

MINUTES OF THE LEE COUNTY COMMISSION, REGULAR TERM, MAY 10, 2021

The Lee County Commission convened in regular session at the Courthouse in Opelika, Alabama, Monday, May 10, 2021 at 5:00 p.m. The Pledge of Allegiance was recited, followed by an invocation by Judge Bill English.

The Chairman declared a quorum and officially opened the meeting with the following members recorded as being present: Judge Bill English, Chairman, and Commissioners Doug Cannon, Sarah Brown, Gary Long, Robert Ham and Richard LaGrand. Elected Officials in attendance: Sheriff Jay Jones. News media in attendance: Opelika Observer owner/reporter Michelle Key and Opelika-Auburn News reporter Mike Eads.

The presentation on Northridge Shelter for Homeless Women was moved forward to the next Agenda since Mrs. Jean Causey was unable to attend due to a family emergency.

Copies of the items on the Consent Agenda sent to the Commissioners in their packets included: listing of claims, Blackbaud and procurement card transaction listings and minutes of the April 26 meeting. Commissioner Ham made a motion, seconded by Commissioner Cannon to approve the consent agenda items as presented. The motion carried unanimously.

Prior to the meeting Revenue Commissioner Oline Price asked that the item concerning her supernumerary compensation be removed from the agenda.

Sheriff Jones presented for Commission consideration a transfer of a retail beer & retail table wine application for the Speed Zone located in District 3. Sheriff Jones stated no objections were noted on the proposed transfer of the license. Commissioner Long made a motion, seconded by Commissioner Ham to approve the following Resolution for Speed Zone.

BE IT RESOLVED, the Lee County Commission hereby approves the transfer of the retail beer and retail table wine application for Speed Zone located at 17693 US Hwy 280 East, Smiths Station, Alabama.

Sheriff Jones presented for Commission consideration the transfer of a lounge retail liquor (package) application for Speed Zone Package located in District 3. Sheriff Jones stated no objections were noted on the proposed transfer of the license. Commissioner Long made a motion, seconded by Commissioner Ham to approve the following Resolution for Speed Zone Package.

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BE IT RESOLVED, the Lee County Commission hereby approves the transfer of the lounge retail liquor (package) application for Speed Zone Package located at 17693 US Hwy 280 East, Smiths Station, Alabama.

Chief Administrative Officer Roger Rendleman presented for Commission consideration a recruitment proposal from GovHR USA for finding his replacement. GovHR USA is a professional national recruitment firm. Mr. Rendleman stated two proposals were received from GovHR USA. The first proposal is a full scope recruitment proposal which entails six phases, they include: Phase 1-Position Assessment, Position Announcement & Brochure; Phase 2-Advertising, Candidate Recruitment & Outreach; Phase 3-Candidate Evaluation & Screening; Phase 4-Presentation of Recommended Candidates; Phase 5-Interviewing Process & Background Screening; and Phase 6-Appointment of Candidate. The full scope recruitment proposal totals \$22,500. The second recruitment proposal totals \$19,500 which is designed for clients who require only partial assistance with a recruitment. Mr. Rendleman stated the main difference in the two proposals is that the full scope proposal includes a guarantee until a candidate is appointed to the position. Mr. Rendleman stated after reviewing the two proposals he would recommend the full scope recruitment proposal. Mr. Rendleman asked the Commission to decide if they wish to engage this company, and, if so, to decide which level of service they want to proceed with. Judge English questioned why the Commission would want less than the full scope proposal. Mr. Rendleman stated he likes to be able to present options. Commissioner Brown questioned if Mr. Rendleman felt this is a good price. Mr. Rendleman stated the price is comparable to other firms and he feels it is a good price. Commissioner Brown questioned if the funds would come out of the General Fund. Mr. Rendleman answered in the affirmative. Judge English followed the timeline indicating that if the Commission engages the firm now, then sometime around early August the chosen candidates will be interviewed, with a potential hire date in September. Judge English questioned Mr. Rendleman if he would work with the chosen candidate prior to his leaving in November. Mr. Rendleman indicated he will be around, stating he has a vested interest in the county. Commissioner Brown questioned how soon the company could start if the Commission agreed to hire them. Mr. Rendleman stated they should be able to start once the agreement is signed. Commissioner Brown made a motion, seconded by Commissioner Cannon to authorize the Chairman to sign the agreement for the full scope recruitment proposal for \$22,000 with GovHR USA. The motion carried unanimously.

Mr. Rendleman presented an updated job description for the Chief Administrative Officer position for Commission consideration. Mr. Rendleman stated it is time to modernize the position and change it according to Code §11-3-18. Mr. Rendleman stated he made a change to the Knowledge, Skills and Abilities section to prefer knowledge of public administration and a change in the Qualifications section to a Public Administration or business degree (Master's preferred) rather than an Accounting degree since Lee County currently has a

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Chief Financial Officer onboard. Mr. Rendleman stated he would like the Commission to approve the changes so GovHR USA can get it prior to starting their recruitment process. Judge English questioned if GovHR USA could have an opportunity to review the job description for their suggestions and updates too. Mr. Rendleman asked that the Commission change the job description now and if GovHR USA suggests changes, bring it back before the Commission at that time. Commissioner Brown made a motion, seconded by Commissioner Long to approve the Chief Administrative Officer's job description as presented. The motion carried unanimously.

Next, Mr. Rendleman presented the supplemental program which was introduced with the completion of the Evergreen Pay and Compensation study. Mr. Rendleman explained that the idea is to provide supplemental compensation to employees who are assigned specific and clearly defined duties and responsibilities which are not a part of their normal job description. Mr. Rendleman stated a good example is a deputy serving on the SWAT team, would receive additional compensation with this program for being a SWAT member, which is not included in a typical deputy's job description. Mr. Rendleman stated this is only for the Commission's review tonight and he will bring it back at the next meeting for consideration. Mr. Rendleman stated this was presented during the Pay & Classification Study to provide additional compensation for these additional duties. Judge English stated the supplement may be a tool to keep them motivated. Mr. Rendleman agreed and stated the work force coming up wants to be compensated for additional duties and this accomplishes it. Commissioner Ham thanked Mr. Rendleman and stated it has been in the works for a while and he is happy to see it finally happen. Mr. Rendleman again stated the item will be on the next agenda for Commission consideration and no vote is needed tonight.

Mr. Rendleman presented several personnel policy changes for Commission consideration. Mr. Rendleman stated the items are being presented tonight for information with adoption at a subsequent meeting. Mr. Rendleman explained that the Commission amended the policies in July 2020 to place all personnel hired directly by the County Commission in unclassified positions that should serve under an employment contract. However, Mr. Rendleman stated that when the Commission placed the current EMA Director on permanent status, they in effect elected to keep the position as a classified position, which conflicts with the policy as amended last year.

The first proposed change, under 2.2.1 Unclassified Service, is to reverse the July 2020 revision as explained above. The other two proposed changes, under 11.2.0 Disciplinary Actions Policy, addresses the concerns of the original revision by providing a means to deal with potential policy violations by classified positions hired directly by the County Commission more effectively. The proposed changes were also reviewed by HR Attorney Robbie Hyde. Mrs. Hyde indicated these changes will assist in addressing such concerns stating the only other

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option would be to make such positions completely “At-Will”. Mr. Rendleman again stated no action is needed tonight, but it will be presented at the next meeting for Commission consideration.

Prior to adjourning into executive session, Judge English announced that the next meeting will be held on May 24, since Memorial Day Holiday falls on Monday, May 31.

Judge English stated Mr. Rendleman indicated the Commission needs to hold an Executive Session concerning potential litigation. Judge English stated to add the item it must be by unanimous consent. Commissioner Ham made a motion, seconded by Commissioner Long to add an Executive Session to the Agenda. The motion carried unanimously. Judge English stated the Commission needs to adjourn into Executive Session to discuss potential litigation and the following need to attend, they include Mr. Rendleman, County Attorney Stan Martin, and Parks Director Ryan Norris. The session should last approximately 30 minutes and possible action is anticipated at the conclusion. Commissioner Long made a motion at 5:30 p.m. to adjourn into Executive Session. The motion was seconded by Commissioner Brown and carried unanimously.

No official action was taken by the Commission upon reconvening after the Executive Session. At approximately 6:00 p.m. Commissioner Long made a motion, seconded by Commissioner Ham to adjourn. The motion carried unanimously.