

**Cleburne County Commission Meeting Minutes  
Special Called Commission Meeting September 28, 2021  
Cleburne County Mountain Center**

Roll Call:

Present:

Chairman Ryan Robertson  
Commissioner Emmett Owen  
Commissioner Terry Hendrix  
Commissioner Roger Hill

Absent:

Commissioner Laura Cobb

Action as related to **Resolution #5179 Restructuring Finance Clerk Grade and Position**

Motion made by Commissioner Emmett Owen, Seconded by Commissioner Terry Hendrix

In Support: Commissioners Emmett Owen, Terry Hendrix, and Roger Hill

In Opposition: None

**Resolution #5179**

Whereas, Ms. DeAnne Terry currently holds the position of County Finance Clerk;

Whereas, that position currently is classified as a Grade 7;

Whereas, the Cleburne County Commission is adding more duties, skills, and responsibilities to the current Finance Clerk position;

Whereas, a new job description has been created that describes those duties, skills, and responsibilities in detail;

Therefore, the Cleburne County Commission hereby changes the current Grade 7 position of County Finance Clerk to a Grade 9 classification, effective October 1, 2021.

*Commissioner Hill asks if Ms. Terry moves will the position still be considered a Grade 9?*

*Human Resource Officer Lisa Milinkovich states it will stay the same.*

*Commissioner Owen states there needs to be stability for the position.*

*Commissioner Hendrix agrees increase is needed and makes motion to table until further discussion.*

*Motion dies for lack of second.*

*Original motion stands.*

Commissioner Owen states that the Administration Department needs help and support.

Commissioner Hendrix asks if change is needed in the future, can changes be made without a resolution?

Chairman Ryan Robertson states yes according to the new handbook the Commission has the authority to make changes.

Commissioner Hendrix asks if the increase is in the budget.

Human Resource Officer Lisa Milinkovich states it is.

Action as related to **Resolution #5180 Convenience Center Operator Position**

Motion made by Commissioner Emmett Owen, Seconded by Commissioner Terry Hendrix

In Support: Commissioners Emmett Owen, Terry Hendrix, and Roger Hill

In Opposition: None

**Resolution #5180**

Whereas, the County Engineer has opened multiple Convenience Centers throughout the County; and

Whereas, the responsibilities demand ongoing personnel presence; and

Whereas, the County Engineer believes the position should be filled with a full time Convenience Center Operator classified at a pay Grade 4.

Therefore, the Cleburne County Commission authorizes the Human Resource Officer to create the position of Convenience Center Operator;

Furthermore, the Cleburne County Commission authorizes the County Engineer to advertise and fill the newly created position.

Human Resource Officer Lisa Milinkovich states the job description is complete

Commissioner Hendrix asks if the amount needed for the position is in the budget.

County Engineer Lee Estes states it is.

Action as related to **Resolution #5181 Environmental Manager Position**

Motion made by Commissioner Terry Hendrix, Seconded by Commissioner Roger Hill

In Support: Commissioners Emmett Owen, Terry Hendrix, and Roger Hill

In Opposition: None

**Resolution #5181**

Whereas, the responsibilities of the Environmental Manager position demand an increased and ongoing personnel presence; and

Whereas, the County Engineer believes the position should be revised with a full time Environmental Manager classified at a pay Grade 7.

Therefore, the Cleburne County Commission authorizes the Human Resource Officer to revise the position of Environmental Manager;

Furthermore, the Cleburne County Commission authorizes the County Engineer to advertise and fill the newly created position.

*Commissioner Hendrix recommends removing "develop job description" from resolution.*

*None oppose.*

*Motion carries.*

Action as related to **Resolution #5182**

Motion made by Commissioner Emmett Owen, Seconded by Commissioner Terry Hendrix

In Support: Commissioners Emmett Owen, Terry Hendrix, and Roger Hill

In Opposition: None

**Resolution #5182**

Meeting adjourned.

Certified by:

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Ryan Robertson – Chairman

Not Present  
\_\_\_\_\_  
Laura Cobb – District 1

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Emmett Owen – District 2

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Terry Hendrix – District 3

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Roger Hill – District 4