

RESOLUTION 21-329

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to accept bid from Fredricks Equipment of Decatur, AL as the lowest responsive bidder meeting specifications for a zero-turn 42" cut mower in the amount of \$2,999.00 for District 1, this the 22nd day of June 2021.

RESOLUTION 21-330

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to accept the bids and award the contract to Glasgow Construction Co., Inc. of Guin, AL, as the lowest responsive bidder meeting specifications for the Pines Road culvert replacement project, MCP 52-151-21, in the amount of \$236,963.00, in District 4, this the 22nd day of June 2021.

RESOLUTION 21-331

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize Randy Vest, District 2 Commissioner, to assist with repairs to driveways at the Morgan County Sheriff's Posse ground in Hartselle, AL, this the 22nd day of June 2021.

RESOLUTION 21-332

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize Randy Vest, District 2 Commissioner, to advertise for bid from the lowest responsible bidder meeting specifications for (1) new, demo, or used self-contained, ride-on, purpose-built mower with universal attachment plate, to be paid from District 2 Road & Bridge funds, and amend budget accordingly, this the 22nd day of June 2021.

RESOLUTION 21-333

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to accept and sign the grant agreement between the Morgan County Commission and the Alabama Department of Economic and Community Affairs (ADECA) in regard to the State's Community Development Block Grant CARES Act (CDBG-CV) Program award, this the 22nd day of June 2021.

RESOLUTION 21-334

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute a service agreement between the Morgan County Commission and City of Decatur for the Morgan County Emergency Management Agency for Fiscal Year 2022, this the 22nd day of June 2021.

RESOLUTION 21-335

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to enter into an Employee Assistance Program (EAP) agreement with Eagle Consulting Counseling Division for all departments, effective July 1, 2021 through June 30, 2022, this the 22nd day of June 2021.

RESOLUTION 21-336

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to enter into agreement on behalf of the Morgan County Sheriff's Office with Brooks-Jeffrey Marketing, Inc. for professional web design, account service and development of a responsive website, to be paid from Sheriff's Office discretionary funds, this the 22nd day of June 2021.

RESOLUTION 21-337

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve amendment to Quality Correctional Healthcare, Inc. (QCHC) contract, dated September 30, 2019, reducing required professional liability coverage to \$1,000,000 per claim and \$3,000,000 in aggregate effective January 1, 2021, due to limited coverage options available to QCHC as a result of pandemic-related economic impact, this the 22nd day of June 2021.

RESOLUTION 21-338

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute the agreement on behalf of Amanda Scott, Revenue Commissioner, with Tax Management Associates, Inc. for audits and compliance review services regarding the listing and assessment of Business Personal Property as provided by Alabama Law, beginning October 1, 2021 through September 30, 2022, this the 22nd day of June 2021.

RESOLUTION 21-339

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute Self-Insurance Medical Stop Loss Agreement for employees' health insurance with HCC, including specific stop loss and aggregating specific deductible of \$85,000, with single monthly premium rate of \$58.78 and family monthly premium rate of \$160.15, effective August 1, 2021 through July 31, 2022, this the 22nd day of June 2021.

RESOLUTION 21-340

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve the job description for Juvenile Probation Support Specialist at the request of Jeff Simmons, Chief Probation Officer, effective June 22, 2021, this the 22nd day of June 2021.

Classification Title:

**Juvenile Probation Support Specialist
Class Code 3403**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform administrative and clerical functions associated with providing general office support for the Juvenile Probation Office.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Will assist Juvenile Probation Officers with activities between juveniles on probation and the juvenile court.
- May assist Juvenile Probation Officers with mental health and substance abuse screenings.
- Meets with juveniles, parents, legal representatives or other individuals.
- Receives and examines complaints and allegations of delinquency and child in need of supervision for the purpose of considering the commencement of proceedings as provided by Alabama Law.
- May be required to perform Drug Screen Testing on juveniles.
- Receives, opens, reads, sorts, and distributes mail and other correspondence.
- May process accounts payable, to include reviewing invoices for payment, entering accurate payment information into computer software program and maintaining records.
- Maintains a large or complex filing system; sorts and files correspondence, reports, records and other documents by established classifications; maintains manuals, books of procedure, and bulletins.
- Greets the public and directs to proper offices; answers questions and gives non-technical information.
- Answers the telephone; provides information, guidance and assistance; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.
- Operates personal computer, calculating machine, copier and other office machines to enter data, inquire for information, and perform complex typing duties.
- Responds to questions, problems, and requests for information/assistance from co-workers, county employees, officials or other persons.
- Checks and analyzes complex documents and statistical information for completeness, accuracy, and proper coding according to standard procedures, and ensuring compliance with applicable rules and regulations.

- Maintains confidentiality and professional integrity in involvement with departmental issues.
- Maintains an awareness of new trends, advances, developments and products in the profession; reads professional literature; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's Degree from an accredited college or university with emphasis in Criminal Justice, Psychology, Social Work or Criminology is preferred; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Successful candidate will be required to obtain licensing for the Alabama Administrative Office of Courts as a certified Juvenile Court Intake Officer.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the juvenile justice system, especially as it relates to juvenile delinquency and children in need of supervision matters is preferred. Must have some understanding of mental health and substance abuse issues. Knowledge of community resources providing to children and families is preferred. Must possess the ability to communicate well both orally and in writing. Some understanding of a variety of cultural, ethnic and racial populations is beneficial. Must possess a working knowledge of Microsoft Excel and Outlook.

Must possess the ability to work independently on difficult or complex office assignments. Must be able to keep complex records, to prepare periodic reports from those records, and to compose effective correspondence. Must have the ability to establish and maintain effective working relationships with other employees and the public.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment which may include a computer, printer, typewriter, copy machine, facsimile machine, calculator, telephone, and camera. Physical demand requirements are at levels of those for light work.

DATA COMPREHENSION: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include legal code books, operational manuals, procedural manuals, and reference manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange legal information, including giving assignments and/or directions to co-workers or assistants as well as communicating with officials and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of legal and procedural documentation, directions, instructions, and methods and procedures. Requires the ability to

write reports, forms and job-related documentation with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice such as in public speaking situations.

INTELLIGENCE: Requires the ability to learn and understand relatively complex legal, counseling and informational principles and techniques; to understand departmental policies and procedures; to make independent judgments in absence of supervision; and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, such as in a public speaking situation, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret graphs.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment which may include a camera.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using job related equipment and to operate motor vehicles.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, job related equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under considerable stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

RESOLUTION 21-341

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize Jeff Simmons, Chief Probation Officer, to eliminate a Programmer/Operator II position and create and fill a Juvenile Probation Support Specialist position, Grade 7 (\$17.37-\$22.67), effective July 1, 2021, this the 22nd day of June 2021.

RESOLUTION 21-342

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize Amanda Scott, Revenue Commissioner, to eliminate (1) Assessment Clerk position, Grade 3, and create (1) Senior Assessment Clerk position, Grade 7, and (1) Personal Property Appraiser II position, Grade 7, this the 22nd day of June 2021.

RESOLUTION 21-343

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the appropriate elected official/department head to fill the following positions:

- Senior Assessment Clerk, Grade 7 (\$17.37 - \$22.67) --- Revenue
- Personal Property Appraiser II, Grade 7 (\$17.37 - \$22.67) --- Reappraisal
- Chief Appraiser, Grade 18 (\$31.85 - \$41.58) --- Reappraisal
- Data Entry Clerk, Grade 3 (\$12.12 - \$15.76) --- Sales Tax
- Personnel Specialist, Grade 12 (\$23.94 - \$31.26) --- Commission

this the 22nd day of June 2021.

RESOLUTION 21-344

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve Certificates to Subdivide properties located within Morgan County for the following:

- **Billy R. King, Sr. & Michelle A. King
SE Morris Road, District 4**

this the 22nd day of June 2021.

RESOLUTION 21-345

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve Certificates to Subdivide properties located within Morgan County for the following:

- Earnest Marlon Waters & Linda Faye Waters
Danville Road, Ironman Road, Singleton Road, District 2

this the 22nd day of June 2021.

RESOLUTION 21-346

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve Certificates to Subdivide properties located within Morgan County for the following:

- Virginia White
Hwy 36 East, Antioch Road, District 4

this the 22nd day of June 2021.

RESOLUTION 21-347

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize Randy Vest, District 2 Commissioner, to sell (1) Massey Ferguson 5711 4WD cab tractor, Serial Number #MC290CKC000016, to Coblenz Equipment and Parts Co., Inc. in the amount of \$44,000.00, with proceeds to be returned to District 2 Road & Bridge funds. Sale of referenced tractor will resolve dispute between Morgan County and Coblenz concerning mechanical fitness of said tractor, this the 22nd day of June 2021.

RESOLUTION 21-348

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the appropriate departments heads to declare the following items as surplus and sell on Govdeals or dispose of properly:

- (8) Automated External Defibrillator (AED) devices ----- Safety
- Xerox Workcentre 5638 Copier/Printer ----- EMA
Serial #WRR028468E
- Bad Boy Outlaw mower (**#4546**) ----- Parks & Recreation (Govdeals)

this the 22nd day of June 2021.

RESOLUTION 21-349

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve the following employee additions/deletions for May 2021, this the 22nd day of June 2021:

<u>Additions</u>		<u>Deletions</u>	
Seth Kimbrell	Jail	April Stewart	Jail
Fredrick Ewing	Jail	Lauren Commiskey	Jail
Wanda Mosley	Jail	Brittany Whisman	Jail
David Sizemore	Jail	Phillip Spurgeon	Jail
Jalin Cousin	Jail	David Sizemore	Jail
Danielle Menard	Jail	Kenyon Baker	Sheriff
Teresa Satterfield	License	Carrie Bowman	Sheriff
John Thomas Camp, Jr	Maintenance	Charles Busby	Sheriff
		Terry Johnson	Sheriff
		George Sharp	Sheriff
		Ronald Ultz	Sheriff
		Toni White	COA
		Melanie Fortenberry	COA
		Sheila Patterson	License
		Kaylene Pillow	License

RESOLUTION 21-350

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 the Tourism, Recreation & Convention funds:

- Town of Priceville (Cruise-In Car Show) ----- \$1,000

this the 22nd day of June 2021.

RESOLUTION 21-351

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 the Tourism, Recreation & Convention funds:

- Town of Falkville (Fall Festival) ----- \$1,000

this the 22nd day of June 2021.

RESOLUTION 21-352

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 the Tourism, Recreation & Convention funds:

- Brewer High School (Media Ad) ----- \$200

this the 22nd day of June 2021.

RESOLUTION 21-353

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby cancel the Tuesday, July 13, 2021, Morgan County Commission meeting and reschedule for Thursday, July 15, 2021, at 9 a.m., this the 22nd day of June 2021.