



# Christian County Commission

100 West Church St, Room 100  
Ozark, MO 65721

January Term

<http://ChristianCountyMO.iqm2.com>

~ Minutes ~

Tuesday, March 1, 2016

8:50 AM

The Christian County Courthouse

## I. Convene

The meeting was called to order at 8:50 AM by Presiding Commissioner Ray Weter

Attendee Name	Title	Status	Arrived
Ray Weter	Presiding Commissioner	Present	8:50 AM
Bill Barnett	Western Commissioner	Present	8:50 AM
Sue Ann Childers	Eastern Commissioner	Present	8:50 AM
Kay Brown	County Clerk	Present	8:50 AM
Ashley Hannah	Secretary	Present	8:50 AM

## II. Agenda

### **Motion/Vote - 8:50 AM Christian County Commission**

Discussion - Approve Agenda

The meeting was attended by Commission Secretary Ashley Hannah, John Housely, Judy Dollarhite, Brad Cole, Julia Maples, and Jason Stutesmun.

Commissioner Weter entertained a motion to approve the agenda as published.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Bill Barnett, Western Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

### **Motion/Vote - 8:55 AM Kay Brown-Christian County Clerk**

Minutes & Financials Approval - Approve Minutes and Financials

The meeting was attended by Commission Secretary Ashley Hannah, John Housely, Judy Dollarhite, Sheriff Brad Cole, Julia Maples and Jason Stutesmun.

There is no action needed.

### **Motion/Vote - 9:00 AM Christian County Commission**

Discussion - Purchasing Policy Discussion

The meeting was attended by Commission Secretary Ashley Hannah, John Housely, Judy Dollarhite, Sheriff Brad Cole, Julia Maples, Prosecutor Amy Fite, Sherry Weter, Miranda Beadles, Todd Wiesehan, Recorder Kelly Hall, Collector Ted Nichols, Independent Auditor Andy Marmouget, Chief Deputy County Clerk Norma Ryan, County Auditor Lacey Hart, Treasurer Karen Matthews, Mary Argisio, Payroll Clerk Paula Brumfield and Jason Stutesmun.

Presiding Commissioner Ray Weter said it was brought to the attention of the County Commission that a change in the purchasing policy is needed. Commissioner Weter said the Commissioners contacted County Counselor Housley for his review of the purchasing policy regarding changes being made to requisitions without the office holders knowledge.

County Counselor Housley presented the proposed new language addressing requisitions (see attached).

Commissioner Weter said the reason we are having this discussion is because we have numbers being changed without the knowledge of the elected officials on requisitions making it extremely difficult to have accurate or timely information on fund balances and the effect on the funds.

John Housley said we had a purchasing policy for a long time and concerns have been raised. Mr. Housley said he thought the auditor changed the numbers because it seemed appropriate and the Commission and the office holder did not know it was changed and did not want the change and did not anticipate any changes. Mr. Housley said he will tweak the policy to give more clarity so everyone has input which is why language has been added; the requisition will not be altered. The decision will be made between the auditor and the office holder and then if there is a disagreement and it can not be resolved, then notes will be submitted from both parties and the Commissioners will vote whether or not to approve the requisition. The requisition will go back to the office holder and if there is a denial an explanation will be given as to why it was denied.

Mr. Housley said requisitions must be signed by the office holder or a designated deputy. Mr. Housley said this policy states the office holder must have something in writing with the Commission stating who is authorized to sign requisitions on their behalf.

Presiding Commissioners Ray Weter said everyone will have to decide who has permission to sign off on requisitions, within their department.

Commissioner Childers said we need a clear communication channel and we have not had this and a definition in generic terms is needed.

Presiding Commissioner Ray Weter said this is the time to suggest any amendments.

Commissioner Childers said this will work well with the software program that we will be implementing.

Presiding Commissioner Ray Weter said this has been brought to the attention of the Commission several times and has been a significant problem to the elected officials as to where the funds are spent. Commissioner Weter said Mr. Housley has crafted an amended procedure but before we vote to adopt this, he offered this procedure to the elected officials so they could come forward and make their case.

Auditor Lacey Hart said when she first came here there were accounts that had been modified and wrong account numbers and she has worked to correct the account numbers. Ms. Hart said there are items purchased prior to the requisition approval process. Ms. Hart said she has issues with the accounting processes for the Federal Forfeiture account.

Commissioner Sue Ann Childers asked the County Auditor, "Do you have a problem with the proposed new language within the purchasing policy?"

Presiding Commissioner Ray Weter said to the County Auditor that he is not usurping her authority but we want you to speak with the office holder when you feel a change is warranted, as we continue to receive complaints.

Auditor Lacey Hart said she wants to restrict accounts under the new software program and the coding on the requisitions to have accurate fund accounts.

Prosecutor Amy Fite said after reviewing the policy she had concerns because the requisition is attested to and in a court of law any original document cannot be altered without written consent from the party that submitted the document. Ms. Fite states this is a document that can be requested under the Sunshine Law and should not be modified without written consent.

Treasurer Karen Matthews said purchase orders for repairs and maintenance are purchased prior to receiving a purchase order and not always referenced on the requisitions.

Treasurer Karen Matthews said Attorney Housely did not change the last paragraph which is already in the policy.

Mr. Housley said this is the first he heard about it and welcomed the Treasurer to write the language to amend the last paragraph.

Presiding Commissioner Ray Weter asked Andy Marmouget, "Is there a method to address this problem?"

Andy Marmouget said this is common in counties but you want your policy to reflect the method you want to follow.

Counselor John Housley suggested a few amendments such as: If a requisition is approved all ordinary orders must include a purchase order except bid/contract items, emergency purchases, utility, phone bills and contractual obligations. Mr. Housley said he really thinks the Treasurer should weigh in on this proposal for the last paragraph.

Ted Nichols suggested adding the wording in "emergency circumstances".

Presiding Commissioner Ray said you can't classify everything into a box.

Sheriff said there are situations that have to be solved and obviously disagreements between the officer holder and the Auditor. They must be on the same page and come to a point of agreement.

Commissioner Weter said the this policy addresses the amended procedure to consider as presented to us this morning.

Presiding Commission Ray Weter entertained a motion to adopt the amended purchasing policy subsection 1 of the purchasing policy.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Bill Barnett, Western Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

### III. Adjournment

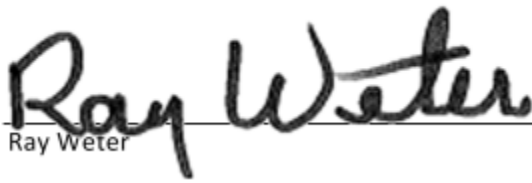
The meeting was closed at 10:00 AM

**Motion/Vote -**

Adjourn

The schedule meeting for today have been completed. The County Commission will resume session on Thursday, March 3rd, 2016.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bill Barnett, Western Commissioner
<b>SECONDER:</b>	Sue Ann Childers, Eastern Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers



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Ray Weter

Presiding Commissioner, Ray Weter



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Bill Barnett

Western Commissioner, Bill Barnett



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Sue Ann Childers

Eastern Commissioner, Sue Ann Childers

**J. Requisitions**

**J.1 Requisition Procedures** – Requisitions are the official form to request approval for the purchasing of supplies or equipment. A separate one page similar document shall serve as warrants. The requisition form must be filled out completely and signed by the officeholder, their deputy or a person who has previously been authorized in writing by the officeholder to submit and sign requisitions on their behalf. The requisition form shall be turned into the County Auditor’s office. Once the form has been received by the Auditor’s office, the Auditor will, in a timely fashion, review, process and present the requisition to the County Commissioners for approval to purchase. Please take into consideration holidays and weekends. No requisition form shall be altered, amended or changed by the Auditor before it is presented to the County Commission. Any questions or issues the Auditor has with respect to any requisition, shall be communicated to the elected official before the requisition is processed and submitted to the County Commission. If the Auditor and officeholder agree the requisition should be amended in some respect, then the officeholder shall sign and submit a new or amended requisition to the Auditor for processing. In the event of the officeholder and Auditor are unable to agree upon the contents of a requisition, said original requisition shall be submitted to the County Commission with written comments of all interested parties. Whereupon the County Commission shall approve or reject the requisition as it deems appropriate considering such factors as (1) whether there is sufficient funds in the designated account to cover the expense, (2) whether the expense is for purchase that is appropriate for the officeholder in carrying out his or her statutory duties as an elected official or (3) whether the purchase is to be paid from a discretionary account of the officeholder, that the expense is within the authorized restricted uses of said fund. In the event the requisition is denied by the County Commission before the payment of a purchase order is authorized, the Auditor and officeholder shall be notified of any such denial and the reasons therefore.

If a requisition is approved by the County Commission, the requisition number will become your purchase order number and a copy will be returned to the authorized person to place the order. All orders must be placed with a purchase order number, which must be documented on the invoice from the vendor. The invoice is what the Accounts Payable Clerk uses to pay the vendor. The Accounts Payable Clerk references the purchase order number on all invoices.

Attachment: 3-3-2016 Proposed Purchasing Policy Changes (2818 : Purchasing Policy Discussion)