

AGENDA
COOSA COUNTY COMMISSION
May 14, 2019
9:30 AM

WELCOME

PUBLIC COMMENTS:

Walter D. Lewis, Piper, Jaffray and Co. – County Financing/Other Issues
 Greg Jenkins – Cyber Education

ELECTED OFFICIAL COMMENT:

CALL TO ORDER

COMMISSION ROLL CALL

INVOCATION, PLEDGE OF ALLEGIANCE

APPROVE AGENDA

READING OF MINUTES

AWARDS AND PRESENTATIONS

OPENING OF BIDS ON 2 HVAC Units @ 10:30 am

CONSENT AGENDA- MOTION AND SECOND TO APPROVE

- (A) Motion for Chairman, Vice Chairman and Administrator to authorize to issue and sign checks for payment of monthly expenses and payroll.
- (B) Motion to approve changes in employees: job description, salary, work hours, status (including budget approved raises).

NEW BUSINESS

- (1) Approval of revised Probate Office position descriptions from 4/9/19 approval – Judge Dean
- (2) Discussion of County Board of Equalization Appointments Due in June Commission Meeting- Administrator Graham
- (3) Approval of Definition of Sick Leave to add to County Policy – Administrator Graham
- (4) Approval to declare EMA inventory #700176 & #700179 as obsolete and to officially transfer #700415 and #700422 identified agencies (See print outs) – EMA Director Hale/Administrator Graham
- (5) Approved to declare Rockford Senior Center Inventory as obsolete and/or transferred(#400078, #400079, #400088, #400093, #600145, #700584 & #700587 (See listing for obsolete and transferred items) – Administrator Graham, Senior Manager Oden
- (6) Approval to declare the following Probate Office items as Obsolete and Remove from Inventory (#500032, #500061, #500062, #500090, #700093, #700392 as per listing).- Judge Dean
- (7) Discussion of Local Self Governance and Setting of a Date for a Work Session in May - Chairman Adams/Commissioner Kelley

- (8) Approval of participation in July 19 – 21, 2019 "Back to School" Sales Tax Holiday- Chairman Adams.
- (9) Approval to begin process of disposal of Public Transportation Van Inventory #700092, 2007 Ford Goshen Pacer II, VIN#1FDWE35L87DA13402, Mileage 150k +/-1, Condition Poor (5311 Program)- Chairman Adams/Administrator Graham
- (10) Approval to Accept E911 Office Space for use by EMA purposes at no current cost or future cost to the Coosa County Commission – EMA Director Hale
- (11) Approval of Error Approval Form DCF-22 for 2018 Tax Year – Revenue Commissioner Lamberth.
- (12) Approval to Issue a Letter of Support for East Alabama Emergency Medical Services, Inc. (EAEMS)-Chairman Adams
- (13) Approval to send out bids for the purchase of 2 bush hogs with bids to be opened at the June 11, 2019 Commission Meeting (Engineer to provide details) Specs to be provided to the Commission office on or before Friday, May 17, 2019. – Engineer Eason
- (14) Permission to Transfer Reappraisal Vehicle "2002 Chevrolet SUV" VIN#1GNDDT13W92K167454 to the County Highway Department at value of \$500 to be reimbursed by the 7 cent fund to the Reappraisal Fund – Engineer Eason, Revenue Commissioner Lamberth
- (15) Discussion of New Business Opportunity – Chairman Adams/Attorney Johnson

OLD BUSINESS

STAFF REPORTS

Administrator –

Engineer

Attorney-

EMA

Courthouse Maintenance-

Nutrition-

Safety Coordinator-

DISCUSSION ITEMS BY COMMISSIONERS

ADJOURN

MINUTES**COOSA COUNTY COMMISSION****MAY 14, 2019****9:30 A.M.****ELECTED OFFICIAL COMMENT****CALL TO ORDER**

THE COOSA COUNTY COMMISSION MET AT THE COOSA COUNTY COURTHOUSE MAY 14, 2019 FOR ITS REGULAR MEETING WITH CHAIRMAN TODD ADAMS, PRESIDING.

COMMISSION ROLL CALL

COMMISSIONER ROLL CALL CONSISTED OF CHAIRMAN-TODD ADAMS, VICE CHAIR BERTHA K. MCELRATH, UNZELL KELLEY, RONNIE JOINER, AND RANDALL DUNHAM.

INVOCATION AND PLEDGE OF ALLEGIANCE

INVOCATION WAS GIVEN BY COMMISSIONER UNZELL KELLEY. THE PLEDGE OF ALLEGIANCE WAS SAID BY ALL IN ATTENDANCE.

APPROVE AGENDA

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY RONNIE JOINER TO APPROVE THE AGENDA. UNANIMOUSLY APPROVED

READING OF MINUTES

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY UNZELL KELLEY TO DISPENSE READING OF MINUTES. UNANIMOUSLY APPROVED

AWARDS AND PRESENTATION

NONE

CONSENT AGENDA

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY UNZELL KELLEY TO APPROVE FOR THE CHAIRMAN, VICE CHAIRMAN AND ADMINISTRATOR TO AUTHORIZE TO ISSUE AND SIGN CHECKS FOR PAYMENT OF MONTHLY EXPENSES AND PAYROLL.
UNANIMOUSLY APPROVED

MOTION TO APPROVE CHANGES IN EMPLOYEES: JOB DESCRIPTION, SALARY, WORK HOURS, STATUS (INCLUDING BUDGET APPROVED RAISES).

Coosa County Commission

Engineering Department
17781 US HWY 231
ROCKFORD, ALABAMA 35136
(256) 377-2261

Donald Wayne Eason
COUNTY ENGINEER

RANDALL DUNHAM
DISTRICT NO. 1
BERTHA MCEL RATH
DISTRICT NO. 2

UNZELL KELLEY
DISTRICT NO. 3
RONNIE JOINER
DISTRICT NO. 4
TODD ADAMS
CHAIRMAN
DISTRICT NO. 5

May 6, 2019

Bridget Graham
Administrator
Coosa County Commission
P. O. Box 10
Rockford, AL 35136

RE: Raymond Abrams

Dear Bridget:

The above referenced employee's last day of employment with the Highway Department was March 26, 2019.

Thanks for your attention in this matter.

Yours truly,



Donald W. Eason, P.E.
Coosa County Engineer

PO BOX 10

MAY 8 - 2019

RECEIVED
COOSA COMMISSION

NEW BUSINESS

MOTIONED BY COMMISSIONERS TODD ADAMS AND SECONDED BY UNZELL KELLEY THE APPROVAL OF REVISED PROBATE OFFICE POSITION DESCRIPTIONS WHICH WERE ORIGINALLY APPROVED ON 4/9/2019. UNANIMOUSLY APPROVED

COOSA COUNTY

JOB DESCRIPTION

Job Title: Chief Clerk

Department: Judge of Probate Office

FLSA:

Grade:

Job Description Prepared: March 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Judge of Probate

Subordinate Staff: Recording Clerk; License Office Administrator, Licensing Clerks

Other Internal Contacts: Revenue Commissioner's Office; Board of Registrars; Sheriff's Office, Circuit Clerk's Office, Emergency Management Officials, E-9-1-1 Board and Offices, County Commission Office.

External Contacts: General Public; Attorneys; Computer/IT Consultants; State Comptroller; Departments of Revenue, Human Resources, Mental Health, Veterans Administration, and Archives U.S. and Alabama Elected representatives; Alabama Law Enforcement Agency; Secretary of State's Office, Health Facilities; Financial Institutions; State Auditors; Towns of Rockford, Goodwater, Kellyton; Local Newspaper; Other Media Sources; Abstractors; Alabama Law Institute; Circuit and District Judges' offices; District Attorney's Office, Other Law Enforcement Agencies, Other Probate Offices; Abstractors, Researchers, and any visitors to the Probate and Licensing offices.

Job Summary

Under the supervision and general direction of the Probate Judge, the employee provides leadership for Probate and Licensing Office personnel and strictly adheres to and enforces standards of conduct and professionalism as identified in State and Judicial ethics guidelines and as established by the Judge of Probate. Employee supervises staff, performs financial and bookkeeping duties to include maintaining multiple accounts and checkbooks as required, accurately tracking funds, and properly disbursing funds in accordance with the Code of Alabama and other governing documents and guidelines. Employee ensures the office runs effectively and efficiently by managing daily operations and workflow. Employee performs Records/Documents Recording and Research Duties and Issues Licenses. Employee maintains a working knowledge of all aspects of the Probate and Licensing offices. When specifically delegated or directed by the Judge of Probate, employee has authority as allowed by the Code of Alabama § 12-13-14.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation. The list of essential functions is to be used as a starting point to determine essential functions for a specific position at a specific location at a specific time.

ESSENTIAL FUNCTION: Supervision and Management. Assists Judge of Probate in the supervision of subordinate employees and performs management responsibilities for the effective and efficient operation of the Probate and Licensing offices.

1. Participates in hiring of personnel, performance appraisals, and considers leave requests and maintains projected leave schedules.
2. Enforces compliance and adherence to dress and appearance, quality, and behavior standards.
3. Maintains leave/work schedules to ensure adequate staffing.
4. Ensures compliance with Code of Alabama, Ethics Commission and Judicial ethics as applicable to staff personnel.
5. Ensures staff compliance with state and locally established policies, procedures, guidelines.
6. Manages daily functions of the office to ensure timely completion of tasks, assignments, and all office-related functions.
7. Establishes priorities and communicates priorities to employees.
8. Assigns tasks to employees.
9. Indoctrinates and trains new employees.
10. Trains employees for cross-utilization between the offices when necessary to ensure adequate coverage and customer support/service.

11. Corrects performance; consults with the Judge of Probate as necessary.
12. Communicates with and accurately conveys information with and among the Judge and employees.
13. Promptly responds to questions and solves problems related to office functions and subordinate workers.
14. Initiates processes and procedures on behalf of the Judge.
15. Ensures strict compliance with Department of Revenue Minimum Accounting Requirements.
16. Manages all funds processes.
17. Creates, updates, and builds continuity books, help sheets, and guidelines for most functions of the job as directed by the Judge of Probate.
18. Conducts and documents (as a minimum) annual reviews of all policies and procedures, guidelines, and schedule of fees.
19. Uses technology to provide for better record keeping, verification, tracking of suspenses and tasks, effectiveness, and efficiency of the offices.
20. Assists Recording Clerk to maintain office supply inventory; orders items as needed.
21. Ensures that computers and office equipment are functional; contacts vendors when necessary.
22. Helps develop computer security procedures, enforces and monitors computer security and technology protection policies and procedures.
23. Attends meetings, training sessions, conferences, and community-related functions to represent the Probate Offices as directed by the Judge of Probate.
24. Maintains continued judicial education hours as required.
25. Responsible for establishing and maintaining Financial Policy and Procedures, Guidance, and Help Sheets.
26. Assists with Establishing and maintaining Probate, Recording and Licensing offices' Files Plans and office guidance; to ensure compliance with Department of Archives, other state and federal codes and guidelines.
27. Keeps Probate Judge informed on operations and important/major issues pertinent to office operations.
28. Responsible for ensuring safe office operating practices are adhered to, correcting safety deficiencies, briefing subordinates regarding safety policies and practices, reporting unsafe building/facility conditions to the Judge of Probate and the County Commission.

ESSENTIAL FUNCTION: Probate Court Management. Serves as the Chief Clerk of the Probate Office, providing services and representing the Judge of Probate when the judge is absent.

1. Serves in the official capacity as Chief Clerk of the Probate Office.
2. Serves in the role as judge in the absence of the Judge of Probate as authorized in the *Code of Alabama § 12-13-14*.
3. Establishes a case number and docket each case.

4. Compares each case file received against appropriate checklist and completes checklist.
5. Reviews case documents for accuracy and completeness and establishes a probate file.
6. Calculates and collects filing fees in accordance with *Code of Alabama §12-19-90* and *§45-19-series*.
7. Prepares orders, statements, citations, subpoenas, and notices; presents to the Judge; and when authorized signs those documents in the absence of the Judge of Probate.
8. Verifies accuracy and completeness of each file/case.
9. Coordinates with attorneys and other courts as required to obtain complete and accurate case documents, to transfer case files to other courts when appropriate, and to prepare briefs when necessary.
10. Establishes and schedules hearings; prepares docket.
11. Signs uncontested orders in absence of the Judge.
12. Copies files and maintains court records; secures confidential and sealed documents.
13. Responds to questions and requests; serves as a resource for information about probate matters.
14. Maintains confidentiality.
15. Maintains Electronic Databases: Ensures all actions are electronically recorded, docketed and annotated in compliance with the Code of Alabama, Rules of the Court, and Rules of Evidence.
16. If absent, upon return to duty reviews all case files docketed by the Recording Clerk to ensure completeness, proper documentation, and compliance with the Code of Alabama, Rules of the Court, Rules of Evidence, and other requirements as may be levied from a superior court.
17. Responsible for establishing, updating, and completing checklist for all Probate Court case types, filing completed checklists in appropriate case file.
18. Performs other duties as directed by the Judge of Probate.

ESSENTIAL FUNCTION: Audit and Finance. Accurately manages fiscal matters for the Probate Office in accordance with all Department of Revenue, State Comptroller, Probate Office Policies, Procedures and Guidelines as well as generally accepted bookkeeping practices. Prepares for and participates in audits.

1. Manages finances associated with probate and licensing offices' functions.
2. Ensures accuracy in all financial matters.
3. Conducts daily re-cap of all Probate Office actions.
4. Verifies accuracy of all vehicle tag, boat license, driver license, business license, conservation, mobile home, recording and all other transactions performed in the Probate and Licenses offices.
5. Accounts for funds and credits received; ensures total security of funds.

6. Reconciles, balances, and verifies all daily transactions in strict accordance with the Department of Revenue Minimum Accounting Requirements and the Coosa County Judge of Probate Policies and Procedures guidelines and other directives as applicable.
7. Watches/Verifies end-of-day countdown of other clerks' cash drawers.
8. Identifies and corrects discrepancies, takes immediate action as appropriate in an attempt to prevent future discrepancies.
9. Verifies/certifies subordinate's proposed void transactions prior to allowing the transaction, properly documents/annotates the action.
10. Maintains electronic (and paper when required) files, records, and copies.
11. Establishes and maintains records needed for reports required by the State Comptroller, Department of Revenue, and Auditors.
12. Provides records for Coosa County Commission audits and meets with auditors as directed by the Judge of Probate.
13. Conducts bookkeeping functions.
14. Ensures accuracy and proper coding of all transactions in the electronic cashbook.
15. Maintains current and accurate records of each fund.
16. Conducts bank reconciliations and monthly cashbook reconciliations.
17. Prepares and distributes all monthly disbursements and fee declarations to comply with all deadlines.
18. Prepares and submits reports for the State Treasurer and other agencies as required.
19. Ensures daily bank deposits of all funds received by the Probate and Licensing offices.
20. Ensures funds are secured in the vault at the end of the day or when a bank deposit cannot be made.

ESSENTIAL FUNCTION: Legal Documents. Establishes and maintains files and documents to support the functions of the Probate Court and Probate Office in general.

1. Works with the Judge of Probate to establish and maintain legal documents and records in paper, electronic, or both formats as required.
2. Maintains all legal documents of the Probate Office and Probate Court.
3. Promptly scans all required case file documents into the electronic probate recording system.
4. Maintains hardcopy and electronic records of non-court documents/files as appropriate and required.
5. Maintains secure and sealed documents as appropriate, ensures records are accessed only by proper court order.
6. When applicable, secures case files and other documents in the vault.
7. Determines and ensures proper level of security necessary for documents.
8. Ensures accuracy and completeness of all documents and files.
9. Ensures timely recording and docketing of all documents/files related to probate court

10. Works directly with the Judge to complete documents and orders.
11. Drafts letters, orders, and decrees and other legal documents related to the Probate Office and Probate Court.
12. Prepares courtroom for hearings.
13. Attends and records hearings, downloads recordings to computer and external media (copy on CD for insertion into appropriate case file and/or on external hard drive for backup).
14. Establishes, organizes, and maintains case files.
15. Determines venue and jurisdiction specific to each case.
16. Develops, maintains, and completes checklists for all case types to ensure completeness.

ESSENTIAL FUNCTION: Conservation and Boat Licenses. In the absence of the Recording Clerk, produces reports and completes all actions to reconcile funds, reports, and receipts.

1. Inputs information into the computer programs to enable correct disbursement of funds.
2. Verifies and reconciles boat-related funds/credits, receipts, and reports to ensure accuracy.
3. Separates and forwards receipts with reports to meet state requirements.
4. Maintains documentation (hard copy or electronic as applicable) for audits.

ESSENTIAL FUNCTION: Elections. Assists the Judge of Probate and Elections Manager in the conduct of all elections held in the County that fall within the purview of the Probate office.

1. Assists and supports the Judge of Probate and Elections Manager in election functions and cycles.
2. Follows established election processes to meet Code requirements, state and federal regulations and guidelines.
3. Contacts potential polling officials to determine their willingness to work the polls and inform them of job requirements, schedules, and location.
4. Notifies potential polling officials of selection and dates of election school.
5. Updates Elections Database with polling officials' information.
6. Monitors and tracks election calendars, reviews code and regulations to ensure all Probate Office responsibilities are accomplished accurately and timely.
7. Assists with election school; verifies attendance.
8. Processes pay vouchers for polling officials.
9. Assists with verification and posting of election results.
10. Assists with securing documents; maintaining files, and storing required historical documents/files as required by state and federal code, regulations, and guidelines.

11. Acts as Judge of Probate's representative on appointing and/or canvassing boards, teams as required by law or the Probate Judge.
12. Tracks and processes media notifications to ensure payment.

ESSENTIAL FUNCTION: Recording. In the absence of the Recording Clerk, accurately records and processes items for probate office filing in accordance with Code of Alabama, Department of Archives, Secretary of State and other practices in either hardcopy or electronic filing or both as is appropriate.

1. Receives notices and documents of items for probate office recording.
2. Indexes all notices and documents.
3. Calculates and verifies costs associated with properties.
4. Calculates taxes associated with deeds and mortgages.
5. Enters data and information into the appropriate computer programs.
6. Provides copies of documents to the public.
7. Collects deed and mortgage taxes.
8. Calculates and collects fees, charges as applicable for all recording and copying.
9. Runs daily reports of transactions.
10. Issues marriage licenses.
11. Records marriage license and prepares and issues marriage certificates.
12. Corrects marriage certificates.
13. Prepares, mails, or e-mails documents as required.

ESSENTIAL FUNCTION: Driver's License and Non-driver Identification Card Renewal. Follows Alabama Law Enforcement and Federal protocols to renew and replace driver's licenses and/or Non-driver Identification Cards.

1. Strictly follows Computer Security protocols and guidelines related to equipment access.
2. Renews driver licenses/identification cards.
3. Replaces driver licenses/identification cards.
4. Responds to customer questions.
5. Assists in solving problems related to driver licenses/identification cards; refers to other offices or organizations as necessary.
6. Contacts the Alabama Law Enforcement and Federal agencies as appropriate regarding driver licensing issues.
7. Verifies accuracy of information contained on driver licenses.
8. Updates information contained on driver licenses and Voter information as required.
9. Uses camera and equipment to take photographs.
10. Determines types of license and status.
11. Prepares daily and monthly reports on renewal and replacement of driver licenses.

ESSENTIAL FUNCTION: Customer Service. Provides direct customer service in a positive and professional manner.

1. Professionally and promptly greets customers, of the Probate Offices.
2. Provides excellent customer service by responding to questions and comments; providing accurate information; referring customers to other individuals or offices as necessary.
3. Responds to customer requests and questions promptly either in person, via telephone or electronic mail.
4. Considers and solves problems.
5. Answers multiline phones; transfers calls.
6. Accepts payments; writes receipts; makes copies.
7. Secures monies received.
8. Locates deeds and other records in both paper and electronic files.
9. Obtains and maintains knowledge of all functions of the Probate Recording and Licensing offices in order to assist all clerks in the development of guidelines, standards, and to relieve clerks as needed.

ESSENTIAL FUNCTION: General Office Operations. Contributes to the professional operation of the Probate Office and Licensing Department Operations.

1. Licensing Office Functions: Maintains a basic understanding of current information, insurance, and knowledge of Licensing laws and regulations and procedures.
2. Drafts letters, orders, other legal documents and performs other clerical duties as directed by the Judge of Probate.
3. Sets a professional example for other employees to follow, conducts all affairs of the office in a courteous and professional manner.
4. Strives for process improvement through use of technology and sound leadership and management principles and concepts.
5. Performs other duties as assigned by the Judge of Probate.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County and departmental policies, procedures, and guidelines.
2. *Through knowledge and understanding of state, county, and federal statutes and laws affecting probate and licensing processes and associated functions.
3. Employee must have an eye for detail and the ability to minimize errors in work functions and all documents produced or signed in the Probate Offices, especially legal documents related to case files.
4. *Employee is responsible for ensuring all Department of Revenue Accounting Guidelines and Minimum Accounting Requirements are met.

5. Knowledge of the general principles of accounting.
6. Knowledge of principles of leadership and management.
7. Knowledge of the County Probate Offices' filing system and procedures.
8. Verbal skills to effectively communicate with co-workers, elected officials, and the general public.
9. Computer skills to effectively use office management, word-processing, spreadsheet, and database programs to create documents, manage funds, etc. for effective office operations.
10. Reading skills to read, understand, and explain State acts, federal laws, and guidelines operator manuals, directives, procedures and instructions.
11. Writing skills to compose complex letters to citizens and other governmental agencies and draft court orders, decrees, and other legal documents.
12. Skills to count, reconcile and verify funds and charges, accounts, daily re-caps and monthly bank and cashbook reconciliations.
13. Ability to effectively manage time, funds, and personnel.
14. Ability to effectively lead and supervise employees to gain optimum productivity and efficiency of office operations.
15. Ability to manage a professional office and prioritize work projects for self and subordinate employees.
16. Ability to multi-task.
17. Ability to effectively organize files and work projects.
18. Ability to work independently with little or no supervision.
19. Ability to direct the work of others and ensure departmental projects and duties are accurately completed within designated and required time frames.
20. Ability to pay attention to detail when completing work and ability to work accurately with attention to detail, in an environment with frequent interruptions.
21. Ability to work independently and exercise sound judgment to make prudent decisions.
22. Ability to lift and carry moderately heavy items and boxes; ability to stand for extended periods of time while working at the probate counter.

Minimum Qualifications

1. Possesses a high school diploma or GED.
2. An associate's degree from an accredited community college is preferred.
3. A minimum of five years of professional work experience in an attorney's office, probate office, or comparable legal experience in the public sector, or any combination of education, training and experience that demonstrates the knowledge and skills commensurate with the requirements of the job.
4. Possess a current and valid driver's license and ability to drive.

5. Ability to attend courses and understand materials to obtain training, certifications, and instruct other office personnel as required.
6. Ability to work "on call" and during extended and non-traditional hours.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

COOSA COUNTY JOB DESCRIPTION

Job Title: Recording Clerk and Elections Manager

Department: Judge of Probate Office

FLSA: Grade:

Job Description Prepared: March 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Chief Clerk

Subordinate Staff: None

Other Internal Contacts: Revenue Commissioner's Office; Board of Registrars; Sheriff's Office, Circuit Clerk's Office, Emergency Management Officials, E-9-1-1 Board and Offices, County Commission Office.

External Contacts: General Public; Attorneys; Computer/IT Consultants; State Comptroller; Departments of Revenue, Human Resources, Mental Health, Veterans Administration, and Archives; Alabama Law Enforcement Agency; Secretary of State's Office, U.S. and Alabama Elected representatives; Health Facilities; Financial Institutions; State Auditors; Towns of Rockford, Goodwater, Kellyton; Local Newspaper; Other Media Sources; Abstractors; Alabama Law Institute; Circuit and District Judges' offices; District Attorney's Office, Other Law Enforcement Agencies, Other Probate Offices; Financial Institutions, Information Technology Consultants and Providers, Abstractors, Researchers, and any visitors to the Probate and Licensing offices.

Job Summary

Under the supervision of the Probate Judge and general supervision of the Chief Clerk, the employee serves as a recording, probate, and licensing clerk. Employee assists the Probate Judge in election management. Employee assists the Chief Clerk in performing financial and bookkeeping duties to include maintaining multiple accounts and checkbooks as required, accurately tracking funds, and properly disbursing funds in accordance with the Code of Alabama and other governing documents and guidelines. Employee performs Document Recording and Research Duties and Issues Licenses to include automobile, driver, hunting and fishing, etc.) At the specific direction of the Probate Judge, employee signs legal documents not prohibited by law. Employee maintains a general knowledge of all aspects of the Probate and Licensing offices. Employee maintains an extensive knowledge of recording duties to ensure compliance with Federal, Code of Alabama, Department of Archives, and other regulations and guidelines as applicable. Employee sets a professional example, conducts all affairs of the office in a courteous and professional manner, and provides positive customer service to all who enter the Probate Offices.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation. The list of essential functions is to be used as a starting point to determine essential functions for a specific position at a specific location at a specific time.

ESSENTIAL FUNCTION: Recording. Accurately records and processes items for probate filing in accordance with prescribed practices either in hardcopy or electronic filing as is appropriate.

1. Ensures strict compliance with Federal, State, and Local code, regulations, procedures, and guidelines related to the recording process.
2. Receives notices and documents of items for probate office recording.
3. Indexes all notices and documents.
4. Calculates and verifies costs associated with properties.
5. Calculates taxes associated with deeds and mortgages.
6. Enters data and information into the computer program.
7. Provides copies of documents to the public.
8. Collects deed and mortgage taxes.
9. Calculates and collects fees and charges as applicable for all recording and copying.
10. Writes and issues receipts.

11. Runs daily reports of transactions.
12. Secures funds received.
13. Operates computers, printers, cash machine, fax machines, multi-line phones, and other office machines and equipment.
14. Issues marriage licenses.
15. Records marriage license and prepares and issues marriage certificates.
16. Corrects marriage certificates.
17. Prepares, mails, or e-mails documents as required.

ESSENTIAL FUNCTION: Probate Management. Assists Chief Clerk and Judge of Probate, and in the absence of the Chief Clerk provides services and represents the Judge of Probate to the extent allowable by law.

1. Establishes a case number and docket cases.
2. Reviews documents for required items and establishes a probate file.
3. Calculates and collects filing fees in accordance with *Code of Alabama §12-19-90 and 45-19-series*.
4. Verifies accuracy and completeness of each file/case.
5. Establishes and schedules hearings; prepares docket.
6. Copies files and maintains records; secures confidential and sealed documents.
7. Updates Electronic Database with all actions in compliance with the Code of Alabama, Rules of the Court, and Rules of Evidence.
8. Responds to questions and requests; provides general information about probate procedures.
9. Maintains confidentiality.
10. Performs other duties as directed by the Judge of Probate.

ESSENTIAL FUNCTION: Audit and Finance. Assist with, and in the absence of the Chief Clerk, accurately manages fiscal matters for the Probate Office in accordance with all Department of Revenue, State Comptroller, Probate Office Policies, Procedures and Guidelines as well as generally accepted bookkeeping practices. Prepares for and participates in audits.

1. Assists with finances associated with probate and licensing offices' functions.
2. Ensures accuracy in all financial matters.
3. Conducts daily re-cap of all Probate Office actions as required.
4. Verifies accuracy of all vehicle tag, boat license, driver license, business license, conservation, mobile home, recording and all other transactions performed in the Probate and Licenses offices.
5. Accounts for funds and credits received; ensures total security of funds.
6. Reconciles, balances, and verifies all daily transactions in strict accordance with the Department of Revenue Minimum Accounting Requirements and the Coosa County Judge of Probate Policies and Procedures guidelines as required.

7. Watches/Verifies end-of-day countdown of other clerk's cash drawers.
8. Identifies and reports discrepancies to supervisors.
9. Verifies/certifies proposed void transactions (in absence of Chief Clerk and/or License Office Administrator) prior to allowing the transaction, properly documents/annotates the action.
10. Maintains electronic (and paper when required) files, records, and copies.
11. Assists with providing and maintaining records needed for reports required by the State Comptroller, Department of Revenue, and Auditors.
12. Provides records for audits and meets with auditors as directed by the Judge of Probate.
13. Conducts bookkeeping functions as required.
14. Ensures accuracy and proper coding of all transactions in the electronic cashbook.
15. Assists with maintaining accurate records of each fund.
16. Conducts bank reconciliations and monthly cashbook reconciliations as required.
17. Prepares and distributes monthly disbursements and fee declarations to comply with all deadlines as required.
18. Ensures daily bank deposits of all funds received.
19. Prepares and submits reports for the State Treasurer and other agencies as required.
20. Ensures funds are secured in the vault at the end of the day or when a bank deposit cannot be made.

ESSENTIAL FUNCTION: Driver's License and Non-driver Identification Card Renewal. Follows Alabama Law Enforcement and Federal protocols to renew and replace driver's licenses and/or Non-driver Identification Cards.

1. Strictly follows Computer Security protocols and guidelines related to equipment access.
2. Renews driver licenses/identification cards.
3. Replaces driver licenses/identification cards.
4. Responds to customer questions.
5. Assists in solving problems related to driver licenses/identification cards; refers to other offices or organizations as necessary.
6. Contacts the Alabama Law Enforcement and Federal agencies as appropriate regarding driver licensing issues.
7. Verifies accuracy of information contained on driver licenses.
8. Updates information contained on driver licenses and Voter information as required.
9. Uses camera and equipment to take photographs.
10. Determines types of license and status.
11. Accomplishes daily and monthly reports on renewal and replacement of driver licenses.

ESSENTIAL FUNCTION: Conservation and Boat Licenses. Produces reports and completes all actions to reconcile funds, reports and receipts.

1. Inputs information into the computer programs to enable correct disbursement of funds.
2. Verifies and reconciles boat-related funds/credits, receipts, and reports to ensure accuracy
3. Separates and forwards receipts with reports to meet state requirements.
4. Maintains documentation (hard copy or electronic as applicable) for audits.

ESSENTIAL FUNCTION: Elections. Performs Election duties and assists the Judge of Probate in managing all elections held in the County that fall within the purview of the Probate office.

1. Assists and supports the Judge of Probate in election functions and cycles.
2. Loads, updates, and maintains the Elections Database with current Election and Polling Officials' information.
3. Establishes, maintains, tracks election calendars to ensure all responsibilities of the Probate Offices are accomplished in a responsible and timely manner.
4. Assists Judge of Probate with established election processes in accordance with the Code of Alabama, Federal and State Election Guidelines.
5. Identifies and notifies potential poll workers of selection, job requirements, schedules, and locations of facilities.
6. Assists with election school; verifies attendance.
7. Processes pay vouchers for appointed polling officials.
8. Works to verify election results.
9. Secures documents; maintains files, and stores required historical documents/files as required by state and federal code, regulations, and guidelines.
10. Acts as Judge of Probate's representative on appointing and/or canvassing boards, teams as required by law or the Probate Judge.

ESSENTIAL FUNCTION: Customer Service. Provides services to customers, represents the Probate Offices and Coosa County in a positive manner.

1. Professionally greets customers entering the Probate Offices.
2. Provides excellent customer service by responding to questions and comments; providing accurate information; referring customers to other individuals or offices as necessary
3. Answers multi-line phones.
4. Searches for information at the request of customers; makes copies of documents to provide to customers.

5. Responds to customer requests and questions promptly either in person, via telephone or electronic mail.
6. Files and stores documents according to established processes.
7. Notarizes documents and records.

ESSENTIAL FUNCTION: Department Operations. Performs tasks to support the functions of the Probate Offices.

1. Fills in for licensing clerks as needed.
2. Maintains current information, insurance, and knowledge of licensing laws.
3. Attends classes and courses.
4. Orders, stores, maintains all office supply items to support office functions.
5. Identifies computer problems, contacts service professionals for computer repairs as required.
6. Assists with ensuring all Department of Revenue Accounting Guidelines and Minimum Accounting Requirements are met.
7. In the absence of the Chief Clerk, initially assigns case numbers, docket numbers and records court cases, calculates and collects fees for emergency and/or time sensitive cases and other probate related functions as directed by the Judge of Probate.
8. Responsible for maintaining safe, clean and organized work area.
9. Follows general office safety procedures and other safety procedures applicable to operations.
10. Responsible for developing and maintaining office guides and procedures related to duties.
11. Performs other duties as assigned by the Judge of Probate.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Thorough knowledge of County and Probate Offices' rules, regulations, policies, procedures, and guidelines.
2. *Thorough knowledge and understanding of the roles and functions and of the County Probate, Recording, and Licensing Offices.
3. *Knowledge and understanding of state, county, and federal statutes and laws affecting probate and licensing processes and associated functions.
4. Must have an eye for detail and the ability to minimize errors in work functions and all documents produced in the Probate Offices.
5. Computer skills to effectively use office management, word-processing, spreadsheet, and database programs to create documents, manage funds, etc. for effective office operations.
6. Reading skills to read, understand, and explain State acts, federal laws, and guidelines, operator manuals, directives, procedures and instructions.
7. Verbal skills to communicate effectively with supervisors, co-workers and general public.
8. Writing skills to clearly and neatly complete routine forms and records.

9. *Skills to accurately project budgets and reconcile accounts.
10. Skills to count, reconcile and verify monies, accounts, daily re-caps and monthly bank and cashbook reconciliations.
11. Skills to utilize a full array of office equipment including computers, multi-line phones, printers, and fax machines.
12. Ability to effectively manage time, funds, and personnel.
13. Ability to check for and resolve computer functioning problems.
14. Ability to lift and carry moderately heavy items and boxes.
15. Ability to work accurately with attention to detail, in an environment with frequent interruptions.
16. Ability to direct the work of others and ensure projects and duties are accurately completed within designated and required time frames.
17. Ability to assist with the management of a professional office and prioritize work projects for self and other employees.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Completion of college-level courses in office management is preferred.
3. Three years of work experience in office setting is preferred; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
4. Ability to become a Notary Public within a designated period of time.
5. Possess a current and valid driver's license and ability to drive.
6. Ability to attend courses and understand materials to complete required training or certifications; instruct other office personnel; overnight travel.
7. Ability to pass a pre-employment background check.
8. Ability to work "on call" and during extended and non-traditional hours.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

COOSA COUNTY

JOB DESCRIPTION

Job Title: License Office Administrator
Department: Judge of Probate Office/Coosa County One-Stop License Office
FLSA: Grade:
Job Description Prepared: March 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Probate Judge and Chief Clerk

Subordinate Staff: All Licensing Office Personnel

Other Internal Contacts: Revenue Commissioner's Office; Board of Registrars; Sheriff's Office, Circuit Clerk's Office, Emergency Management Officials, E-9-1-1 Office, County Commission Office.

External Contacts: General Public; Alabama Departments of Motor Vehicles, Revenue, Conservation, Health, Archives; U.S. and Alabama Elected representatives; Alabama Marine Police; Internal Revenue Service, Alabama Law Enforcement Agency (ALEA); Alabama Forestry Commission, Alabama Association of Rescue Squads; Computer/IT Consultants; State Comptroller; In and Out of State Auto Dealers; Banking/Financial Institutions; Attorneys; and any visitors to the Probate and Licensing offices.

Job Summary

Under the supervision of the Probate Judge and general supervision of the Chief Clerk, the employee provides leadership and supervision for Licensing Office personnel and strictly adheres to and enforces standards of conduct and professionalism as identified in State and Judicial ethics guidelines and as established by the Judge of Probate. Employee supervises licensing office staff, performs financial and bookkeeping duties related to the licensing office to include accurately tracking funds in accordance with the Code of Alabama and other governing documents and guidelines, and ensures that the office runs effectively and efficiently. Employee performs Records/Documents filing and retention in accordance with the Code of Alabama, Departments of Archives, Revenue, and Alabama Law Enforcement Agency. Employee maintains a thorough working knowledge of all aspects of the Licensing Office. Employee is responsible for ensuring all Department of Revenue Accounting Guidelines and Minimum Accounting Requirements as they relate to the Licensing Office are met.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation. The list of essential functions is to be used as a starting point to determine essential functions for a specific position at a specific location at a specific time.

ESSENTIAL FUNCTION: Supervision and Management. Employee supervises subordinate employees and performs management responsibilities for the effective and efficient operation of the Licensing Office. Employee ensures proper controls and security of licensing inventories (tags, paper, forms). Employee ensures security of the Licensing Office computers and controls access to the area where controlled items are stored. Employee coordinates with the Chief Clerk to schedule, employees time off to ensure adequate office coverage.

1. Supervises all License Office personnel, including delegation of job functions, time, attendance and scheduling.
2. Performs job evaluations.
3. Assigns tasks to employees.
4. Employee interviews, independently or with Probate Judge and Chief Clerk as appropriate, potential new employees and works with the Judge of Probate and Chief Clerk to hire new licensing office employees.
5. Manages daily operations of the License Office to ensure timely completion of tasks, assignments, and all office-related functions
6. Promptly responds to questions and solves problems related to office functions and subordinate workers.

7. Trains and assists License Clerks in the issuance of all types of licenses, tags, and titles issued in the licensing office.
8. Ensures staff compliance with state and locally established policies, procedures, and guidelines.
9. Employee accomplishes personnel performance appraisals on subordinate employees.
10. Indoctrinates and trains new employees.
11. Trains employees for cross-utilization between the offices when necessary to ensure adequate customer support and coverage.
12. Corrects performance; consults with the Judge of Probate and Chief Clerk as necessary.
13. Communicates with and accurately conveys information with and among the Judge and employees.
14. Ensures strict compliance with Department of Revenue Minimum Accounting Requirements.
15. Manages all funds processes related to the Licensing Office.
16. Creates, updates, and builds continuity books, help sheets, and guidelines for most functions of the job as directed by the Judge of Probate.
17. Uses technology to provide for better tracking of suspenses and tasks, effectiveness, and efficiency of the Licensing Office.
18. Helps develop computer security procedures, enforces and monitors computer security and technology protection policies and procedures.
19. Submits supply requests to Recording Clerk.
20. Ensures that computers and office equipment are functional; contacts vendors.
21. Attends meetings, training sessions, conferences, and community-related functions to represent the Probate and Licensing Offices as directed by the Judge of Probate.
22. Works with the Chief Clerk and Recording Clerk to establish and maintain Licensing Office Files Plans and office guidance; to ensure compliance with Department of Archives, other state and federal codes and guidelines.
23. Complies with Probate and Licensing Office guidelines, policies and procedures, standards of conduct, and county and office safety policies.
24. Responsible for ensuring safe office operating practices are adhered to; correcting safety deficiencies, briefing subordinates regarding safety policies and practices, reporting unsafe building/facility conditions to the Judge of Probate and the County Commission.
25. Responsible for maintaining safe, clean and organized work area and enforcing same on subordinates.
26. Keeps Probate Judge informed on operations and important/major issues pertinent to office operations.
27. Employee always strives for process improvement through use of technology and sound leadership and management concepts and principles.
28. Performs other duties as requested by the Judge of Probate.

ESSENTIAL FUNCTION: Audit and Finance. Accurately manages fiscal matters for the Licensing Office in accordance with all Department of Revenue, State Comptroller, Probate Office Policies, Procedures and Guidelines. Prepares for and participates in audits by providing documents and answering questions. Ensures the transactions and the funds/credits match daily and monthly reports as applicable.

1. Ensures accuracy in all financial matters.
2. Collects/verifies funds and receipts.
3. Verifies accuracy of all vehicle tag, boat, business license, conservation and any other transactions.
4. Audits transactions from the day and ensures tag numbers line up and proper amount of money was collected.
5. Recaps the transactions from the day and ensures money in drawer matches transactions and receipts.
6. Watches/Verifies end-of-day countdown of clerks' cash drawers.
7. Ensures Daily Recap is accomplished in strict accordance with the Department of Revenue Minimum Accounting Requirements and the Coosa County Judge of Probate Policies and Procedures guidelines.
8. Makes deposits as requested.
9. Ensures accuracy and proper coding of all transactions.
10. Verifies/certifies subordinate's proposed void transactions prior to allowing the transaction, properly documents/annotates the action.
11. In the absence of the Chief Clerk and Recording Clerk, ensures funds are secured in the vault at the end of the day or when a bank deposit cannot be made.
12. Identifies and corrects discrepancies, takes immediate action as appropriate in an attempt to prevent future discrepancies.
13. Maintains electronic (and paper when required) files, records, and copies.
14. Works with the Chief Clerk and/or Recording Clerk to correct discrepancies and takes actions to prevent future discrepancies.

ESSENTIAL FUNCTION: Titles, Automotive, Business, and Mobile Home Licenses. Employee verifies accuracy of documents presented to obtain Tags, Titles, and Licenses. Employee verifies that all required documentation in accordance with Federal and Alabama code, Department of Motor Vehicles, Department of Revenue are properly presented and stores documentation as required. Employee ensures requests for new tags, titles, licenses or renewals are fulfilled and processed correctly, timely and proper types of tags, and/or licenses are issued as applicable.

1. Issues all instruments pertaining to vehicle registration and tag renewal, title application, business licenses, mobile home licenses and collects all associated fees/taxes.
2. Verifies mandatory liability insurance reinstatement documents are proper, current, and correct.

3. Orders personalized tags; maintains online orders of personalized tags.
4. Processes mandatory liability insurance reinstatement and collects associated fees.
5. Determines the appropriate transfer of current and expired Alabama license tags.
6. Processes new business license and calculates fees for business licenses.
7. Ensures vehicle and mobile home titles are processed correctly.
8. Processes mobile home titles, refers customers to Revenue commissioner for collection of sales taxes, files documentation from Revenue Commissioner verifying sales tax was paid.
9. Ensures security of controlled tags, paper, forms and decals.
10. Maintains and controls Handicap/Disability records/placards/tags; issues placards/tags.
11. Calculates purchase price of vehicles for determining the proper collection of use tax from licensed dealer sales.
12. Calculates purchase price of a vehicle for the determining proper collection of casual sales tax.
13. Ensures proper security of all controlled inventory and assets.
14. Produces reports of transactions as applicable.

ESSENTIAL FUNCTION: Conservation and Boat Licenses. Employee receives applications for and issues hunting, fishing, and boating licenses. Employee verifies accuracy of documents presented and to obtain licenses. Employee verifies accuracy of documents presented to obtain applicable licenses. Employee verifies that all required documentation in accordance with Federal and Alabama code, Department of Conservation, Department of Fish and Game, and Department of Revenue are properly presented and stores documentation as required. Employee ensures requests for licenses or renewals are fulfilled and processed correctly, timely and proper types of tags, and/or licenses are issued as applicable.

1. Prepares and sells boat registration/renewal/license.
2. Reviews documents to ensure proper fees/taxes are collected.
3. Renews "AL" numbers and issues new decals for previous customers with boats.
4. Enters data into the computer system regarding boat purchases and licenses.
5. Provides receipts, registration/license, and boat decals to applicants.
6. Ensures customers receive proper Department of Conservation and Department of Fish and Game license.
7. Collects fees; issues receipts.
8. Reconciles and balances monies with receipts.
9. Uses the computer to generate reports on a daily and monthly basis.
10. Corrects and updates data in the computer system.
11. Ensures accuracy in the recording of data and information.

ESSENTIAL FUNCTION: Special Records. Employee maintains/archives supporting documents (hard copy or electronic as appropriate) for all special licenses, decals, placards for Department of Revenue, Department of Motor Vehicles, Department of Conservation, Auditors and/or other agencies as required.

1. Reviews/verifies Social Security Administration documentation for accuracy and completeness for Disabled Fishing License before issuing license; files documentation as required.
2. Reviews/verifies Veterans Administration documentation to ensure eligibility for Military Appreciation Disabled License before issuing license; files documentation as required.
3. Reviews/verifies school documents, another state's documents, student identification, and/or other documentation for accuracy and completeness for Student Conservation License before issuing license; files documentation as required.
4. Reviews/verifies, birth certificates, Social Security Administration Account card, parent's proof of residency, parent's driver license accuracy and completeness for Lifetime Conservation License for individuals under the age of 16 years before issuing license; files documentation as required.
5. Reviews/verifies physician's documentation to ensure applicant's eligibility for Handicap Placard and/or Disabled License Plate before issuing the placard and/or license plate; files documentation as required.

ESSENTIAL FUNCTION: Customer Service. Provides direct customer service in a prompt, positive and professional manner.

1. Professionally greets customers of the Licensing and Probate offices.
2. Provides excellent customer service by responding to questions and comments; providing accurate information; referring customers to other individuals or offices as necessary.
3. Responds to customer requests and questions promptly either in person, via telephone or electronic mail.
4. Considers and solves problems.
5. Answers multiline phones; transfers calls.
6. Accepts payments; issues receipts; makes copies.
7. Obtains and maintains knowledge of all functions of the Licensing Office in order to create and assist clerks in the development of guidelines, standards as needed.

ESSENTIAL FUNCTION: Inventory. Employee maintains office and tag inventory and ensures motor vehicle displays and inventory match current state designs and requirements.

1. Orders licensing supplies from the State
2. Receipts for licensing supplies when received in accordance with Department of Revenue and other state directives/guidelines.
3. Ensures boating decal inventory is correct and properly secured.
4. Receives inventory from state.
5. Ensures all packaging is correct, box numbers are correct and properly accounted, and inventory is accurate.
6. If discrepancies exist between the order and delivery, immediately coordinates with applicable state agencies to resolve issues.
7. Updates inventory in computers (state and office databases) as applicable and properly organizes and secures inventory.
8. Boxes outdated/rescinded license plates, places in secure storage, updates Database, and maintains items for audit purposes.
9. Maintains inventory of all general office supplies and equipment related to the licensing office.
10. Ensures license plate displays match the current license plates available and in inventory
11. Ensures limited access to area and strict security/accountability for all controlled licensing inventory/products.

ESSENTIAL FUNCTION: Department Operations. Performs tasks to support the functions of the Probate Offices.

1. Employee drafts letters and other documents and performs other clerical duties as directed by the Judge of Probate.
2. Employee sets a professional example for other employees to follow, conducts all affairs of the office in a courteous and professional manner, and provides positive customer service to all.
3. Employee follows and enforces general office safety procedures and other safety procedures applicable to operations.
4. Employee must have an eye for detail and the ability to minimize errors in work functions and all documents produced.
5. Performs other duties as assigned by the Judge of Probate.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County rules, regulations, policies and procedures.
2. *Knowledge of County road and bridge systems.
3. *Knowledge of Alabama state laws pertaining to licensing, registration, and titling.
4. *Knowledge of County tax districts.

5. *Knowledge of Soldiers and Sailors Civil Relief Act as it applies to Office operations.
6. *Knowledge of basic immigration laws as they apply to Office operations.
7. *Knowledge of the Mandatory Liability Insurance law as it applies to Office operations.
8. Knowledge of general office procedures and filing systems.
9. Knowledge of basic bookkeeping/accounting procedures.
10. Knowledge of safety rules including accident causation and prevention.
11. Reading skills to comprehend laws, directives, procedures and instructions.
12. Verbal skills to communicate effectively with supervisor, co-workers, and public in person or over the telephone.
13. Writing skills to clearly and neatly complete routine forms records, and notes using correct English, grammar, punctuation, and spelling.
14. Math skills to perform basic accounting calculations and collect taxes.
15. Bookkeeping skills to handle multiple accounts.
16. *Ability to supervise others and provide clear instructions.
17. Ability to efficiently organize and manage daily office operations.
18. Ability to operate standard office equipment (computers, fax machines, copiers, etc.).
19. Ability to use computers and office productivity software (spreadsheets, word processing, etc.).
20. Ability to effectively manage time, funds, and personnel to obtain maximum productivity and operations.
21. Ability to keep records and make accurate reports.
22. Ability to handle money, checks, and credit card receipts.
23. Ability to use a multiline telephone.
24. Ability to explain laws and rules to customers.
25. Ability to deal with all contacts in a courteous and patient manner.
26. Ability to work under stressful and time constraint situations.
27. Ability to develop and accomplish goals and objectives as needed to accomplish work assignments.
28. Ability to work independently with a minimum of supervision.
29. Ability to readily learn new processes and procedures.
30. Ability multi-task; organize and prioritize responsibilities.
31. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Some college education preferred.
3. Two years of work experience as a clerk; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
4. Possess a current, valid driver's license.
5. Ability to be bonded.
6. Ability to become a notary.
7. Ability to attend continuing education courses.
8. Ability to maintain County insurability.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

COOSA COUNTY JOB DESCRIPTION

Job Title: License Office Administrator Assistant Clerk
Department: Judge of Probate Office/Coosa County One-Stop License Office
FLSA: Grade:
Job Description Prepared: March 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Licensing Administrator and Chief Clerk
Subordinate Staff: None
Other Internal Contacts: Revenue Commissioner's Office; Board of Registrars; Sheriff's Office, Circuit Clerk's Office, Emergency Management Officials, E-9-1-1 Office, County Commission Office.
External Contacts: General Public; Alabama Departments of Motor Vehicles, Revenue, Conservation, Health, Archives; U.S. and Alabama Elected representatives; Alabama Marine Police; Internal Revenue Service, Alabama Law Enforcement Agency (ALEA); Alabama Forestry Commission, Alabama Association of Rescue Squads; Computer/IT Consultants; State Comptroller; In and Out of State Auto Dealers; Banking/Financial Institutions; Attorneys; and any visitors to the Probate and Licensing offices.

Job Summary

Under the direct supervision of the License Office Administrator and general supervision of the Chief Clerk, the employee strictly adheres to standards of conduct and professionalism as identified in State and Judicial ethics guidelines and as established by the Judge of Probate. In the absence of the License Office Administrator, employee works with the Chief Clerk to perform financial and bookkeeping duties related to the licensing office to include accurately tracking funds in accordance with the Code of Alabama and other governing documents and guidelines, and to ensure the office runs effectively and efficiently. Employee assist License Office Administrator in performing Records/Documents filing and retention in accordance with the Code of Alabama, Departments of Archives, Revenue, and Alabama Law Enforcement Agency. Employee maintains a thorough working knowledge of all aspects of the Licensing Office. In the absence of the License Office Administrator and in concert with the Chief Clerk, employee is responsible for ensuring all Department of Revenue Accounting Guidelines and Minimum Accounting Requirements as they relate to the Licensing Office are met.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation. The list of essential functions is to be used as a starting point to determine essential functions for a specific position at a specific location at a specific time.

ESSENTIAL FUNCTION: Audit and Finance. Follows Department of Revenue, State Comptroller, Probate Office Policies, Procedures and Guidelines as related to financial responsibilities. Assists with preparation for and participates in audits by providing documents and answering questions. Ensures the transactions and the funds/credits match daily recap sheets and monthly reports as applicable.

1. Ensures accuracy in all financial matters.
2. Collects/verifies funds and receipts.
3. Ensures accuracy of funds collected for all vehicle, boat, business license, mobile home, and conservation licenses and other Licensing Office transactions.
4. Orders personalized tags; maintains online orders of personalized tags.
5. Recaps the transactions from the day and ensures funds in drawer matches transactions and receipts.
6. Verifies end-of-day cash drawers and reports match.
7. Accomplishes Daily Recap in strict accordance with the Department of Revenue Minimum Accounting Requirements and the Coosa County Judge of Probate Policies and Procedures guidelines.
8. Makes deposits as requested.

9. Ensures accuracy and proper coding of all transactions.
10. Identifies and corrects discrepancies, takes immediate action as appropriate in an attempt to prevent future discrepancies.
11. Requests supervisor to verify/certify proposed void transactions prior to completing the "Void" transaction, properly documents/annotates the action appropriately.
12. Maintains electronic (and paper when required) files, records, and copies.
13. Works with the Licensing Administrator or Chief Clerk to correct discrepancies and takes actions to prevent future discrepancies.

In the absence of the License Office Administrator: Works with the Chief Clerk to accurately manage fiscal matters for the Licensing Office in accordance with all Department of Revenue, State Comptroller, Probate Office Policies, Procedures and Guidelines. Prepares for and participates in audits by providing documents and answering questions. Ensures the transactions and the funds/credits match daily and monthly reports as applicable.

14. Verifies/certifies proposed void transactions prior to allowing the transaction, properly documents/annotates the action.
15. Ensures funds are secured in the vault at the end of the day or when a bank deposit cannot be made.
16. Identifies discrepancies, informs supervisors, and takes immediate action as appropriate in an attempt to prevent future discrepancies.
17. Maintains electronic (and paper when required) files, records, and copies.
18. Works with the Chief Clerk or Probate Judge to correct discrepancies, and takes actions to prevent future discrepancies.
19. Assists with managing all funds processes related to the Licensing Office.
20. Verifies/certifies subordinate's proposed void transactions prior to allowing the transaction, properly documents/annotates the action.

ESSENTIAL FUNCTION: Titles, Automotive, Business, and Mobile Home Licenses. Employee verifies accuracy of documents presented to obtain Tags, Titles, and Licenses. Employee verifies that all required documentation in accordance with Federal and Alabama code, Department of Motor Vehicles, Department of Revenue are properly presented and stores documentation as required. Employee ensures requests for new tags, titles, licenses or renewals are fulfilled and processed correctly, timely and proper types of tags, and/or licenses are issued as applicable.

1. Issues all instruments pertaining to vehicle registration and tag renewal, title application, business licenses, mobile home licenses and collects all associated fees/taxes.
2. Verifies mandatory liability insurance reinstatement documents are proper, current, and correct.
3. Orders personalized tags; maintains online orders of personalized tags.

4. Processes mandatory liability insurance reinstatement and collects associated fees.
5. Determines the appropriate transfer of current and expired Alabama license tags.
6. Processes new business license and calculates fees for business licenses.
7. Ensures vehicle and mobile home titles are processed correctly.
8. Processes mobile home titles, refers customers to Revenue commissioner for collection of sales taxes, files documentation from Revenue Commissioner verifying sales tax was paid.
9. Ensures security of controlled tags, paper, forms and decals.
10. Maintains and controls Handicap/Disability records/placards/tags; issues placards/tags.
11. Calculates purchase price of vehicles for determining the proper collection of use tax from licensed dealer sales.
12. Calculates purchase price of a vehicle for the determining proper collection of casual sales tax.
13. Ensures proper security of all controlled inventory and assets.
14. Produces reports of transactions as applicable.

ESSENTIAL FUNCTION: Conservation and Boat Licenses. Employee receives applications for and issues hunting, fishing, and boating licenses. Employee verifies accuracy of documents presented and to obtain licenses. Employee verifies accuracy of documents presented to obtain applicable licenses. Employee verifies that all required documentation in accordance with Federal and Alabama code, Department of Conservation, Department of Fish and Game, and Department of Revenue are properly presented and stores documentation as required. Employee ensures requests for licenses or renewals are fulfilled and processed correctly, timely and proper types of tags, and/or licenses are issued as applicable.

1. Prepares and sells boat registration/renewal/license.
2. Reviews documents to ensure proper fees/taxes are collected.
3. Renews "AL" numbers and issues new decals for previous customers with boats.
4. Enters data into the computer system regarding boat purchases and licenses.
5. Provides receipts, registration/license, and boat decals to applicants.
6. Ensures customers receive proper Department of Conservation and Department of Fish and Game license.
7. Collects fees; issues receipts.
8. Reconciles and balances monies with receipts.
9. Uses the computer to generate reports on a daily and monthly basis.
10. Corrects and updates data in the computer system.
11. Ensures accuracy in the recording of data and information.

ESSENTIAL FUNCTION: Special Records. Employee maintains/archives supporting documents (hard copy or electronic as appropriate) for all special licenses, decals, placards for Department of Revenue, Department of Motor Vehicles, Department of Conservation, Auditors and/or other agencies as required.

1. Reviews/verifies Social Security Administration documentation for accuracy and completeness for Disabled Fishing License before issuing license; files documentation as required.
2. Reviews/verifies Veterans Administration documentation to ensure eligibility for Military Appreciation Disabled License before issuing license; files documentation as required.
3. Reviews/verifies school documents, another state's documents, student identification, and/or other documentation for accuracy and completeness for Student Conservation License before issuing license; files documentation as required.
4. Reviews/verifies, birth certificates, Social Security Administration Account card, parent's proof of residency, parent's driver license accuracy and completeness for Lifetime Conservation License for individuals under the age of 16 years before issuing license; files documentation as required.
5. Reviews/verifies physician's documentation to ensure applicant's eligibility for Handicap Placard and/or Disabled License Plate before issuing the placard and/or license plate; files documentation as required.

ESSENTIAL FUNCTION: Customer Service. Provides direct customer service in a prompt, positive and professional manner.

1. Professionally greets customers, of the Licensing Office.
2. Provides excellent customer service by responding to questions and comments; providing accurate information; referring customers to other individuals or offices as necessary.
3. Responds to customer requests and questions promptly either in person, via telephone or electronic mail.
4. Considers and solves problems.
5. Answers multiline phones; transfers calls.
6. Accepts payments; issues receipts; makes copies.
7. Obtains and maintains knowledge of all functions of the Licensing Office in order to create and assist clerks in the development of guidelines, standards as needed.

ESSENTIAL FUNCTION: Inventory. Employee maintains office and tag inventory and ensures motor vehicle displays and inventory match current state designs and requirements.

1. Assists Licensing Administrator with licensing orders and supplies.
2. Helps ensure boating decal inventory is correct and properly secured.

3. Helps ensure all packaging is correct, box numbers are correct and properly accounted, and inventory is accurate.
4. If discrepancies are discovered, immediately brings to the attention of the Licensing Administrator or supervisor.
5. Assists with boxing, securing, and storing outdated/rescinded license plates for audit purposes.
6. Helps ensure limited access to area and security of controlled licensing inventory/products and general office products.

In the Absence of the License Administrator:

7. Orders licensing supplies from the State.
8. Receipts for licensing supplies when received in accordance with Department of Revenue and other state directives/guidelines.
9. Ensures boating decal inventory is correct and properly secured.
10. Receives inventory from state.
11. Ensures all packaging is correct, box numbers are correct and properly accounted, and inventory is accurate.
12. If discrepancies exist between the order and delivery, immediately coordinates with applicable state agencies to resolve issues.
13. Updates inventory in computers (state and office databases) as applicable and properly organizes and secures inventory.
14. Boxes outdated/rescinded license plates, places in secure storage, updates Database, and maintains items for audit purposes.
15. Maintains inventory of all general office supplies and equipment related to the licensing office.
16. Ensures license plate displays match the current license plates available and in inventory.
17. Ensures limited access to area and strict security/accountability for all controlled licensing inventory/products.

ESSENTIAL FUNCTION: Department Operations. Performs tasks to support the functions of the Probate Offices.

1. Maintains a clean, safe and organized work area.
2. Complies with computer security guidelines.
3. Complies with Probate and Licensing Office guidelines, policies and procedures, standards of conduct, and county and office safety policies.
4. Assist with creating, updating, and building continuity books, help sheets, and guidelines for Licensing Office functions as directed by the License Office Administrator and Judge of Probate
5. Maintains filing systems.
6. Sends faxes.
7. Provides notary service.
8. Receives and processes mail.
9. Processes mail outs.

10. Ensures mail is returned if there are errors.
11. Performs other clerical duties as required.
12. Performs other duties as assigned by the Judge of Probate or License Office Administrator.

Knowledge, Skills and Abilities
(* Can be acquired on the job)

1. *Knowledge of County rules, regulations, policies and procedures.
2. *Knowledge of County road and bridge systems.
3. *Knowledge of Alabama state laws pertaining to licensing, registration, and titling.
4. *Knowledge of County tax districts.
5. *Knowledge of Soldiers and Sailors Civil Relief Act as it applies to Office operations.
6. *Knowledge of basic immigration laws as they apply to Office operations.
7. *Knowledge of the Mandatory Liability Insurance law as it applies to Office operations.
8. Must have an eye for detail and the ability to minimize errors in work functions and all documents produced.
9. Knowledge of general office procedures and filing systems.
10. Knowledge of basic bookkeeping/accounting procedures.
11. Knowledge of safety rules including accident causation and prevention.
12. Reading skills to comprehend laws, directives, procedures and instructions.
13. Verbal skills to communicate effectively with supervisor, co-workers, and public in person or over the telephone.
14. Writing skills to clearly and neatly complete routine forms records, and notes using correct English, grammar, punctuation, and spelling.
15. Math skills to perform basic accounting calculations and collect taxes.
16. Bookkeeping skills to handle multiple accounts.
17. *Ability to supervise others and provide clear instructions.
18. Ability to efficiently organize and manage daily office operations.
19. Ability to operate standard office equipment (computers, fax machines, copiers, etc.).
20. Ability to use computers and office productivity software (spreadsheets, word processing, etc.).
21. Ability to keep records and make accurate reports.
22. Ability to handle money, checks, and credit card receipts.
23. Ability to use a multiline telephone.
24. Ability to explain laws and rules to customers.
25. Ability to deal with all contacts in a courteous and patient manner.
26. Ability to work under stressful and time constraint situations.
27. Ability to develop and accomplish goals and objectives as needed to accomplish work assignments.
28. Ability to work independently with a minimum of supervision.

29. Ability to readily learn new processes and procedures.
30. Ability multi-task; organize and prioritize responsibilities.
31. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Some college education preferred.
3. Two years of work experience as a clerk; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
4. Possess a current, valid driver's license.
5. Ability to be bonded.
6. Ability to become a notary.
7. Ability to attend continuing education courses.
8. Ability to maintain County insurability.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

COOSA COUNTY JOB DESCRIPTION

Job Title: Licensing Clerk

Department: Judge of Probate Office/Coosa County One-Stop License Office

FLSA:

Grade:

Job Description Prepared: March 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: License Office Administrator

Subordinate Staff: None

Other Internal Contacts: Revenue Commissioner's Office; Board of Registrars; Sheriff's Office, Circuit Clerk's Office, Emergency Management Officials, E-9-1-1 Office, County Commission Office.

External Contacts: General Public; Alabama Departments of Motor Vehicles, Revenue, Conservation, Health, Archives; U.S. and Alabama Elected representatives; Alabama Marine Police; Internal Revenue Service, Alabama Law Enforcement Agency (ALEA); Alabama Forestry Commission, Alabama Association of Rescue Squads; Computer/IT Consultants; State Comptroller; In and Out of State Auto Dealers; Banking/Financial Institutions; visitors to the Probate and Licensing offices.

Job Summary

Under the direct supervision of the License Office Administrator and general supervision of the Probate Judge and Chief Clerk, the employee performs duties related to the successful operation of the Licensing Office. The employee strictly adheres to standards of conduct and professionalism as identified in State and Judicial ethics guidelines and as established by the Judge of Probate. The employee processes, issues, and renews licenses for vehicles, boats, mobile homes, businesses, and Department of Conservation. Employee maintains a working knowledge of most aspects of the Licensing Office. The employee handles mail-outs and interacts with customers. The employee prepares and issues receipts. The employee balances cash drawers and accomplishes daily recaps. Employee performs Records/Documents filing as applicable. Employee sets a professional example, conducts all affairs of the office in a courteous and professional manner, and provides positive customer service to all. The employee also assists with daily office operations and assists with maintaining the inventories of the Licensing Office. Produces reports of transactions as applicable. Occasionally, the employee may be required to perform administrative functions in the Probate and Recording office.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation. The list of essential functions is to be used as a starting point to determine essential functions for a specific position at a specific location at a specific time.

ESSENTIAL FUNCTION: Titles, Automotive, Business, and Mobile Home Licenses. Employee verifies accuracy of documents presented to obtain Tags, Titles, and Licenses. Employee verifies that all required documentation in accordance with Federal and Alabama code, Department of Motor Vehicles, and Department of Revenue are properly presented and stores/files documentation as required. Employee ensures requests for new tags, titles, licenses or renewals are fulfilled and processed correctly, timely and proper types of tags, and/or licenses are issued as applicable.

1. Issues all instruments pertaining to vehicle registration and tag renewal, title application, business licenses, mobile home licenses and collects all associated fees/taxes.
2. Verifies mandatory liability insurance reinstatement documents are proper, current, and correct.
3. Processes mandatory liability insurance reinstatement and collects associated fees.
4. Orders personalized tags; maintains online orders of personalized tags.

5. Determines the appropriate transfer of current and expired Alabama license tags.
6. Processes new business license and calculates fees for business licenses.
7. Ensures vehicle and mobile home titles are processed correctly.
8. Processes mobile home titles, refers customers to Revenue commissioner for collection of sales taxes, files documentation from Revenue Commissioner verifying sales tax was paid.
9. Ensures security of controlled tags, paper, forms, and decals.
10. Maintains Handicap/Disability records/placards/tags; issues placards/tags.
11. Calculates purchase price of vehicles for determining the proper collection of use tax from licensed dealer sales.
12. Calculates purchase price of a vehicle for the determining proper collection of casual sales tax.
13. Ensures proper security of all controlled inventory and assets.
14. Produces reports of transactions as applicable.

ESSENTIAL FUNCTION: Conservation and Boat Licenses. Employee receives applications for and issues hunting, fishing, and boating licenses. Employee verifies accuracy of documents presented and to obtain licenses. Employee verifies accuracy of documents presented to obtain applicable licenses. Employee verifies that all required documentation in accordance with Federal and Alabama code, Department of Conservation, Department of Fish and Game, and Department of Revenue are properly presented and stores documentation as required. Employee ensures requests for licenses or renewals are fulfilled and processed correctly, timely and proper types of tags, and/or licenses are issued as applicable.

1. Prepares and sells boat registration/renewal/license.
2. Reviews documents to ensure proper fees/taxes are collected.
3. Renews "AL" numbers and issues new decals for previous customers with boats.
4. Enters data into the computer system regarding boat purchases and licenses.
5. Provides receipts, registration/license, and boat decals to applicants.
6. Ensures customers receive proper Department of Conservation and Department of Fish and Game license.
7. Collects fees; writes receipts.
8. Reconciles and balances monies with receipts.
9. Uses the computer to generate reports on a daily and monthly basis.
10. Corrects and updates data in the computer system.
11. Ensures accuracy in the recording of data and information.

ESSENTIAL FUNCTION: Special Records. Employee maintains/archives supporting documents (hard copy or electronic as appropriate) for all special licenses, decals, placards for Department of Revenue, Department of Motor Vehicles, Department of Conservation, Auditors and/or other agencies as required.

1. Reviews/verifies Social Security Administration documentation for accuracy and completeness for Disabled Fishing License before issuing license; files documentation as required.
2. Reviews/verifies Veterans Administration documentation to ensure eligibility for Military Appreciation Disabled License before issuing license; files documentation as required.
3. Reviews/verifies school documents, another state's documents, student identification, and/or other documentation for accuracy and completeness for Student Conservation License before issuing license; files documentation as required.
4. Reviews/verifies, birth certificates, Social Security Administration Account card, parent's proof of residency, parent's driver license accuracy and completeness for Lifetime Conservation License for individuals under the age of 16 years before issuing license; files documentation as required.
5. Reviews/verifies physician's documentation to ensure applicant's eligibility for Handicap Placard and/or Disabled License Plate before issuing the placard and/or license plate; files documentation as required.

ESSENTIAL FUNCTION: Customer Service. Provides direct customer service in a prompt, positive, and professional manner.

1. Professionally greets customers of the Licensing Office.
2. Provides excellent customer service by responding to questions and comments; providing accurate information; referring customers to other individuals or offices as necessary.
3. Responds to customer requests and questions promptly either in person, via telephone or electronic mail.
4. Considers and solves problems.
5. Answers multiline phones; transfers calls.
6. Accepts payments; issues receipts; makes copies.
7. Obtains and maintains knowledge of Licensing Office functions in order to properly service customers.

ESSENTIAL FUNCTION: Audit and Finance. Follows Department of Revenue, State Comptroller, Probate Office Policies, Procedures and Guidelines as related to financial responsibilities. Assists with preparation for and participates in audits by providing documents and answering questions. Ensures the transactions and the funds/credits match daily recap sheets and monthly reports as applicable.

1. Ensures accuracy in all financial matters.
2. Collects/verifies funds and receipts.
3. Ensures accuracy of funds collected for all vehicle, boat, business license, mobile home, and conservation licenses and other Licensing Office transactions.
4. Recaps the transactions from the day and ensures funds in drawer matches transactions and receipts.
5. Verifies end-of-day cash drawers and reports match.
6. Accomplishes Daily Recap in strict accordance with the Department of Revenue Minimum Accounting Requirements and the Coosa County Judge of Probate Policies and Procedures guidelines.
7. Makes deposits as requested.
8. Ensures accuracy and proper coding of all transactions.
9. Identifies and corrects discrepancies, takes immediate action as appropriate in an attempt to prevent future discrepancies.
10. Requests supervisor to verify/certify proposed void transactions prior to completing the "Void" transaction, properly documents/annotates the action appropriately.
11. Maintains electronic (and paper when required) files, records, and copies.
12. Works with the Licensing Administrator or Chief Clerk to correct discrepancies and takes actions to prevent future discrepancies.

ESSENTIAL FUNCTION: Inventory. Employee helps maintain general office and tag inventory and assists with ensuring motor vehicle displays and inventory match current state designs and requirements.

1. Assist Licensing Administrator with licensing orders and supplies.
2. Helps ensure boating decal inventory is correct and properly secured.
3. Helps ensure all packaging is correct, box numbers are correct and properly accounted, and inventory is accurate.
4. If discrepancies are discovered, immediately brings to the attention of the Licensing Administrator or supervisor.
5. Assists with boxing, securing, and storing outdated/rescinded license plates for audit purposes.
6. Helps ensure limited access to area and security of controlled licensing inventory/products and general office products.

ESSENTIAL FUNCTION: General Office Responsibilities. The employee ensures operations of the office are maintained.

1. Maintains a clean, safe and organized work area.
2. Complies with computer security guidelines.
3. Complies with Probate and Licensing Office guidelines, policies and procedures, standards of conduct, and county and office safety policies.
4. Maintains filing system.
5. Sends faxes.
6. Provides notary service.
7. Receives mail.
8. Processes mail outs.
9. Ensures mail is returned if there are errors.
10. Performs other duties as assigned by the Judge of Probate.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County rules, regulations, policies and procedures.
2. *Knowledge of County road and bridge systems.
3. *Knowledge of Alabama state laws pertaining to licensing, registration, and titling.
4. *Knowledge of County tax districts.
5. *Knowledge of Soldiers and Sailors Civil Relief Act as it applies to Office operations.
6. *Knowledge of basic immigration laws as they apply to Office operations.
7. *Knowledge of the Mandatory Liability Insurance law as it applies to Office operations.
8. Must have an eye for detail and the ability to minimize errors in work functions and all documents produced.
9. *Knowledge of general office procedures and filing systems.
10. Knowledge of safety rules including accident causation and prevention.
11. Reading skills to comprehend laws, directives, procedures and instructions.
12. Verbal skills to communicate effectively with supervisor, co-workers, and the public in person or over the telephone.
13. Writing skills to clearly and neatly complete routine forms records, and notes using correct English, grammar, punctuation, and spelling.
14. Math skills to perform basic accounting calculations and collect taxes.
15. Ability to efficiently organize and manage daily functions of the job.
16. Ability to operate standard office equipment (computers, fax machines, copiers, etc.).
17. Ability to use/learn to use computers and office productivity software (spreadsheets, word processing, etc.).
18. Ability to keep records and make accurate reports.
19. Ability to handle money, checks, and credit card receipts.

20. Ability to use a multiline telephone.
21. Ability to explain laws and rules to customers.
22. Ability to deal with all contacts in a courteous and patient manner.
23. Ability to work under stressful and time constraint situations.
24. Ability to develop and accomplish goals and objectives as needed to accomplish work assignments.
25. Ability to work with a minimum of supervision.
26. Ability to readily learn new processes and procedures.
27. Ability multi-task; organize and prioritize responsibilities.
28. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Some college is preferred.
3. Work experience having direct public contact.
4. One year of work experience with cash transactions and reconciling a cash drawer.
5. Two years of work experience with computers in an office environment; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
6. Possess a current and valid driver's license.
7. Ability to maintain non-standard hours if needed.
8. Ability to travel.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

DISCUSSION OF COUNTY BOARD OF EQUALIZATION APPOINTMENTS DUE IN JUNE COMMISSION MEETING.

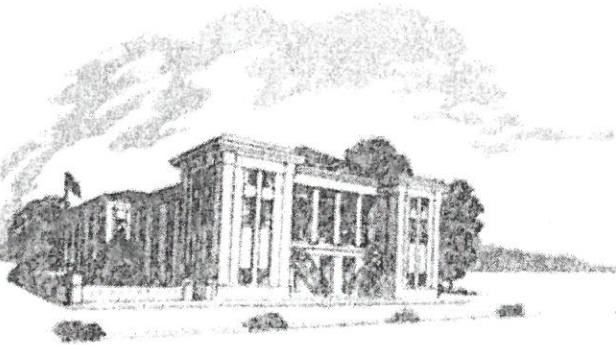
MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY BERTHA K. MCELRATH THE APPROVAL OF ADDING DEFINITION OF SICK LEAVE TO COUNTY POLICY.
UNANIMOUSLY APPROVED

Approved by the Coosa County Commission and Added to Leave Policy on 5/14/2019

Definition of "Sick Leave"

Sick leave is hereby defined to mean the absence from duty of an employee because of: (1) illness; (2) bodily injury not incurred in line of duty, or bodily injury or occupational illness incurred in line of duty; (3) attendance upon members of the immediate family whose illness requires the care of such employee; (4) death in the immediate family of the employee. Immediate family is hereby defined to include spouse, children as defined by the Family and Medical Leave Act, grandchildren, parents or grandparents, sister or brother, mother-in-law, father-in-law, daughter-in-law and son-in-law. Where unusually strong personal ties exist, due to an employee having been supported or educated by a person of some relationship other than those listed, this relationship may be recognized for leave purposes. In each such case, the employee concerned shall file with his appointing authority a written statement of the circumstances which justify an exception to the general rule.

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY RONNIE JOINER THE APPROVAL TO DECLARE EMA INVENTORY #700176 & #700179 AS OBSOLETE AND TO OFFICIALLY TRANSFER #700415 AND #700422 IDENTIFIED AGENCIES.
UNANIMOUSLY APPROVED



Coosa County Commission

Post Office Box 10
ROCKFORD, ALABAMA 35136-0010

BRIDGET H. GRAHAM, CPA, CGMA
ADMINISTRATOR
PHONE (256) 377-1350
FAX (256) 377-2524

DISTRICT 1
RANDALL DUNHAM

DISTRICT 2
BERTHA KELLY
VICE CHAIRMAN

DISTRICT 3
UNZELL KELLEY

DISTRICT 4
RONNIE JOINER

DISTRICT 5
TODD J. ADAMS
CHAIRMAN

May 14, 2019

To: Coosa County Commissioners

Subject: Inventory Adjustments – EMA

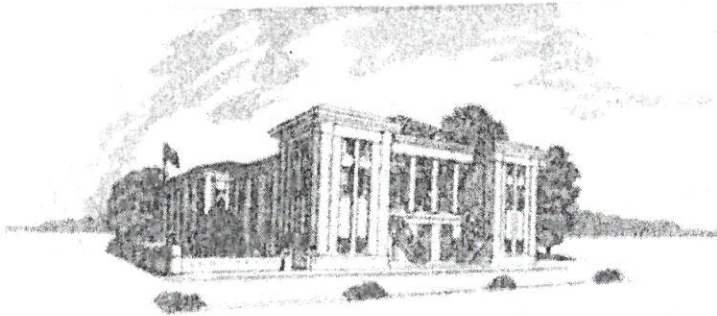
700176	19" Monitor	Obsolete/Destroy
700179	Office Jet J6480	Obsolete and has been replaced
700415	Alert Warning System	Owned by Stewartville VFD/Rem frm Inv.
700422	3-M Series AED Difibulators to Be used by Volunteer Fire Depts. Pd by Homeland Security Grants	See AED Transfer Agreements -- Remove from I Inventory

Thank you,

Terri Hale, EMA Director

3388

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY BERTHA MCELRATH THE
APPROVAL TO DECLARE ROCKFORD SENIOR CENTER INVENTORY AS OBSOLETE AND / OR
TRANSFERRED #400078, #400079, #400088, #400093, #600145, #700584, #700587.
UNANIMOUSLY APPROVED



Coosa County Commission

Post Office Box 10
ROCKFORD, ALABAMA 35136-0010

BRIDGET H. GRAHAM, CPA, CGMA
ADMINISTRATOR
PHONE (256) 377-1350
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VICE CHAIRMAN

DISTRICT 3
UNZELL KELLEY

DISTRICT 4
RONNIE JOINER

DISTRICT 5
TODD J. ADAMS
CHAIRMAN

May 14, 2019

To: Coosa County Commissioners

Subject: Inventory Adjustments

Please adjust the Rockford Nutrition Center inventory:

Asset #	Item	Explanation
400078	2 Food Carriers	Sent back to Valley/Remove from Inventory
400079	Tea Dispenser	Sent back to Valley/Remove from Inventory
400088	Brown Couch	Junk/Has been Replaced with Donated Couch
400093	Hot Box Warmer	Sent back to Valley Foods
600145	5 folding tables	1 is broken/declare junk and dispose/adjust description
700584	Dell Copier, Printer, Scanner	Broken and replaced by asset # 700956/Remove fr inv
700587	Emerson Microwave	Broken and replaced with a Hamilton Beach/Rem fr inv

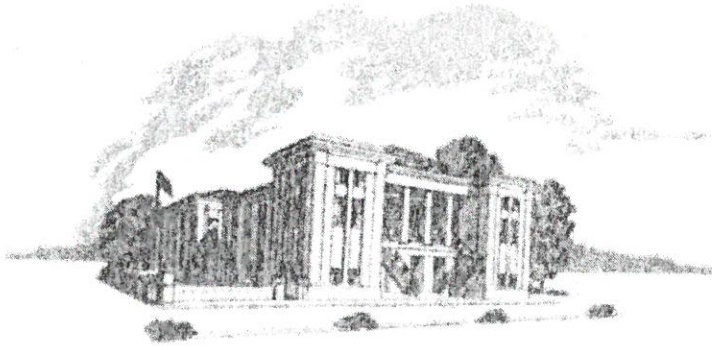
Thank you,

Brenda Oden

Rockford Senior Center Manager

A handwritten signature in cursive script that reads "Brenda Oden".

APPROVAL TO DECLARE THE FOLLOWING PROBATE OFFICE ITEMS AS OBSOLETE AND REMOVE **3389**
FROM INVENTORY #500032, #500061, #500062, #500090, #700093, #700392.
UNANIMOUSLY APPROVED



Coosa County Commission

Post Office Box 10
ROCKFORD, ALABAMA 35136-0010

BRIDGET H. GRAHAM, CPA, CGMA
ADMINISTRATOR
PHONE (256) 377-1350
FAX (256) 377-2524

DISTRICT 1
RANDALL DUNHAM

DISTRICT 2
BERTHA KELLY
VICE CHAIRMAN

DISTRICT 3
UNZELL KELLEY

DISTRICT 4
RONNIE JOINER

DISTRICT 5
TODD J. ADAMS
CHAIRMAN

May 14, 2019

To: Coosa County Commissioners

Subject: Inventory Adjustments -- Probate Office

500032	IBM Wheel writer Typewriter	Obsolete/Broken
500061	Sharp Cash Register	Broken
500062	Canon Calculator	Broken
500090	Hewlett Packard Fax Machine	Broken
700093	Quad Core Xeon Processor Server	Broken
700392	Berber Mat	Obsolete/Remove from Inventory

Thank you,

Richard Dean, Probate Judge

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY UNZELL KELLEY THE APPROVAL OF PARTICIPATION IN THE "BACK TO SCHOOL" SALES TAX HOLIDAY IN JULY FROM THE 19TH-21ST, 2019. UNANIMOUSLY APPROVED



State of Alabama Department of Revenue

(www.revenue.alabama.gov)
50 North Ripley Street
Montgomery, Alabama 36132

March 7, 2019

2019 "Back-to-School" Sales Tax Holiday July 19-21, 2019

Deadline to notify ADOR: June 19, 2019

The 2019 "Back-to-School" Sales Tax Holiday begins at 12:01 a.m. on Friday, July 19, 2019, and ends at twelve midnight on Sunday, July 21, 2019. As required by Rule 810-6-3-.65, a participating county or municipality shall submit a certified copy of their adopted resolution or ordinance providing for the Sales Tax Holiday, and any subsequent amendments thereof, to the Alabama Department of Revenue before June 19, 2019. The Department will compile this information into a list of all counties and municipalities participating in the "Back-to-School" Sales Tax Holiday and issue a current publication of the list on its website at: <https://revenue.alabama.gov/sales-use/sales-tax-holidays/>. Notification of participation in the sales tax holiday may not be included in the published list if received after June 19, 2019.

Retail businesses and the public need to know whether or not your locality will participate in the 2019 "Back-to-School" Sales Tax Holiday. Please put it on your calendar to discuss and vote on this matter soon and notify the ADOR of the decision.

IMPORTANT

RESPONSE REQUIRED

IMPORTANT

Participating? Send a certified copy of any resolution, ordinance, or amendment adopted by your locality.

Not Participating? Send an email, fax or letter (with signature line) stating: "COOSA COUNTY will not be participating in the 2019 Back-to-School Sales tax holiday." It is important that you inform us of that fact, otherwise, retailers and the public wonder if you are participating and forgot to notify the Department of Revenue.

Retailers and the public rely on the list provided by the Department of Revenue and the Department cannot post a locality's participation status based on assumption; notification of nonparticipation or a copy of the resolution/ordinance from the locality is required.

Notification can be faxed, mailed or emailed:

FAX: 334-242-8916

EMAIL: laura.reese@revenue.alabama.gov

QUESTIONS: 334-242-1443

MAIL: ALABAMA DEPARTMENT OF REVENUE
ATTN: Laura Reese
Sales & Use Tax Division
Post Office Box 327900
Montgomery, Alabama 36132-7900

RESOLUTION PROVIDING FOR COOSA COUNTY'S PARTICIPATION IN THE "SALES TAX HOLIDAY" AS AUTHORIZED BY ACT NO. 2006-574 IN AUGUST 2017

WHEREAS, during its 2006 Regular Session, the Alabama Legislature enacted Act No. 2006-574, effective July 1, 2006, Which provides an exemption of the state sales and use tax for certain non-commercial purchases, related to school clothing and supplies during the first full weekend in August of each year; and

WHEREAS, Act No. 2006-574 authorizes the county commission to provide for a n exemption of county sales and use taxes for purchases of items covered by the Act during the same item period in which the states sales and use tax exemption is in place, provided a resolution to that effect is adopted at least thirty days prior to 12:01 a.m. on the first Friday in August; and

WHEREAS, the Coosa County Commission has affirmatively voted to grant the exemption of county sales and use taxes on purchases covered by Act No 2006-574 during the first weekend of July 2019, beginning at 12:01 on July 19, 2019 and ending at twelve midnight on Sunday, July 21, 2019, the first full weekend in July 2019; and

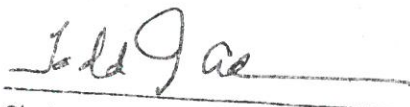
WHEREAS, Code of Alabama 1975 § 11-51-210 requires that the county commission notify the Alabama Department of Revenue of any new local tax or amendment to an existing local tax levy at least 30 days prior to the effective date of the change; and

WHEREAS, the exemption of certain county sales and used taxes for the first full weekend of July 2018 herein adopted by the county commission is an amendment of the county sales and use tax levy warranting notice to the Alabama Department of Revenue as provided in Code of Alabama 1975 § 11-51-210 (e);

WHEREAS BE IT RESOLVED BY THE COOSA COUNTY COMMISSION that it does hereby provide for an exemption of the county sales and use tax on purchases of items covered by Act No. 2006-574 beginning at 12:01 a.m. July 19, 2019 and ending at twelve midnight on Sunday, July 21, 2019

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of April 14, 2019 meeting of the Coosa County Commission, and be immediately forwarded to the Alabama Department of Revenue in compliance with Code of Alabama 1975 § 11-51-210(e).

IN WITNESS WHEREOF, the Coosa County Commission has caused this Resolution to be executed in its name and on its behalf by its Chairman on this 14th day of April 2019.


Chairman Coosa County Commission

3390 APPROVAL TO BEGIN PROCESS OF DISPOSAL OF PUBLIC TRANSPORTATION VAN INVENTORY
#700092, 2007 FORD GOSHEN PACER 11, VIN#1FDWE35L87DA13402, MILEAGE 202,00,
CONDITION FAIR (5311 PROGRAM) TO SALE ON GOV. COM. OR BY BID.
UNANIMOUSLY APPROVED

Coosa County Commission

Equipment Description	2007 Ford Goshen Pacer II
Source Grant	5311
VIN #	1FDWE35L87DA13402
#Seats	15-Passenger
Acquisition Date	4/3/2007
Aggregate Cost	\$39,736
Title Holder	EARPDC
Tag #	46259CO
Grant Project	Section 5311
Wheel-chair Lift	Yes

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY BERTHA K. MCEL RATH THE APPROVAL TO ACCEPT E911 OFFICE SPACE FOR USE BY EMA PURPOSES AT NO COST TO THE COMMISSION. IF IN THE FUTURE ANY COST IS PROPOSED IT WILL NEED TO BE BROUGHT BEFORE THE COMMISSION. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS RONNIE JOINER AND SECONDED BY BERTHA K. MCEL RATH APPROVAL OF ERROR APPROVAL FORM DCF-22 FOR 2018 TAX YEAR. UNANIMOUSLY APPROVED

DFC 22 (Rev. 2-01)

INSOLVENTS, ERRORS AND TAXES IN LITIGATION FOR 20¹⁸ AND
UNCOLLECTED INSOLVENTS AND TAXES IN LITIGATION FOR PREVIOUS YEAR(S)

THE STATE OF ALABAMA

COOSA County

BE IT REMEMBERED, That at the meeting of the Board of County Commissioners of said County, held on this 14 day of MAY, 20¹⁹,

Debra W. Lamberth, Revenue Commissioner, Tax Collector of said County, made his report of "Insolvents", "Errors in Assessment" and "Taxes in Litigation" on taxes for the current year 20¹⁸, as required by Code of Ala. 1975, Section 40-5-23. And after a careful and rigid examination of said reports by said Board, it was considered and adjudged that said collector be allowed credit on his final settlement with the Comptroller for the following amounts:

Insolvents: State Taxes—General	\$	<u>-0-</u>
—Soldier	\$	<u>-0-</u>
—School	\$	<u>-0-</u>
Errors in Assessments: State Taxes—General	\$	<u>5,373.55</u>
—Soldier	\$	<u>2,149.42</u>
—School	\$	<u>6,448.26</u>
Taxes in Litigation: State Taxes—General	\$	<u>-0-</u>
—Soldier	\$	<u>-0-</u>
—School	\$	<u>-0-</u>

And said Collector has also made his report for final allowance of the uncollected balances of Insolvent Taxes for the previous year 20¹⁸, as required by Code of Ala. 1975, Section 40-5-29; and the Board thereupon made the following allowances to said Collector of such Insolvent Taxes as he may have been unable to collect, as follows:

State Taxes—General	\$	<u>-0-</u>
—Soldier	\$	<u>-0-</u>
—School	\$	<u>-0-</u>

And said Collector is also allowed credit for the following taxes in litigation for the previous year(s) which he has been unable to collect as follows:

	General	Soldier	School
<u>NONE</u>	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY TODD ADAMS THE
APPROVAL TO ISSUE A LETTER OF SUPPORT FOR EAST ALABAMA EMERGENCY MEDICAL
SERVICES, INC, PROVIDING NO OTHER SERVICES ARE REQUIRED BY COMMISSION.
UNANIMOUSLY APPROVED

Coosa County Commission

Post Office Box 10
ROCKFORD, ALABAMA 35136-0010

BRIDGET H. GRAHAM, CPA, CGMA
ADMINISTRATOR
PHONE (256) 377-1350
FAX (256) 377-2524

DISTRICT 1
RANDALL DUNHAM

DISTRICT 2
BERTHA KELLY
VICE CHAIRMAN

DISTRICT 3
UNZELL KELLEY

DISTRICT 4
RONNIE JOINER

DISTRICT 5
TODD J. ADAMS
CHAIRMAN

May 14, 2019

Mr. Stephen Wilson, Director
Alabama Department of Public Health
Office of Emergency Medical Services
PO Box 303017
Montgomery AL 36130-3017

Re: Letter of Support for East Alabama Emergency Medical Services, Inc. Application To Request
for Proposal (RFP) from the Alabama Department of Public Health, Office of Emergency
Medical Services (EMS).

Dear Mr. Wilson,

It is with great pleasure that I write in support of East Alabama Emergency Medical Services, Inc. and their application of the Request for Proposal from the Alabama Department of Public Health, Office of Emergency Medical Services to provide regional EMS Service in the eastern region of Alabama. Our Agency, the Coosa County Commission, has enjoyed an exceptional professional relationship with East Alabama EMS and its Chief Executive Officer for over forty years. Our journeys together in service to the citizens of East Alabama have yielded great results to improve the quality of prehospital Acute Health System and direct patient care.

Always, East Alabama EMS stands ready to coordinate and to provide the necessary leadership and support of our mutually beneficial objectives/goals.

It is with the utmost pride, and with the support of this Agency, that I offer this overwhelming endorsement and recommendation of East Alabama EMS and its staff.

If you need additional information, please do not hesitate to contact me.

Sincerely,

Todd J. Adams

Todd Adams, Chair

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY RONNIE JOINER THE APPROVAL TO SEND OUT BIDS FOR THE PURCHASE OF 2 BUSH HOGS WITH BIDS TO BE OPENED AT THE JUNE 11, 2019 COMMISSION MEETING (ENGINEER TO PROVIDE DETAILS) SPECS TO BE PROVIDED TO THE COMMISSION OFFICE ON OR BEFORE FRIDAY, MAY 17, 2019. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY BERTHA K. MCEL RATH PERMISSION TO TRANSFER REAPPRAISAL VEHICLE "2002, CHEVROLET SUV" VIN#1GNDT13W92K167454, DECAL #0000000468, ASSET #500001, TO THE COUNTY HIGHWAY DEPARTMENT AT VALUE OF \$500 TO BE REIMBURSED BY THE 7 CENT FUND TO THE REAPPRAISAL FUND. UNANIMOUSLY APPROVED

DISCUSSION OF NEW BUSINESS OPPORTUNITY.

MOTIONED BY COMMISSIONERS TODD ADAMS AND SECONDED BY RONNIE JOINER TO GO INTO EXECUTIVE SESSION WITH EACH INDIVIDUAL COMMISSIONER VOTED YES.

MOTIONED BY COMMISSIONERS RONNIE JOINER AND SECONDED BY UNZELL KELLEY COME OUT OF EXECUTIVE SESSION. UNANIMOUSLY APPROVED

OPENING BIDS ON 2 HVAC UNITS AT 10:30. THE WINNING BID WAS ENGLE SERVICES IN THE AMOUNT OF \$20,434.00

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY BERTHA K. MCEL RATH TO AWARD OF THE BID TO LOW BIDDER ENGLE SERVICES. UNANIMOUSLY APPROVED

OLD BUSINESS

NONE

MOTION TO ADJOURN

MOTIONED BY COMMISSIONERS RONNIE JOINER AND SECONDED BY UNZELL KELLEY TO ADJOURN. UNANIMOUSLY APPROVED

MINUTES APPROVED THIS 11Th DAY OF JUNE, 2019.



CHAIRMAN, TODD ADAMS




VICE CHAIRMAN, BERTHA K. MCELRATH



UNZELL KELLEY



RONNIE JOINER



RANDALL DUNHAM

AGENDA
COOSA COUNTY COMMISSION
June 11, 2019
9:30 AM

WELCOME

PUBLIC COMMENTS:

Dawn Landholm, Principal Planner with EARPDC – 2020 Census
 Marty Rittman, Children Policy Council – 2020 Census Issues
 Cindy Atkinson, Alta Pointe Health System – AltaPointe Health
 Systems Amended Articles of Incorporation
 David L. Mann – Coosa County Road 16 Conditions
 Willie James Taylor – Coosa County Road 64 and 66 Conditions
 Kelis Kelley and Miracle Norris, Central High School Students – School System
 Issues

ELECTED OFFICIAL COMMENT:

CALL TO ORDER

COMMISSION ROLL CALL

INVOCATION, PLEDGE OF ALLEGIANCE

APPROVE AGENDA

READING OF MINUTES

AWARDS AND PRESENTATIONS

OPENING OF BIDS ON Bush Hogs (10:30)

CONSENT AGENDA- MOTION AND SECOND TO APPROVE

- (A) Motion for Chairman, Vice Chairman and Administrator to authorize to issue and sign checks for payment of monthly expenses and payroll.
- (B) Motion to approve changes in employees: job description, salary, work hours, status (including budget approved raises).

NEW BUSINESS

- (1) Discussion of Threat Advice Contract up for FY20 – Administrator Graham
- (2) Discussion of Renewal of Lease to DHR for FY20 – Administrator Graham
- (3) Discussion of Commission Office Server and Need in FY20 – Administrator Graham
- (4) County Board of Equalization Appointments Due in June Commission Meeting. Approval to reappoint all in current positions for another term - Chairman Adams
- (5) Approval of Closing Courthouse on Friday, July 5th with the July 4th holiday falling on Thursday-Revenue Commissioner Lamberth
- (6) Approval to declare an International Tractor, Decal 131, Asset 400117, and Trailer, Decal 127, Asset 400136, as Highway Department Surplus and to sell on Govdeals.com or by closed bid after advertisement – Engineer Eason

(7) Appointment of Vincent Kelly to the E-911 Board (District 2) to replace _Ida James_____ with a term beginning immediately_____ and ending with Ida James' current term.

(8) _____. – Commissioner McElrath

(8) Discussion and Approval of Appointment of Individual to fill Ms. Chlora May's vacant position on the Coosa County Department of Human Resources Board. This appointment would serve through the end of Ms. May's current term which expires in August 2020. – Chairman Adams

(7) Approval of AltaPointe Health Systems Amended Articles of Incorporation – Chairman Adams

(8) Approval to sell Public Transportation Van Inventory #700092, 2007 Ford Goshen Pacer II, VIN#1FDWE35L87DA13402, Mileage 200K +/-, Condition Poor to Good (5311 Program)– by closed bid after advertisement or on Govdeals.com – Chairman Adams/Administrator Graham

(9) Approval of change of voting site in Goodwater from Caldwell Center to the National Guard Armory – Commissioner McElrath/Probate Judge Dean

(10) Awarding of Bushog Bids – Engineer Eason

OLD BUSINESS

STAFF REPORTS

Administrator -- Initial Budget Requests, FY17 and FY18 Prepared Statements (Unaudited), Financial Audits scheduled for FY17 and FY18, Wellness Screening for Health Insurance percentages, etc.

Engineer

Attorney-

EMA

Courthouse Maintenance-

Nutrition-

Safety Coordinator-

DISCUSSION ITEMS BY COMMISSIONERS

ADJOURN

MINUTES**COOSA COUNTY COMMISSION****JUNE 11, 2019****9:30 A.M.****ELECTED OFFICIAL COMMENT****CALL TO ORDER**

THE COOSA COUNTY COMMISSION MET AT THE COOSA COUNTY COURTHOUSE JUNE 11, 2019 FOR ITS REGULAR MEETING WITH CHAIRMAN TODD ADAMS, PRESIDING.

COMMISSIONER ROLL CALL

COMMISSIONER ROLL CALL CONSISTED OF CHAIRMAN-TODD ADAMS, VICE CHAIR BERTHA K. MCELRATH, UNZELL KELLEY, RONNIE JOINER, AND RANDALL DUNHAM.

INVOCATION AND PLEDGE OF ALLEGIANCE

INVOCATION WAS GIVEN BY MR. DAVID MANN. THE PLEDGE OF ALLEGIANCE WAS SAID BY ALL IN ATTENDANCE.

APPROVE AGENDA

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY RANDALL DUNHAM TO APPROVE THE AGENDA. UNANIMOUSLY APPROVED

READING OF MINUTES

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY UNZELL KELLEY TO DISPENSE READING OF MINUTES. UNANIMOUSLY APPROVED

AWARDS AND PRESENTATION

CONSENT AGENDA

MOTIONED BY COMMISSIONERS TODD ADAMS AND SECONDED BY UNZELL KELLEY TO APPROVE FOR THE CHAIRMAN, VICE CHAIRMAN AND ADMINISTRATOR TO AUTHORIZE TO ISSUE AND SIGN CHECKS FOR PAYMENT OF MONTHLY EXPENSES AND PAYROLL. UNANIMOUSLY APPROVED

MOTION TO APPROVE CHANGES IN EMPLOYEES: JOB DESCRIPTION, SALARY, WORK HOURS, AND STATUS.

COOSA COUNTY JUDGE OF PROBATE
JUDGE: RICHARD M. DEAN




May 22, 2019

RE: Hire of Maggie Stroud for Recording Clerk and Elections Manager

To: Coosa County Commission Administrator
 Rockford, Alabama 35136

1. This letter is to notify you we selected Mrs. Maggie Stroud to fill the Judge of Probate's Recording Clerk and Elections Manager position effective May 25, 2019. Mrs. Stroud is currently a Tag Clerk in the Licensing Office, has extensive knowledge of the Licensing Office functions and is very familiar with many of the recording and licensing aspects in the Probate Office. She must learn the Probate requirements in due time and most of the Elections functions as we work through the 2020 election cycle. Mrs. Stroud's operational knowledge mentioned above enables her to immediately be an asset, greatly decreases the learning curve in major areas, and will enable her to focus her efforts on obtaining the skills and knowledge required to accomplish all aspects of her new job.
2. Mrs. Stroud's annual rate of salary effective May 25, 2019, will be \$31,000.00. Because of the complexity and broad scope of the job, there will be incremental increases (detailed in Para 3) as Mrs. Stroud (1) becomes more proficient in the job; (2) attains the required training related to elections and probate functions; and (3) obtains the Chief Clerk's recommendation and Judge of Probate's written approval and verification that all the conditions for each increase listed in this paragraph have been met.
3. Six months from the effective date listed in paragraph 1, the annual salary will increase by \$500.00; after the November 2020 General Election, the annual salary will increase by \$1,000; and in November 2021 after Mrs. Stroud has learned all aspects of the position, the annual salary will increase by \$1,000. The amounts of these incremental increases over the approximate 30-month period are to be as stated and contingent upon all requirements listed in paragraph 2 being fully met.
4. Attached is Mrs. Stroud's resume, county job application, a copy of the Recording Clerk and Elections Manager job description signed by Mrs. Stroud indicating she has read and understands the job requirements, and other documents used in the hiring process. Please take appropriate action to hire Mrs. Stroud and place this letter and accompanying documents in her personnel file.

Respectfully,


 Richard M. Dean



Coosa County Sheriff's Office

Michael Howell, Sheriff

296 School Street • P. O. Box 279

Rockford, Alabama 35136

Office: 256-377-4922 • Fax 256-377-1244

Jail Fax 256-377-2690

Email: office@coosaso.com • Website: www.coosacountyso.org




MEMO

To: Coosa County Commission
From: Coosa County Sheriff's Office
Date: June 10, 2019
Re: Paul Matthew Cook – Resignation

Message:

Paul Matthew Cook will resign his position as Deputy Sheriff on June 14, 2019. This office will notify the County Commission Office when all of the Sheriff's Office property is returned. Deputy Cook will inform this office how to process his final check if direct deposit ceased.



Sheriff

05/10/2019

Date

NEW BUSINESS

DISCUSSION OF THREAT ADVICE CONTRACT



CLIENT AGREEMENT

This ThreatAdvice Client Agreement (the "**Agreement**") is entered into by and between ThreatAdvice LLC, a subsidiary company of NXTsoft, LLC and an Alabama limited liability company ("ThreatAdvice"), and Coosa County Alabama (the "**Client**") as of 5/30/19 (the "**Effective Date**").

ThreatAdvice has developed, owns and makes available to clients a multifaceted cyber platform located at www.threatadvice.com (the "**Website**") that allows clients to access the various ThreatAdvice cyber tools, including but not limited to phishing tests, policies and procedure library, cyber insurance review, and cyber training and education.

In consideration of the above recitals and for other good and valuable consideration as specified in this Agreement, the sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. **Services.** The services ThreatAdvice will provide to client are specified in Exhibit A, attached hereto and incorporated herein (the "**Services**").

2. **Term.** The term of this Agreement shall be for three (3) years from the Effective Date and thereafter the Agreement shall automatically renew for successive one (1) year terms and shall continue in effect unless earlier terminated as provided in the General Terms and Conditions (Customer Agreement), which can be found on the ThreatAdvice website (https://www.threatadvice.com/client_terms.pdf).

3. **Fees.** In exchange for use of the Website and Services, the Client shall pay to ThreatAdvice, the fees set forth in Exhibit A.

4. **Payments.**

a. The **Monthly Fees** shall be paid on an annual basis, in advance. The Monthly Fees for the first twelve (12) month term are due and payable on or before the tenth (10th) day after the Effective Date. Thereafter, as long as the Agreement continues to auto-renew, the Monthly Fees for the next year are due and payable on or before the tenth (10th) day after each anniversary of the Effective Date.

b. All payments shall be made by check or wire transfer as mutually agreed upon by the parties, and are non-refundable once paid.

5. **Taxes.** In addition to the fees specified herein, any sales or use tax, transfer tax, excise tax, tariff, duty or any other tax or payment in lieu thereof imposed by any governmental authority or agency with respect to the fees payable under this Agreement, shall be added to the amounts to be paid by Client.

6. **Late Payments.** Client shall pay interest at the rate of one and one-half (1.5%) percent per month (or the highest rate legally permitted if lower) for any late payments, plus all collection and legal expenses associated with such late payment. In addition to collecting the late fees and interest, ThreatAdvice may suspend Client's Account until all fees are paid in full.

7. **Incorporated.** The General Terms and Conditions (Customer Agreement) can be found on the ThreatAdvice website (https://www.threatadvice.com/client_terms.pdf) and are incorporated herein and made a part of this Agreement.

In witness whereof, Client and ThreatAdvice have caused this Agreement to be executed as of the Effective Date.

ThreatAdvice, LLC

Coosa County Alabama

Signed: _____

Signed: _____

Name: _____

Name: Bridget Graham Todd J Adams

Title: _____

Title: Administrator Chairman

Date: _____

Date: _____

Address: 850 Corporate Parkway

Address: 100 Main Street PO Box 10

Suite 110-A

Birmingham, AL 35242

Rockford, AL 35136

Email Address: _____

Email Address: coosacountyadm@gmail.com

DISCUSSION OF RENEWAL OF LEASE TO DHR FOR FY20.



Kay Ivey
Governor

State of Alabama Department of Human Resources

S. Gordon Persons Building
50 Ripley Street
P. O. Box 304000
Montgomery, Alabama 36130-4000
(334) 242-1310
www.dhr.alabama.gov



Nancy T. Buckner
Commissioner

May 22, 2019

Coosa County Commission
PO Box 10
Rockford, Alabama 35136

Attn: Mayor, Administrator, Chairman, and/or City Clerk

Re: County DHR Facility: Coosa
Occupied: August 2001
Located: 300 South Jackson Street, Rockford, Alabama 35136

To Whom It May Concern:

In accordance with the renewal paragraph of the lease agreement between the State of Alabama, Department of Human Resources (DHR) and Coosa County Commission:

- Page: 4
- Section: 5

DHR hereby gives notice of our intention to extend the Lease Agreement as follows upon your concurrence:

- The fifth additional one year term
- At \$1.00 per square foot for 11,315 square feet
- At the monthly rate of \$942.92 or \$11,315.04 annually
- Extension begins on the 1st day of October 2019 and end on the 30th day of September 2020

Please place your concurrence in writing to me at:

2773 Gunter Park Drive West, Montgomery, AL 36109 and include 12-months of rental invoices for payment. Please reference Lease ID #2001-003-A1 on all invoices.

If you have any questions or need additional information, please feel free to contact me at 334-409-6808 or Jacqueline.Darnell@dhr.alabama.gov.

Sincerely,


Jacqueline Darnell
DHR, General Services Division

Cc: By Email
County Director
Department of Finance
DHR Accounts Payable
Office of Space Management

DISCUSSION OF COMMISSION OFFICE SERVER AND NEED IN FY20.

MOTIONED BY COMMISSIONERS RONNIE JOINER AND SECONDED BY BERTHA MCEL RATH TO APPROVE COUNTY BOARD OF EQUALIZATION APPOINTMENTS. TO REAPPOINT ALL IN CURRENT POSITIONS FOR ANOTHER TERM. CURRENT APPOINTMENTS WOULD INCLUDE CHRISTA JENNING AND DR. JEFF FULLER WITH APPOINTMENT OF REV. EARLIER LEONARD'S POSITION IN JUNE. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY BERTHA K. MCEL RATH THE APPROVAL TO CLOSE THE COURTHOUSE ON FRIDAY, JULY 5TH WITH JULY 4TH HOLIDAY FALLING ON THURSDAY. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY RONNIE JOINER TO APPROVAL DECLARE AN INTERNATIONAL TRACTOR, DECAL 131. ASSET 400117, AND TRAILER, DECAL 127, ASSET 400136, AS HIGHWAY DEPARTMENT SURPLUS AND TO SELL ON GOVDEALS.COM. UNANIMOUSLY APPROVED

June 6, 2019

Bridget Graham
Administrator
Coosa County Commission
P. O. Box 10
Rockford, AL 35136

Dear Bridget:

Please add to the agenda the request for approval for the following equipment to be sold:

- Decal 131 Asset 400117 – International Tractor only
- Decal 127 Asset 400136 -- Trailer only

Thanks for your attention in this matter.

Yours truly,

Donald W. Eason
Coosa County Engineer

MOTIONED BY COMMISSIONERS BERTHA MCELRATH AND SECONDED BY RANDALL DUNHAM TO APPOINTMENT VINCENT KELLY TO THE E-911 BOARD (DISTRICT 2) TO REPLACE MRS. IDA JAMES WITH TERM BEGINNING IMMEDIATELY TO SERVE UNTIL END OF IDA JAMES CURRENT TERM.
UNANIMOUSLY APPROVED

Chairman
Elmore Unbehant

Vice Chairman
Rusty Mascari

Treasurer
Sheldon Hutcherson



COOSA COUNTY
E911 OFFICE

P.O. Box 156
Rockford, AL 35136
(256)391-2080

E911 Director – Amanda Robinson

Board Members

Melvin Palmer

Ida James

Elizabeth Caldwell

Richard Crayton

6/9/2019

Bertha McElrath – Commissioner
Coosa County District 2

Dear Commissioner McElrath

The district 2 seat on the E911 board has not been attended by a representative in nearly 12 months. I have been contacted by the family of your current representative Ida James and have been informed that due to Mrs. James medical state, she would be unable to continue as the district 2 representative. Please make preparations to appoint a replacement as soon you are able. For any questions, please feel free to contact me.

Best Regards,

Elmore Unbehant – Chairman
Coosa County E911 board

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY BERTHA MCELRATH TO TABLE UNTIL THE JULY MEETING THE APPROVAL OF APPOINTMENT OF INDIVIDUAL TO FILL MS. CHLORA MAY'S VACANT POSITION ON THE COOSA COUNTY DEPARTMENT OF HUMAN RESOURCES BOARD. THIS APPOINTMENT WOULD SERVE THROUGH THE END OF MS. MAY'S CURRENT TERM WHICH EXPIRES IN AUGUST 2020. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS RONNIE JOINER AND SECONDED BY RANDALL DUNHAM THE APPROVAL OF ALTAPOINTE HEALTH SYSTEMS AMENDED ARTICLES OF INCORPORATION. UNANIMOUSLY APPROVED

STATE OF ALABAMA

COUNTY OF COOSA

WHEREAS, the Board of AltaPointe Health Systems, Inc. AltaPointe, a 310 Board, has adopted a resolution setting forth and approving a merger with Mobile Association for Retarded Citizens, Inc., and thereby amending its Articles of Incorporation pursuant to the provisions of Section 22-51-7, Code of Alabama (1975) (the resolution; and

WHEREAS, Altapointe has obtained the approval of such merger form the Alabama Department of Mental Health; and

WHEREAS, the Coosa County/ Commission as a governing body entitled to appoint members of the Board of Altapointe as it is constituted at the time of the adoption of the Resolution; and

WHEREAS, the proposed amendment of the Articles of Incorporation has been submitted to the Coosa County Commission for review and approval;

NOW, THEREFORE, the premises considered, the Coosa County Commission, upon consideration and review of the proposed amendment of the Articles of Incorporation of Altapointe, finds the proposed amendment to be in the public interest and, therefore, finds that the amendment is due to be, and it is hereby, APPROVED.

I, Budget N. Graham, County Administrator, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Coosa County Commission in regular meeting convened the 11th day of June, 2019.

IN WITNESS WHEREOF, I have hereunto set my hand and the official seal of the Coosa County Commission of this 11th day June, 2019.

Jedd J Adams, chairman
Budget Graham, County Administrator
 County Administrator



Ms. Bridget Graham, Administrator
Coosa County Commission
P O Box 10
Rockford, AL 35136

Dear Ms. Graham:

AltaPointe Health Systems, formerly known in Coosa County as Cheaha Regional Mental Health Center, is seeking to merge with Mobile Association of Retarded Citizens, Inc., a provider of services to the intellectually disabled community in Mobile, Alabama. AltaPointe's current Articles of Incorporation limit its authority to provide services to the intellectually disabled population in Mobile County. We need to amend our Articles to allow for the addition of these services in Mobile and will need approval of the Amended Articles of Incorporation from each of our appointing authorities which includes the Coosa County Commission. Approval of the merger has already been granted by the AltaPointe and Mobile ARC boards of directors as well as the Commissioner of Mental Health for the State of Alabama.

The merger will have no effect on the services provided in Coosa County and we respectfully request the County Commission's approval of the changes to the Articles of Incorporation.

We have enclosed a sample resolution for your use as well as the Amended and Restated Articles of Incorporation. We appreciate having this item of discussion added to the June 11, 2019 commission agenda and its approval prior to July 1, 2019.

If you have any questions, please do not hesitate to contact me at (256)245-1340.

Sincerely,

Cindy Atkinson, Associate Executive Director,
Community Mental Health Service- North Region
AltaPointe Health Systems

Placement on Commission Meeting Agenda:

The following information must be submitted to the Coosa County Commission office no later than **Wednesday at Noon** prior to the meeting on Tuesday.

Time limit is 3-5 minutes and the topic is subject to approval.

Please leave at least 2 forms of contact in the space below.

Name: Brendy Atkinson

Phone: 256 243 1340

Email: batkinson@altapointe.org

Topic: Approval of Altapointe Health System
Amended Articles of Incorporation

Please email form to commission@coosacountyal.com or fax to: 256-377-2524

**ARTICLES OF AMENDMENT
AMENDED AND RESTATED ARTICLES OF INCORPORATION OF
ALTAPOINTE HEALTH SYSTEMS, INC.**

1. NAME OF CORPORATION

The name of the Corporation is ALTAPOINTE HEALTH SYSTEMS, INC.

2. LOCATION OF PRINCIPAL OFFICE

The principal office of the Corporation will be located in the City of Mobile, Alabama, at 5750-A Southland Drive. The registered agent of the Corporation is J. TUERK SCHLESINGER, whose address is 5750-A Southland Drive, Mobile, Alabama 36693.

3. AREA OF SERVICE

The area which will be served by the Corporation shall be Baldwin, Mobile, Washington, Clay, Coosa, Randolph and Talladega Counties, Alabama, and contiguous counties within the State of Alabama where ventures may be undertaken from time to time to make available Facilities or services which are to be used, useful, or capable of use in connection with or incidental to the implementation and operation of Programs. Provided, however, that no such services in contiguous counties shall be undertaken without the express consent of the Public Corporation formed within such contiguous county or counties under the provisions of Act 310 of the 1967 Regular Session of the Alabama Legislature ("Act 310") and charged with providing services of the nature sought to be offered, and provided further, that the offering of such services is not otherwise prohibited by law.

4. NAMES OF APPROVING GOVERNING BODIES

Names of the constituent governing bodies that have approved this amended and restated charter are the governing body of the City of Mobile and the governing bodies of the Counties of Mobile, Baldwin, Washington, Clay, Coosa, Randolph and Talladega.

5. PROGRAMS AND PURPOSES

The programs which the Corporation will implement and the purposes for which the Corporation is formed are:

a. The planning and taking of other steps leading to comprehensive State and community action to combat any and all forms of mental disabilities; including but not limited to mental illness, intellectual and developmental disabilities, substance use disorders, and epilepsy;

b. The provision of primary care services for the people of the area as designated in

Paragraph 3, AREA OF SERVICE:

- c. Studies of the needs and available resources of the State in relating to the above, the development of public awareness of the said disabilities and the need for combating them and the coordination of State and local activities relating to the various aspects of mental illness-intellectual/developmental disabilities and primary care needs;
- d. The conducting of research relating to human development, whether biological, medical, social, or behavioral, which may assist in providing primary care services and finding the causes and means of prevention of mental illness- intellectual/developmental disabilities ;
- e. The providing of any one or more of the following services: primary care, inpatient, outpatient, partial hospitalization, emergency care, community education and consultation, diagnosis, evaluation, rehabilitation, precare, residential care, aftercare, and the prevention of all forms of mental illness- intellectual/developmental disabilities ;
- f. To provide for clinical training of technical and specialized personnel needed for research, diagnosis, treatment, education, training, or care of the mentally ill-intellectually/developmentally disabled and for the provision of primary care services.
- g. To contract with others to perform and carry out any of the above programs and purposes;
- h. To contract with the State Board of Health and the Alabama Department of Mental Health, or either of them, in carrying out the above programs within its areas of services;
- i. To receive funds from the United States Government, the State of Alabama or any local government within the State of Alabama or any other public or private source, and to expend the same in the furtherance of its programs and purposes.
- j. It is intended that these services or centers be established, consistent with the overall health planning for all areas in which the Corporation conducts business, under applicable rules and regulations of the Alabama Department of Mental Health, the State Board of Health, and of the agencies of the Federal Government making funds available for the purpose, through contracts for services with community mental health centers, community health centers, existing medical institutions, health departments and hospitals, and other mental health agencies, acting independently through their own

administrative and professional staffs, and without intervention by the corporation in the professional-patient relationship or in the medical treatment or administrative procedures of the contracting agency concerned.

The Corporation may:

1. Survey the primary care, mental health, and intellectual and developmental disabilities needs of the people of the area as designated in Paragraph 3, AREA OF SERVICE;
2. Determine where such comprehensive primary care and community mental health services are needed and can most advantageously be placed;
3. Enter into contracts with existing institutions and agencies to establish and conduct such services, to assist such contracting institutions and agencies in obtaining local, state, and federal funds for the construction of such new facilities and the provision of such operating funds as may be necessary in the development of the program; and
4. Serve as the initiator and coordinator of local primary care and mental health services in the area.

In all these endeavors the Corporation intends fully to cooperate with all public and volunteer agencies and to enter into such cooperative agreements or contracts as maybe necessary or advisable to insure coordination and continuity of community primary care and mental health services in the area.

6. PERIOD OF DURATION

The period of duration of the Corporation shall be perpetual.

7. POWERS

The Corporation is authorized and empowered to exercise the following powers:

- a. To construct and maintain facilities as defined herein;
- b. To cooperate and contract with the State Board of Health for the construction, operation, and maintenance of such facilities and for the operation and execution of such programs as it has elected to implement;
- c. To cooperate and contract with the Alabama Department of Mental Health for the construction, operation, and maintenance of such facilities and for the operation and execution of such programs as it has elected to implement;

- d. To take over by purchase, lease, or otherwise any hospital or other facilities to be used for carrying out such programs as it has elected to implement;
- e. To purchase, lease or rent any land, building structure, or facilities needed in its operations;
- f. To obtain options upon, and to acquire by purchase, gift, grant, bequest, devise, or otherwise, any property or interest therein from any person;
- g. To sell, exchange, transfer, assign, or pledge any property, or any interest therein to any person;
- h. To improve any such property;
- i. To insure against such risks as it may deem advisable;
- j. To borrow money upon its bonds, notes, warrants, debentures, or other evidences of indebtedness, and to secure the same by pledges of its revenues;
- k. To have perpetual succession;
- l. To make and execute contracts and other instruments necessary or convenient to the exercise of its powers;
- m. It is authorized and directed to determine reasonable fees for such services which it makes available to the public, and it shall collect such fees unless, on application and investigation, it is determined that the person receiving such services is unable to pay the established fee, and in such case, such amount as he is able to pay will be collected;
- n. To make and from time to time amend and repeal by-laws and regulations not inconsistent with Act 310;
- o. To carry into effect the powers and purposes conferred by Act 310; and
- p. To do any and all other things necessary or convenient to act out the powers given in Act 310. It shall, in addition, have the power to sue and be sued in its corporate name, to contract with others the performance by them of any of its powers, and to exercise all other powers vested in non-profit corporations as now defined by the laws of Alabama or as may hereafter be enacted.

8. BY-LAWS

The By-Laws of the Corporation shall be adopted by its Board of Directors. All alterations, deletions, additions or amendments must be approved at a meeting of the said Board by an affirmative vote a majority of the members attending and voting.

9. DIRECTORS AND THEIR TERMS

The Corporation shall have a Board of Directors consisting of three (3) members of each County served and the City of Mobile, each of whom shall be a resident of the area of the appointing authority for that member's position. Each of the approving authorities for the counties named in Article 3 above, and for the City of Mobile shall designate three (3) members of the Board.

The six (6) year terms of office of the Directors shall be arranged insofar as possible such that the terms of office of approximately one-fourth of all Directors will end at noon on April 1, in each odd-numbered calendar year. As each said term expires or otherwise becomes vacant, the governing body authorized to make that appointment shall be requested, in the case of expiring terms to appoint a successor for a term of six (6) years, and in the case of other vacancies, for the balance of the unexpired term, with each term of office ending at noon on April 1 of the sixth year. Each Director shall hold office until a successor shall have been chosen. Thereafter, the respective governing bodies shall appoint a successor to each Director as his term shall expire, for a term of six (6) years, with each term of office ending at noon, on April 1, as set forth above, and with each Director serving until his successor shall be appointed. A member of the Board of Directors shall receive no compensation for his or her services.

At the time any vacancy occurs, the Board shall recommend to the appropriate governing authority a candidate for the appointment.

10. NON-PROFIT

The Corporation is not organized for pecuniary profit nor shall it have any power to issue certificates of stock or declare dividends, and no part of its net earnings shall enure to the benefit of any member, director, or individual. The balance, if any, of all money received by the Corporation from its operation, gifts, contributions, or otherwise, after the payment in full of any debt and operations of the Corporation of whatsoever kind and nature, shall be used and distributed exclusively for the mental health-intellectual/developmental disabilities purposes for which this Corporation is organized. The Corporation shall have no members.

11. FUNDS

Funds appropriated by any county or municipality shall be used for the benefits of its citizens. The Board shall comply with any existing minimum standards of maintenance and

operation that may be adopted by the State Board of Health and the State Department of Mental Health.

12. AMENDMENTS

Amendments to the Certificate of Incorporation may be made in accordance with the provisions of Act 310, Section 7.

13. DISTRIBUTION AND DISSOLUTION

In event of dissolution of the Corporation, assets and property, real, personal or mixed, remaining in the Corporation shall be distributed to a public or private tax exempt entity in such proportions as best approximates the geographical areas served by, and for the providing of services as nearly as possible approximating, those offered in such geographical areas by the Corporation.

Notwithstanding any other provision of these Articles, this Corporation shall not carry on any other activities not permitted to be carried on by (a) a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law, or (b) a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or any other corresponding provision of any future United States Internal Revenue law.

ALTAPOINTE HEALTH SYSTEMS, INC.

Gaylord C. Lyon, Jr.
By: Gaylord C. Lyon, Jr.
Its: President

Gilbert R. Loden
By: Gilbert R. Loden
Its: Treasurer

STATE OF ALABAMA

COUNTY OF MOBILE

I the undersigned, a Notary Public in and for said State and County, hereby certify that Gaylord C. Lyon, Jr. and Gilbert R. Loden, whose names as President and as Secretary of ALTAPOINTE HEALTH SYSTEMS, INC., an Alabama public corporation created pursuant to the provisions of Ala. Code §§22-51-1 et seq. (1975), are signed to the

foregoing instrument, and who are known to me, acknowledged before me on this day that, being informed of the contents of said instrument, each as such officer and with full authority, executed the same voluntarily for and as the act of said corporation.

Given under my hand and office notarial seal this 23 day of May, 2019

[Signature]
Notary Public

My Commission expires: 4/16/2021

6119383

3402

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY UNZELL KELLEY THE APPROVAL TO SELL PUBLIC TRANSPORTATION VAN INVENTORY #700092, 2007 FORD GOSHE PACER 11, VIN#1FDWE35L87DA13402, MILEAGE 200K +/-, CONDITION POOR TO GOOD (5311 PROGRAM) ON GOVDEALS.COM. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS BERTHA MCEL RATH AND SECONDED BY RANDALL DUNHAM THE APPROVAL OF CHANGING THE VOTING SITE FROM THE CALDWELL CENTER IN GOODWATER TO THE NATIONAL GUARD ARMORY, PENDING ADVERTISEMENT BY THE PROBATE JUDGE.

UNANIMOUSLY APPROVED

Rental Contract

Unit POC: MAS Eric Poirney (Unit Letterhead)
Phone #: 256

RENTAL CONTRACT WITH:

Alabama National Guard
1200th CSSB
Goodwater, AL

This RENTAL CONTRACT, between

MAS Eric Poirney 1200th CSSB AG/XO (Unit) and
made this Dec 14 day of 20 18 (Renter) is

WITNESSETH:

That the Unit does hereby temporarily rent unto the Renter the following described premises in the City of Goodwater Alabama, to wit:

The auditorium of Fort W.N. William Bill Goffin Armory, located at Goodwater Alabama (the premises) for use and occupation by the Renter as a place for public entertainment, specifically, local, state, Federal election function

and for no other different use or purpose, during the hours only from As needed to As needed and only on the dates from As needed to As needed; PROVIDED that the following sums for the items indicated are paid by Renter to the Unit as stated herein:

\$ 0 deposit payable within one week of date of this contract and
\$ 0 payable at least one week PRIOR to the rental date.

This rental contract is made upon the following terms, conditions, and covenants:
Renter hereby agrees to furnish at no cost to Unit, Police and fire protection to the public and to the Premises.

Renter hereby agrees to surrender possession of the Premises at any time the Premises shall be required for military purposes, such military purposes to be determined by the Senior Commissioned Officer of the Alabama Army National Guard present at the Premises. In such event, Unit shall refund pro-rata to Renter the share of the total rent representing the time the Premises is not available for use by Renter.

Rental Contract

Renter hereby agrees that no alcoholic beverages will be allowed on the Premises for the purpose of sale by the Renter or by any member of the public.

Renter hereby agrees not to issue any more admission tickets or invitations to the Premises for this rental than the maximum numbers indicated:

- a. Seated in chairs: 0
- b. Seated at tables: 0
- c. Not seated: 0

As part of the consideration hereof, the Renter hereby covenants and agrees to hold the Unit, and the Unit's agents, servants and employees, free and harmless from any and all liability for claims for damages or other claims for personal injury, death or property injury, sustained by Renter, or sustained by any other person, while on the Premises or adjacent thereto during the term of this rental as the result of the negligence or other conduct of the Unit or the Unit's agents, servants or employees.

Renter hereby agrees to assume all responsibility for public liability and for any and all damage which may be done during time of this rental contract to the Premises, the building, its equipment, furniture and/or facilities.

The Renter hereby agrees to indemnify and hold the Unit harmless from and against any and all liability, loss, damage, cost, and expense, including court costs and attorneys' fee (whether or not litigation be commenced) of whatever nature or type, that the State may hereinafter suffer, incur, be put to pay or layout by reason of Unit's failure to make rented facilities conform to all applicable local, state and federal building restrictions, requirements, ordinances, and laws requiring that facilities be accessible to individuals with disabilities for the purpose of attending programs conducted by the Unit; from all fines, suits, claims, demands, and actions of any kind or nature, by reason of any breach, violation or nonperformance of any condition hereof or part of the Renter; protect the Unit and its property while in, on, or about the premises, and any and all property of said Renter which may be located or stored either in the premises, or the building of which the premises is a part, shall be so stored at the sole risk of the Renter.

Any arrangements for holding rehearsals, decorating, installing public address system, electrical wiring or other similar functions at the Premises prior to rental date will be made with the Unit in advance.

Unit hereby agrees to make available to the Renter, up to 0 chairs and sufficient banquet-type tables not to exceed 0 in number, the use of same to be included in the rental fee. Additional tables and chairs are available at fees indicated:

- a. Chairs: 0
- b. Tables: 0

Rental Contract

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals
on this the 14 ^{Dec}~~Sept~~ day of 20 18.

[Signature]
ARMORY BOARD OF CONTROL

WITNESSED BY:

APPROVED:

Michael M Williams

BY:

[Signature]

(Unit)

[Signature]

BY:

Anthony W. M. [Signature]

(Renter)

Itemized list of charges:

Auditorium rental

Chairs: 0 @ \$ 0 eachTables: 0 @ \$ 0 eachRooms: 0 @ \$ 0 each

Other:

\$ 0
\$ 0
\$ 0
\$ 0
\$ 0

TOTAL AMOUNT DUE FOR RENT*

\$ 0.00

*Does NOT include amount for Deposit, Security, Custodial, etc. This amount is ONLY the amount charged for the use of the Premises as herein indicated. Renter is solely responsible to pay separately for Security, Custodial, the attending National Guard member, etc.

No Cost

Cancellation or Change in Rental Contract

1a. National Guard Installation:

1b. Date: _____

1c. Change Order #: _____

2. Change in Contract Price
(Amount)

\$ 0 Increase

\$ 0 Decrease

3. Description of this Modification:

4. Renter

5. Changes to the above Rental Contract are requested and authorized as follows:

6. Renter:

BY: _____

(signature)

(typed name)

(title)

7. Unit:

1266th CSSB

BY: _____

(signature)

Eric Pounly

(typed name)

O4-MA5-BN AD

(rank, title)

MOTIONED BY COMMISSIONERS TODD ADAMS AND SECONDED BY RANDALL DUNHAM THE APPROVAL TO AWARD BID FOR (2) BUSHOG FLWX ROTART CUTTIER IN THE AMOUNT OF \$34,730.00. UNANIMOUSLY APPROVED


OLD BUSINESS

NONE

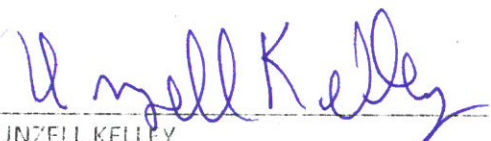
MOTION TO ADJOURN

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY BERTHA MCEL RATH TO ADJOURN. UNANIMOUSLY APPROVED


MINUTES APPROVED THIS 9TH DAY OF JULY, 2019.


CHAIRMAN, TODD ADAMS


VICE CHAIRMAN, BERTHA K. MCEL RATH


UNZELL KELLEY


RONNIE JOINER


RANDALL DUNHAM