



Baldwin County Commission

Legislation Details (With Text)

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File created: 1/17/2020 **In control:** Baldwin County Commission Regular
On agenda: 2/4/2020 **Final action:** 2/4/2020
Title: Employment Contract - Legislative Constituent Services Director - Baldwin County Legislative Delegation

Indexes:

Attachments: 1. First Amendment to Employment Contract, 2. EXHIBIT A - Employment Contract 20190416, 3. EXHIBIT B - Correspondence Rep. McMillan

Date	Ver.	Action By	Action	Result
2/4/2020	1	Baldwin County Commission Regular	Approved	Pass

Meeting Type: BCC Regular Meeting

Meeting Date: 2/4/2020

Item Status: New

From: Wayne Dyess, County Administrator

Submitted by: Anu Gary, Administrative Services Manager

ITEM TITLE

Employment Contract - Legislative Constituent Services Director - Baldwin County Legislative Delegation

STAFF RECOMMENDATION

As requested by the Baldwin County Legislative Delegation, take the following actions:

- 1) Authorize and approve a pay increase for the Legislative Constituent Services Director in the Baldwin County Legislative Delegation Office in the amount of \$7,000 (\$55,000 annual salary), with the increase to be retroactive to January 1, 2020; and
- 2) Authorize and approve the First Amendment to the Employment Contract between the Baldwin County Commission, the Baldwin County Legislative Delegation and Cliff McCollum, applicable to the position of Legislative Constituent Services Director, subject to the terms set forth in the Employment Contract.

This amendment will extend the expiration date of the contract to February 2, 2021.

BACKGROUND INFORMATION

Previous Commission action/date: 04/16/2019

Background: On April 16, 2019, the Commission took the following actions:

As Requested by the Baldwin County Legislative Delegation, take the following actions:

1. Authorize and approve the Employment Contract between the Baldwin County Commission, the Baldwin County Legislative Delegation and Cliff McCollum, applicable to the position of Legislative Delegation Constituent Services Director, subject to the terms set forth in the Employment Contract; and

*2. Further, authorize the Chairman to execute the Employment Contract.
The contract will commence on April 15, 2019, and expire on April 15, 2020.*

3. Due to the resignation of Guy L. Busby, as the Legislative Delegation Constituent Services Director, and as authorized in Article IX. of the Employment Contract, acknowledge and make a part of the record, that the Employment Contract between the Baldwin County Commission, the Baldwin County Legislative Delegation and Guy L. Busby, applicable to the position of Legislative Delegation Constituent Services Director, is therefore null and void.

On January 16, 2020, staff received correspondence from the Legislative Delegation, requesting a pay increase for Mr. McCollum in the amount of \$7,000.00 per year, annual salary to be \$55,000.00, said increase to be retroactive to January 1, 2020. The Delegation also requested for Mr. McCollum's Employment Contract to be extended to February 2, 2021. See attached Exhibit B, request from BC Legislative Delegation.

GENERAL BACKGROUND:

Applicable Baldwin County local laws authorize, among other things, the Baldwin County Legislative Delegation to select personnel who serve at the pleasure of said Delegation; further, that the personnel may be considered county employees for the purpose of being eligible for benefits; further, that the personnel may contract for employment with either the Baldwin County Commission or the Baldwin County Legislative Delegation; further, that the personnel are only paid the compensation and benefits from the Baldwin County Legislative Delegation Office Special Fund.

The Legislative Delegation's request requires the execution of an Employment Contract between the contract employee, the Legislative Delegation and the Commission. The purpose of the tri-party employment contract is simple as the Baldwin County Legislative Delegation sets the compensation and certain benefits and evaluates the assistants, the Baldwin County Commission administers a personnel system whereby the assistants are considered county employees (without merit classified protections), and the Baldwin County Commission maintains the Baldwin County Legislative Delegation Office Special Fund and whereby the assistants are compensated and benefits costs are derived.

FINANCIAL IMPACT

Total cost of recommendation: \$7,000.00 annual increase, new annual salary to be \$55,000.00, with the increase to be retroactive to January 1, 2020.

Budget line item(s) to be used: Fund 104 Compensation

If this is not a budgeted expenditure, does the recommendation create a need for funding? N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?

No, standard amendment to employment contract previously approved by former County Attorney, David J. Conner on 08/30/2019.

Reviewed/approved by: N/A

Additional comments: Applicable Code Section: 45-2-190 and 45-2-220.05 of the Code of Alabama, 1975, and without limitation.

Note: Not a Baldwin County Commission Employee. Only a Baldwin County Legislative Delegation Employee.

ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: N/A

Individual(s) responsible for follow up: Administration - Send Contract to Legislative Delegation for full execution by the Delegation and Cliff McCollum. Have Chairman sign and County Administrator attest and upload fully executed contract BCAP.

Copy to Baldwin County Legislative Delegation, Cliff McCollum, Wayne Dyess, Ron Cink, Cian Harrison, Deidra Hanak.

Administration: Upload fully executed Employment Contract to BCAP.

Action required (list contact persons/addresses if documents are to be mailed or emailed): N/A

Additional instructions/notes: N/A