of Dismissal – A notice of dismissal under this procedure will be in writing, dated, signed by the Elected Official/Dept. Head and delivered to the employee no later than the effective date of the action. The notice will contain:

- Nature of the action being taken and the effective date;
- Specific grounds for the dismissal; and
- Description of the appeal rights of the employee.

Notice will be given to the employee no later than the effective date of the action, except that written notice shall not be required where an employee is dismissed promptly after employee's commission of an act that justifies immediate termination of employment, or is terminated promptly following the County's learning that employee committed such act.

Discipline Made Effective – If the Elected Official/Dept. Head determines that the facts of the case support the dismissal, it will become effective on the date specified in the notice of dismissal.

Record of Action – A written summary of the facts supporting the discipline will be provided to the Human Resource Department within five (5) calendar days of the effective date of the discipline.

11.14 SUSPENSION WITH PAY

In the event of an offense on the part of the employee. (e.g. fighting, destruction of County property, gross insubordination, or other cause), in which it is anticipated that the individual will be dismissed or suspended without pay, the Elected Official/Dept. Head may suspend the employee with pay for up to ten (10) working days. A copy of the Elected Official/Dept. Head's notice to the employee will be provided the Human Resource Department for inclusion in the employee's file. The employee's suspension with pay will be recorded on the department's time and attendance report.

11.15 CRIMINAL CHARGES

If an employee is charged with a felony, which also is considered a serious violation of these policies and procedures, the Elected Official/Dept. Head will notify the employee concerning the alleged violation and will further investigate the matter. If the Elected Official/Dept. Head determines there is sufficient information available to indicate that the County's rules or standards of employment were violated, the Elected Official/Dept. Head may take appropriate disciplinary action, to include suspension without pay or dismissal, as the case may warrant.

11.16 APPEAL

A merit status classified service employee may appeal a suspension without pay exceeding three (3) working days or dismissal to the Personal Review Board by filing a notice of appeal with the Chief Administrative Officer within five (5) calendar days of suspension or dismissal.

Chapter 13, pgs. 76-78

Morgan County Policies and Procedures Handbook

SYSTEM CONTACTS

Any questions regarding this policy or any other aspect of the drug free and alcohol-free transit program should contact the following transit system representative:

Designated Employer Representative / Program Manager:

Title: Chief Administrative Officer

Address: Morgan County Commission, 302 Lee Street, Decatur, AL 35601

Phone: 256.351.4735

SAMHSA Certified Laboratory

ATN, Memphis, TN

Quest, Huntsville, AL

Medical Review Officer:

Dr. Jack Heath

Occupational Health Group Decatur

1615 Kathy Lane SW

Decatur, AL 35603

Phone: 256-353-4325

Dr. Joseph Sentef

Cullman Regional Hartselle Health Park

1549 Hwy 31 NW

Hartselle, AL 35640

Phone: 256-735-5920

Substance Abuse Professionals

Primary SAP: Barry Hooie

Agency: Decatur Morgan Hospital West

Address: 1615 Kathy Lane SE, Decatur, AL 35603

Telephone Number: 256-306-4000

Attachment A

All positions were reviewed for safety-sensitive duties, as defined in 49 CFR part 655, by the appropriate elected officials / department heads to determine the safety-sensitive positions. Additionally, any new positions created in the future will be reviewed for safety-sensitive duties.

The following positions were determined to be safety-sensitive:

SAFETY SENSITIVE CLASSIFICATIONS

ANIMAL CONTROL

Director Animal Control
Animal Control Officer

COMMISSION ON AGING

Director Commission on Aging
Administrative Assistant

DISTRICTS

Foreman*
Equipment Operator *
Senior Equipment Operator *
District Shop Laborer
Mechanic*
Administrative Assistant

EMA

Director EMA
Emergency Planner
EMA Specialist

ENGINEERING

County Engineer
Assistant Engineer
Engineer Assistant I
Engineer Assistant II

ENVIRONMENTAL

Solid Waste Manager
Route Supervisor *
Mechanic -Environmental*
Drivers -Environmental*
Litter Control Assistant
Residential Driver*

INFORMATION TECHNOLOGY

Director IT
IT Support Specialist
IT Systems Administrator
IT Support Technician

JUVENILE PROBATION

Chief Probation Officer
Juvenile Probation Officer

LICENSE

Deputy License Commissioner
Administrative Assistant

MAINTENANCE

Building Superintendent
Assistant Superintendent
Maintenance Worker
Maintenance Worker II
Custodian
Custodial Lead Person

Custodial Supervisor
Mail Room Administrative Assistant

PARK AND RECREATION

Director Park and Recreation
Park Superintendent
Groundskeeper
Maintenance Worker

PROBATE

Chief Clerk
Deputy Chief Clerk

REVENUE

Chief Appraiser
Real Property Appraiser I, II, III
Personal Property Appraiser I, II, III

SAFETY

Safety Coordinator

SALES TAX

Director Sales Tax
Sales Tax Coordinator
License Inspector

SHERIFF'S OFFICE / JAIL

Chief Deputy
Captain
Lieutenant
Sergeant
Deputy
Process Server
Investigator
IT Systems Administrator
Task Force
Mechanic
Corrections Officer
Corrections Officer II
Maintenance
Warden
Detention Supervisor
Detention Supervisor- Sergeant
Detention Supervisor – Corporal
Detention Supervisor—Lieutenant
Jail Custodian
Administrative Clerk I & II
Personnel Clerk
Administrative Support Specialist
Public Information Officer
Records Clerk
Jail Kitchen Supervisor
Reserve Program Members

* Safety-sensitive positions specifically subject to regulation by the Department of Transportation (DOT)

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO DECLARE
BALLFIELD LIGHTS AT BOBBY BREWER FIELD AS SURPLUS AND DONATE
TO HARTSELLE CITY SCHOOLS TO BE INSTALLED AT HIGH SCHOOL
SOFTBALL FIELD.**

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Jeff Clark, it was put to a vote with Mr. Don Stisher choosing to abstain, and adopted to wit:

RESOLUTION 22-091

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to declare ballfield lights at Bobby Brewer field as surplus and donate to Hartselle City Schools to be installed at high school softball field, this the 23rd day of November 2021.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO TRANSFER THE
FOLLOWING VEHICLE FROM MAINTENANCE DEPARTMENT TO PARK &
RECREATION DEPARTMENT:**

- **2013 FORD F250 (WHITE) – VIN #1FDBF2A61DEA86834**

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

RESOLUTION 22-092

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to transfer the following vehicle from Maintenance department to Park & Recreation department:

- 2013 Ford F250 (White) - VIN #1FDBF2A61DEA86834

this the 23rd day of November 2021.

**ADOPT RESOLUTION AUTHORIZING THE REFUND OF SALES TAX DUE TO
OVERPAYMENT TO THE FOLLOWING:**

- **CONSTRUCT CONNECT INC. ----- \$1,775.34**

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

RESOLUTION 22-093

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the refund of sales tax due to overpayment to the following:

- Construct Connect Inc. ----- \$1,775.34

this the 23rd day of November 2021.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO REAPPOINT LAURA
RITCH TO THE MORGAN COUNTY-DECATUR FARMER'S MARKET BOARD FOR
A 4-YEAR TERM EXPIRING NOVEMBER 12, 2025.**

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Jeff Clark, it was put to a vote and unanimously adopted to wit:

RESOLUTION 22-094

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to reappoint Laura Ritch to the Morgan County-Decatur Farmer’s Market Board for a 4-year term expiring November 12, 2025, this the 23rd day of November 2021.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO REAPPOINT LARRY SATTERFIELD TO THE JOPPA, HULACO & RYAN WATER AUTHORITY BOARD FOR A 6-YEAR TERM EXPIRING NOVEMBER 23, 2027.

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit:

RESOLUTION 22-095

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to reappoint Larry Satterfield to the Joppa, Hulaco & Ryan Water Authority Board for a 6-year term expiring November 23, 2027, this the 23rd day of November 2021.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE THE FOLLOWING CONTRACT REPRESENTING THE PROMOTION OF MORGAN COUNTY, WHICH WILL BE PAYABLE FROM TOURISM, RECREATION & CONVENTION FUNDS:

- **AUSTIN HIGH SCHOOL ----- \$300**

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

RESOLUTION 22-096

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute the following contract representing the promotion of Morgan County, which will be payable from Tourism, Recreation & Convention funds:

- **Austin High School ----- \$300**

this the 23rd day of November 2021.

ADOPT RESOLUTION APPROVING BUDGET AMENDMENTS FOR SEPTEMBER 2021.

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit:

RESOLUTION 22-097

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve the following budget amendments for September 2021, this the 23rd day of November 2021:

**Morgan County Commission
Budget Amendments for Board Approval
September 2021**

General Fund	Debit	Credit
00159999 62139 - Transfer Out		150,000.00
00149999 61139 - Transfer In	133,090.00	
00149999 61000 - Prior Year Revenue	16,910.00	
(To amend budget for revenue and expenditures not previously budgeted)		

Public Highway and Traffic Fund	Debit	Credit
11353200 50213 - Expenditures		143,040.00
11349999 61000 - Prior Year Revenue	143,040.00	
(To amend budget for revenue and expenditures not previously budgeted)		
Mineral Severance Fund	Debit	Credit
11959999 62121 - Transfer Out		80,000.00
11949999 61000 - Prior Year Revenue	80,000.00	
(To amend budget for revenue and expenditures not previously budgeted)		
Cares Act Fund	Debit	Credit
24059999 62110 - Transfer Out		133,090.00
(To amend budget for expenditures not previously budgeted)		
G.O. Warrant 2020 Fund	Debit	Credit
32049999 61110 - Transfer In		329,454.00
32059100 50630 - Expenditures	182,323.00	
32059100 50660 - Expenditures	1,075.00	
(To amend budget for revenue and expenditures not previously budgeted)		

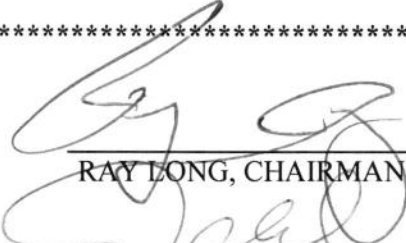
REVIEW AND APPROVE THE FOLLOWING INVOICES, TOTALING \$142,016.72:

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
King Insurance Agency	Surety Bond – Terry, K.	\$335.00
King Insurance Agency	Surety Bond – Tapscott, C.	335.00
AL Soc. of Prof. Land Surveyors	Membership – Bodley, G	205.00
NACo	Membership Dues	2,390.00
Sue-Jac, Inc.	Hartselle Project	94,593.47
Sue-Jac, Inc.	East Morgan Project	44,158.25

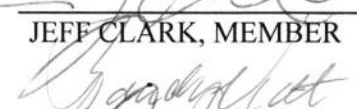
Mr. Greg Abercrombie, member of the Commission, moved for their approval. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and they were unanimously approved.

BE IT FURTHER RESOLVED by the Morgan County Commission of Morgan County, Alabama, that there being no further business to come before the Commission, the same on motion of Mr. Don Stisher, seconded by Mr. Greg Abercrombie, and unanimously carried; the Morgan County Commission is duly adjourned.

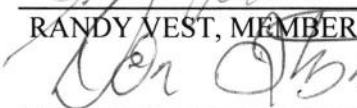
These Minutes were approved
this the 14th day of December 2021.



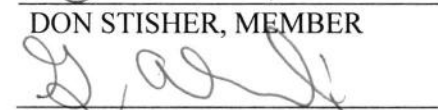
RAY LONG, CHAIRMAN




JEFF CLARK, MEMBER



RANDY VEST, MEMBER



DON STISHER, MEMBER



GREG ABERCROMBIE, MEMBER