



# Baldwin County Commission

## Legislation Text

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**File #:** 19-0839, **Version:** 1

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**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 3/6/2019  
**Item Status:** Addendum  
**From:** Ronald J. Cink, Budget Director  
**Submitted by:** Anu Gary, Administration/Records Manager

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### **ITEM TITLE**

Appointed Contract Employees - Emergency Management Agency (EMA) Director - Considerations Related to Employment Contract

### **STAFF RECOMMENDATION**

Related to the Employment Contracts between the Baldwin County Commission and the Appointed Contract Employees, authorize and approve the execution of a new Employment Contract between the Baldwin County Commission and Zachary M. Hood applicable to the position of Emergency Management Agency (EMA) Director at an annual compensation of \$90,000.00. This contract will be effective on April 1, 2019.

### **BACKGROUND INFORMATION**

**Previous Commission action/date:** N/A

**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.

At this time, the County Commission shall consider the appointment of its appointed contract employee for the position of Emergency Management Agency (EMA) Director.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$90,000.00 annually plus benefits.

**Budget line item(s) to be used:** 52300.5113

**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, previously approved contract template.

**Reviewed/approved by:** County Attorney

**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: N/A

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

Administration:

Ensure full execution of employment contracts as soon as approved.

Monica Taylor - Place on BCAP and Contracts Online and mark previous contracts inactive in BCAP,  
Cc: Keri Green.

Update Contract Employees List with contract approval dates and relevant info.

**Additional instructions/notes:** N/A