



Baldwin County Commission

Legislation Details (With Text)

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On agenda: 5/2/2023 **Final action:**

Title: *Employment Contracts for Appointed Employees and Appointments of Acting and Interim County Engineer and Assistant County Engineer

Indexes:

Attachments: 1. EMPLOYMENT CONTRACT BUDGET DIRECTOR-Elizabeth M Hodges 20230502, 2. Exhibit A-Job Description for Budget Director 20230502, 3. EMPLOYMENT CONTRACT BUILDING OFFICIAL-Eddie D Harper 20230502, 4. Exhibit A-Job Description for Building Official 20230502, 5. EMPLOYMENT CONTRACT CLERK TREASURER-Adria Cian Harrison 20230502, 6. Exhibit A-Job Description for Clerk Treasurer 20230502, 7. EMPLOYMENT CONTRACT CIS DIRECTOR-Brian Peacock 20230502, 8. Exhibit A-Job Description for CIS Director 20230502, 9. EMPLOYMENT CONTRACT COUNTY ADMINISTRATOR-Roger H Rendleman 20230502, 10. Exhibit A-Job Description for County Administrator 20230502, 11. EMPLOYMENT CONTRACT DEVELOPMENT AND ENVIRONMENTAL DIRECTOR-Terri Lynn Graham 20230502, 12. Exhibit A-Job Description for Development and Environmental Director 20230502, 13. EMPLOYMENT CONTRACT EMA DIRECTOR-Zachary M Hood 20230502, 14. Exhibit A-Job Description for EMA Director 20230502, 15. EMPLOYMENT CONTRACT JDC DIRECTOR-Georgeanna Murphy 20230502, 16. Exhibit A-Job Description for JDC Director 20230502, 17. EMPLOYMENT CONTRACT PERSONNEL DIRECTOR-Deidra B Hanak 20230502, 18. Exhibit A-Job Description for Personnel Director 20230502, 19. Job Description-County Engineer 20230426

Date	Ver.	Action By	Action	Result
5/2/2023	1	Baldwin County Commission Regular	Approved	Pass

Meeting Type: BCC Regular Meeting

Meeting Date: 5/2/2023

Item Status: Replacement

From: Commissioner Charles F. Gruber, Chairman

Submitted by: Anu Gary, Administrative Services Manager

ITEM TITLE

*Employment Contracts for Appointed Employees and Appointments of Acting and Interim County Engineer and Assistant County Engineer

STAFF RECOMMENDATION

Related to the Employment Contracts between the Baldwin County Commission and the Appointed Contract Employees, take the following actions:

1) Budget Director Position

Approve the execution of the Employment Contract with **Elizabeth M. Hodges** for the position of Budget Director, with an annual compensation of \$120,000, effective on May 11, 2023, and expiring

on November 3, 2026.

2) Building Official Position

Approve the execution of the Employment Contract with **Eddie D. Harper** for the position of Building Official, with an annual compensation of \$130,000, effective on May 1, 2023, and expiring on November 3, 2026.

3) Clerk / Treasurer Position

Approve the execution of the Employment Contract for **Adria Cian Harrison** for the position of Clerk / Treasurer, with an annual compensation of \$135,000, effective on May 1, 2023, and expiring on November 3, 2026.

4) Communication and Information Systems Director Position

Approve the execution of the Employment Contract for **Brian Peacock** for the position of Communication and Information Systems Director, with an annual compensation of \$150,000, effective on May 1, 2023, and expiring on November 3, 2026.

5) County Administrator Position

Approve the execution of the Employment Contract for **Roger H. Rendleman** for the position of County Administrator, with an annual compensation of \$225,000, effective on May 8, 2023, and expiring on November 3, 2026.

6) Development and Environmental Director (Solid Waste) Position

Approve the execution of the Employment Contract for **Terri Lynn Graham** for the position of Development and Environmental Director, with an annual compensation of \$150,000, effective on May 1, 2023, and expiring on November 3, 2026.

7) Emergency Management Director Position

Approve the execution of the Employment Contract for **Zachary M. Hood** for the position of Emergency Management Director, with an annual compensation of \$125,000, effective on May 1, 2023, and expiring on November 3, 2026.

8) Juvenile Detention Director Position

Approve the execution of the Employment Contract for **Georgeanna Murphy** for the position of Juvenile Detention Director, with an annual compensation of \$110,000, effective on May 1, 2023, and expiring on November 3, 2026.

This contract shall supersede and make null and void the previous Employment Contract between the Baldwin County Commission and Georgeanna Murphy, approved by the Commission on

February 7, 2023.

9) Personnel Director Position

Approve the execution of the Employment Contract for **Deidra B. Hanak** for the position of Personnel Director, with an annual compensation of \$120,000, effective on May 1, 2023, and expiring on November 3, 2026.

Related to the County Engineer and Assistant County Engineer Positions, take the following actions:

1) Approve the appointment of **Frank Lundy** as the Acting and Interim County Engineer, effective May 1, 2023, with a salary in the amount of \$165,000 annually.

Upon the hiring of a permanent County Engineer, recognize that Frank Lundy shall return to his former position of Operations Manager (Assistant County Engineer) at same exact compensation for said position that existed prior to acting designation.

2) Approve the appointment of **Seth Peterson** as the Acting and Interim Assistant County Engineer, effective May 1, 2023, with a salary in the amount of \$105,000 annually.

Upon the hiring of a permanent County Engineer, recognize that Seth Peterson shall return to his/her former position of Pre-Construction Manager at same exact compensation for said position that existed prior to acting designation.

3) Authorize the Chairman to execute correspondence to the Alabama Department of Transportation (ALDOT) appointing the Acting and Interim County Engineer and Acting and Interim Assistant County Engineer, effective May 1, 2023.

BACKGROUND INFORMATION

Previous Commission action/date: **Reason for Replacement Item:** Staff recommendation has been revised to add salary amounts, finalize effective dates, and add the appointment of Acting and Interim Assistant County Engineer. Final employment contracts have been added for each appointed employee.

The Commission discussed employment contracts for the appointed employees during its special meeting on April 26, 2023, and approved the revised contract template to be used going forward.

During the May 1, 2023, work session, the Commission discussed salaries and renewal contracts for the appointed employees, and the appointment of Interim County Engineer and Interim Assistant County Engineer, until such time when a new County Engineer contract is approved.

Background: According to local legislation applicable to Baldwin County, a certain and limited number of Baldwin County Commission administrative positions shall be appointed contract

employees. Section 45-2-120.12 of the Code of Alabama (1975) reads, in part, as follows:

One appointed employee position may be filled by the judge of probate which position shall be designated chief clerk.

Two appointed employee positions may be filled by the revenue commissioner which positions shall be designated chief clerk of collections and chief appraiser.

Three appointed employee positions may be filled by the sheriff which positions shall be designated chief deputy, chief jailer, and chief of the civil division.

The following shall be appointed contract employees: county administrator, emergency management director, juvenile detention director, personnel director, building official, clerk/treasurer, county engineer, development and environmental director, budget director, and communication and information systems director.

Each of the appointed contract employees shall be employed under contract with the commission. Each contract shall include at a minimum the following provisions:

- 1) A provision for termination and severance.
- 2) A job description for the position.
- 3) An annual written evaluation to be reviewed with the employee and retained by the commission in the employee's personnel file.
- 4) A provision that the contract will be nonbinding on the successor commission after each four-year election; however, the contracts must be cancelled or continued within 90 days of the successor commission taking office.
- 5) A provision that any appointed contract employee employed by the county commission may not be subject to any action to cancel or not to renew the contract or in any other manner dismiss or terminate the contract employee except by a three-fourths vote of the elected members of the county commission.

FINANCIAL IMPACT

Total cost of recommendation:

Annual salaries:

Budget Director \$120,000
Building Official \$130,000
Clerk/Treasurer \$135,000
CIS Director \$150,000
County Administrator \$225,000
Solid Waste Director \$150,000
EMA Director \$125,000

JDC Director \$110,000
Personnel Director \$120,000
Acting and Interim County Engineer \$165,000
Acting and Interim Assistant County Engineer \$105,000

Budget line item(s) to be used: Various departments budgets

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?
Yes.

Reviewed/approved by: Employment contract changes reviewed and approved by County Attorney on 05/01/2023

Additional comments: N/A

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: Commission Administration; Personnel

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

- 1) Ensure full execution of employment contract as soon as approved.
- 2) Provide a copy of the fully executed contract to the employee via email, original contracts to Deidra Hanak, Personnel Director, copy kept in Admin. contract files with note re: where original is filed.
- 3) Upload contract to Contracts App online.
- 4) Update Contract Employees List with contract approval dates and relevant info.

Additional instructions/notes: N/A