



Baldwin County Commission  
Emergency Special Meeting Minutes

Saturday, March 14, 2020  
9:15 p.m.

Baldwin County Emergency Operations Center, Operations Room  
23100 McAuliffe Drive, Robertsedale, Alabama

---

Upon an emergency special meeting being called by the Chairman of the Baldwin County Commission at 9:15 p.m., members present in the Operations Room of the Baldwin County Emergency Operations Center, located at 23100 McAuliffe Drive, Robertsedale, Alabama, were:

**Commissioners present:**

District 1 – Commissioner James E. Ball  
District 2 – Commissioner Joe Davis, III  
District 3 – Commissioner Billie Jo Underwood  
District 4 – Commissioner Charles F. Gruber

**Commissioners absent:**

None.

Also present were:

**Staff present:**

Wayne Dyess, County Administrator  
Zach Hood, Emergency Management Agency (EMA) Director  
Brian Peacock, Communications and Information Systems (CIS) Director  
Cian Harrison, Clerk Treasurer  
Ron Cink, Budget Director  
Anu Gary, Administrative Services Manager  
Sherry-Lea Bloodworth Boto, Public Information Officer/Community Engagement Manager  
Jenni Guerry, Logistics Coordinator

**Staff present via teleconference:**

N/A

**Also present:**

Brad Hicks, County Attorney  
Teddy Faust, Jr., Revenue Commissioner  
Harry D'Olive, Judge of Probate  
Dean Mott, Chief Clerk, Probate Office

Said emergency special meeting topics were as follows:

- [1] Discuss Coronavirus (COVID-19) pandemic which may pose a hazard to the safety and welfare of the general public; and

- [2] Consider and/or adopt an instrument declaring a local state of emergency; and
- [3] Consider and/or authorize the closure of certain county facilities by direction of the Chairman of the Baldwin County Commission or by adoption of a resolution or other instrument; and
- [4] Consider and/or authorize any other actions related to the Coronavirus (COVID-19) pandemic; and
- [5] Consider and/or authorize the cancellation and/or rescheduling of any Baldwin County Commission meetings as necessary.

The Chairman called the meeting to order at 9:16 p.m. After the Invocation by Commissioner Ball and the Pledge of Allegiance, the Commission transacted the following business to-wit:

**Insert Special Meeting Call Letter into the Record**

Motion by Commissioner Charles F. Gruber, seconded by Commissioner James E. Ball, to insert the **March 14, 2020, Baldwin County Commission Emergency Special Meeting Call Letter** into the record.

The motion passed by the following vote:

**Aye:** 4 - James E. Ball, Joe Davis III, Billie Jo Underwood, and Charles F. Gruber

**Nay:** 0

**Absent:** 0

**Abstain:** 0

**Discuss Coronavirus (COVID-19) Pandemic which May Pose a Hazard to the Safety and Welfare of the General Public**

Zach Hood, EMA Director, thanked the Commission for calling the emergency meeting and said he wants to be proactive as far as Coronavirus (COVID-19) applies in Baldwin County. As everyone is aware there has been discussion of a case in the County and although the State Public Health Department has not confirmed this at this time, it is important for the County to turn on resources and go through a couple of important decision items. The County needs to begin discussions with the Sheriff's Office, local public health, hospitals and other agencies and Mr. Hood's recommendation is that the EMA fully stand up operations at the Baldwin County Emergency Operations Center (EOC) for the duration of the COVID-19 as it applies to the County's health and wellness.

**Consider and/or Adopt an Instrument Declaring a State of Local Emergency**

Chairman Underwood provided a copy of the Declaration of a State of Local Emergency document for the Commissioners to review and read the document out loud for the record.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner Joe Davis, III, to declare and adopt the **Declaration of a State of Local Emergency**.

The motion passed by the following vote:

**Aye:** 4 - James E. Ball, Joe Davis III, Billie Jo Underwood, and Charles F. Gruber  
**Nay:** 0  
**Absent:** 0  
**Abstain:** 0

**Consider and/or Authorize the Closure of Certain County Facilities by Direction of the Chairman of the Baldwin County Commission or by Adoption of a Resolution or Other Instrument**

Chairman Underwood said the County Attorney is still reviewing the draft resolution.

Mr. Hicks said he has reviewed the resolution and it is fine.

Motion by Commissioner James E. Ball, seconded by Commissioner Joe Davis, III, to adopt **Resolution #2020-080 of the Baldwin County Commission** regarding precautionary measures and preparations that must be taken by the Baldwin County Commission related to the Coronavirus (COVID-19) pandemic which pose a hazard to the safety and welfare of the general public, exercising the authority provided at Section 31-9-10 (b) (6) of the Code of Alabama 1975, and without limitation, to close certain public buildings owned or leased by and under the control of the Baldwin County Commission.

The Commission discussed the continuation of county operations in various departments and other Elected Officials' Offices while county facilities will be closed to the public, messaging to the public, and online services offered.

Further discussion followed regarding deadline extensions, waiving penalties for late filings and payments, and only essential personnel working in county facilities, possibly postponing or continuing public hearings currently scheduled, access to facilities by outside agencies that have offices in county buildings such as Board of Registrar's, Absentee Election Manager/staff and others.

The motion passed by the following vote:

**Aye:** 4 - James E. Ball, Joe Davis III, Billie Jo Underwood, and Charles F. Gruber  
**Nay:** 0  
**Absent:** 0  
**Abstain:** 0

**Consider and/or authorize any other actions related to the Coronavirus (COVID-19) pandemic**

It was determined that no other action was necessary.

**Consider and/or authorize the cancellation and/or rescheduling of any Baldwin County Commission meetings as necessary**

It was determined that no other action was necessary. The Commission will notify people as necessary.

## **ADDENDA**

None.

## **PUBLIC COMMENT**

None.

## **PRESS QUESTIONS**

None.

## **COMMISSIONER COMMENTS**

Commissioner Gruber said the Commission is doing what is best for the employees and citizens in Baldwin County. He thanked everyone for being here.

Commissioner Davis commended everyone in the room, particularly Zach Hood, EMA Director who deal with these types of things all the time. It is important that this is taken seriously; Commissioner Davis asked the media to caution citizens to be mindful of limiting and being a part of big groups, which will minimize the spreading of the virus.

Commissioner Gruber said message needs to be sent to employees that if they cannot make it, it will not be held against them.

Chairman Underwood said the Commission will get recommendations on this. Chairman Underwood thanked everyone, this is an unprecedented situation and the Commission is trying to do the best it can during these unprecedented times.

## **W ADJOURNMENT**

Motion by Commissioner James E. Ball, seconded by Commissioner Joe Davis, III, to adjourn the March 14, 2020, Baldwin County Commission Special Meeting at 9:46 p.m.

The motion passed by the following vote:

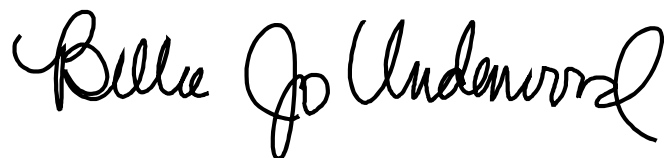
**Aye:** 4 - James E. Ball, Joe Davis III, Billie Jo Underwood, and Charles F. Gruber

**Nay:** 0

**Absent:** 0

**Abstain:** 0

The meeting adjourned at 9:46 p.m.



March 14, 2020

Mr. Wayne Dyess  
County Administrator  
Baldwin County Commission  
312 Courthouse Square, Suite 12  
Bay Minette, Alabama 36507

Dear Mr. Dyess:

Pursuant to Section 11-3-8 (b), Code of Alabama 1975, "A county commission may schedule a special meeting [of the Baldwin County Commission] when determined necessary in writing by a majority of the members of the commission, or in the case of an emergency, upon call of the chair."

Therefore, taking into account the aforementioned, coupled with the fact that this request is styled an emergency due to the necessity of precautionary measures and preparations that must be taken by the Baldwin County Commission related to the Coronavirus (COVID-19) pandemic which may pose a hazard to the safety and welfare of the general public, please be advised that I have determined in writing and by this instrument that it is necessary to conduct an Emergency Special Meeting of the Baldwin County Commission for the date/time/place as follows:

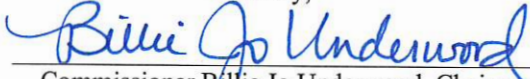
**Saturday, March 14, 2020**  
9:15 p.m.  
Baldwin County Emergency Operations Center  
Operations Room  
23100 McAuliffe Drive, Robertsedale, AL

The purpose for the Emergency Special Meeting is to:

- [1] Discuss Coronavirus (COVID-19) pandemic which may pose a hazard to the safety and welfare of the general public; and
- [2] Consider and/or adopt an instrument declaring a local state of emergency; and
- [3] Consider and/or authorize the closure of certain county facilities by direction of the Chairman of the Baldwin County Commission or by adoption of a resolution or other instrument; and
- [4] Consider and/or authorize any other actions related to the Coronavirus (COVID-19) pandemic; and
- [5] Consider and/or authorize the cancellation and/or rescheduling of any Baldwin County Commission meetings as necessary.

Please make the necessary arrangements for the conduct of the Emergency Special Meeting.

Sincerely,

  
Commissioner Billie Jo Underwood, Chairman

STATE OF ALABAMA       )  
COUNTY OF BALDWIN    )

### DECLARATION OF A STATE OF LOCAL EMERGENCY

DECLARING A STATE OF LOCAL EMERGENCY DUE TO THE NECESSITY OF PRECAUTIONARY MEASURES AND PREPARATIONS THAT MUST BE TAKEN BY THE BALDWIN COUNTY COMMISSION RELATED TO THE CORONAVIRUS (COVID-19) PANDEMIC WHICH POSE A HAZARD TO THE SAFETY AND WELFARE OF THE GENERAL PUBLIC.

WHEREAS, on this date, the necessity of precautionary measures and preparations that must be taken by the Baldwin County Commission related to the Coronavirus (COVID-19) pandemic that threaten the safety and welfare of persons in Baldwin County, Alabama, and, furthermore, said public health hazard threatens the economic functions of Baldwin County, Alabama; now therefore

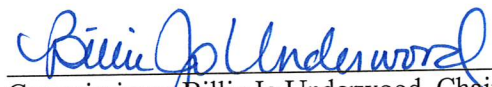
IT IS DECLARED, that a state of local emergency is hereby proclaimed for Baldwin County, Alabama, due to the necessity of precautionary measures and preparations that must be taken by the Baldwin County Commission related to the Coronavirus (COVID-19) pandemic in Baldwin County, Alabama, commencing at 9:21 a.m./(p.m.) on March 14, 2020.

FURTHER, IT IS DECLARED, that during the aforesaid period the state of local emergency exists, the County Commission of Baldwin County, Alabama, shall exercise all authority, powers and privileges, as prescribed by applicable Federal law and/or Alabama law and/or Local law and/or policies of this county governing body.

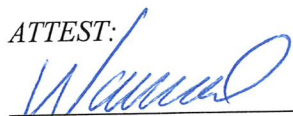
FURTHER, IT IS ORDERED, that this instrument, entitled "Declaration of a State of Local Emergency," shall become effective commencing at 9:21 a.m./(p.m.) on March 14, 2020.

FURTHER, IT IS ORDERED, that this instrument, entitled "Declaration of a State of Local Emergency," shall expire upon adoption of another instrument, by this county governing body, declaring said state of local emergency no longer threatens Baldwin County, Alabama.

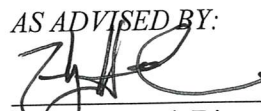
IT IS DONE, under the Seal of the County Commission of Baldwin County, Alabama, on this the 14th day of March, 2020.

  
\_\_\_\_\_  
Commissioner Billie Jo Underwood, Chairman  
Baldwin County Commission

ATTEST:

  
\_\_\_\_\_  
Wayne Dyess, County Administrator  
Baldwin County Commission

AS ADVISED BY:

  
\_\_\_\_\_  
Zachary Hood, Director  
Baldwin County Emergency Management Agency



STATE OF ALABAMA     )  
COUNTY OF BALDWIN    )

**RESOLUTION #2020-080  
OF THE  
BALDWIN COUNTY COMMISSION**

REGARDING PRECAUTIONARY MEASURES AND PREPARATIONS THAT MUST BE TAKEN BY THE BALDWIN COUNTY COMMISSION RELATED TO THE CORONAVIRUS (COVID-19) PANDEMIC WHICH POSE A HAZARD TO THE SAFETY AND WELFARE OF THE GENERAL PUBLIC, EXERCISING THE AUTHORITY PROVIDED AT SECTION 31-9-10 (b) (6) OF THE CODE OF ALABAMA 1975, AND WITHOUT LIMITATION, TO CLOSE CERTAIN PUBLIC BUILDINGS OWNED OR LEASED BY AND UNDER THE CONTROL OF THE BALDWIN COUNTY COMMISSION.

WHEREAS, Section 31-9-10 (b) (6) of the Code of Alabama 1975, provides in pertinent part, as follows:

*(b) The governing body of each political subdivision shall have the power and authority:*

*(6) To close, notwithstanding Section 11-1-8, any and all public buildings owned or leased by and under the control of the political subdivision where emergency conditions warrant, whether or not a local state of emergency has been declared by the governing body of the political subdivision. In the event that any documents required to be filed by a time certain deadline cannot be filed in a timely manner due to the closing of an office under this subdivision, the deadline for filing shall be extended to the date that the office is reopened as provided in Section 1-1-4.*

; and

WHEREAS, Section 11-1-8 of the Code of Alabama 1975, without limitation authorizes the Baldwin County Commission as follows:

*The county commission of any county in the State of Alabama may by resolution close the offices in the county courthouse or other county buildings on legal holidays set pursuant to Section 1-3-8, or for special circumstances deemed necessary or appropriate. Notice of the closing shall be posted at the courthouse and shall be published otherwise in the manner as the county commission may direct. In the event that any documents required to be filed by a time certain deadline cannot be filed in a timely manner due to the closing of an office under this section, the deadline for filing shall be extended to the date that the office is reopened as provided in Section 1-1-4.*

; and

WHEREAS, at this time, the Coronavirus (COVID-19) pandemic presents an existing and increasing possibility of the occurrence of a public health hazard or emergency of unprecedented size resulting from natural causes; said conditions are described in Section 31-9-2 (a) of the Code of Alabama 1975.

COMES NOW, the Baldwin County Commission determining that the necessity of precautionary measures and preparations that must be taken by the Baldwin County Commission related to the Coronavirus (COVID-19) pandemic indeed present an existing and increasing possibility of the occurrence of a public health hazard or emergency of unprecedented size resulting from natural causes and, therefore, to protect the health, safety and welfare of the general public and to preserve the lives of those citizens who work in public buildings owned or leased by and under the control of the Baldwin County Commission this political subdivision desires to close on certain public buildings only as hereinbelow authorized; now therefore


BE IT RESOLVED, BY THE BALDWIN COUNTY COMMISSION IN EMERGENCY SPECIAL SESSION ASSEMBLED, That, under the authority provided by Section 31-9-10 (b) (6) of the Code of Alabama 1975, and without limitation, we hereby determine that the necessity of precautionary measures and preparations that must be taken by the Baldwin County Commission related to the Coronavirus (COVID-19) pandemic does indeed present an existing and increasing possibility of the occurrence of a public health hazard or emergency of unprecedented size resulting from natural causes and, therefore, to protect the health, safety and welfare of the general public and to preserve the lives of those citizens who work in public buildings owned or leased by and under the control of the Baldwin County Commission, this political subdivision desires to authorize, by this instrument, the closure of all non-essential Baldwin County Commission owned or leased or controlled facilities as determined by the Chairman of the Baldwin County Commission, as set forth below.

FURTHER, BE IT RESOLVED, That the Chairman of the Baldwin County Commission shall have the authority to determine essential county facilities that need to remain open to respond and mitigate the public health crisis.

DONE, under the Seal of the County Commission of Baldwin County, Alabama, on this the 14<sup>th</sup> day of March, 2020.

  
Commissioner Billie Jo Underwood, Chairman

ATTEST:

  
Wayne Dyess, County Administrator

