



# Christian County Commission

100 West Church St, Room 100  
Ozark, MO 65721

<http://ChristianCountyMO.iqm2.com>

April Term

~ Minutes ~

Friday, April 21, 2017

9:50 AM

The Christian County Courthouse

## I. Convene

The meeting was called to order at 9:50 AM by Presiding Commissioner Ray Weter

Attendee Name	Title	Status	Arrived
Ray Weter	Presiding Commissioner	Present	9:50 AM
Ralph Phillips	Eastern Commissioner	Present	9:50 AM
Hosea Bilyeu	Western Commissioner	Present	9:50 AM
Krista Cronin	Deputy Clerk	Present	9:50 AM
Malinda Young	Secretary	Present	9:50 AM

## II. Establish Quorum

## III. Agenda

### **Motion/Vote - 9:50 AM Christian County Commission**

Discussion - Approve Agenda

Presiding Commissioner Weter noted the presence of a quorum, and then entertained a motion to approve the agenda for today, April 21, 2017 as published.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ralph Phillips, Eastern Commissioner
<b>SECONDER:</b>	Hosea Bilyeu, Western Commissioner
<b>AYES:</b>	Ray Weter, Ralph Phillips, Hosea Bilyeu

### **Motion/Vote - 9:55 AM Kay Brown Christian County Clerk**

Minutes & Financials Approval - Approve Minutes & Financials

Attendees: Leo Snelling, Julia Maples

There are no minutes or financials to discuss.

### **Motion/Vote - 10:00 AM Christian County Commission**

Discussion - Requisition Approval Path & Systems Administrator Discussion

Attendees: Amelia Wigton, Julia Maples, Karen Matthews, Leo Snelling, Kay Brown, Paula Brumfield, Norma Ryan

Late Arrivals: Miranda Beadles, Chris Snyder

The Commissioners met for the requisition approval path and Systems Administrator discussion. Presiding Commissioner Weter said after the initial discussion County Counselor Housley went back and crafted his opinion, and we're going to talk about the requisition approval path first. Presiding Commissioner Weter said Counselor Housley's

opinion is that the first stop should be with the Purchasing Agent, and then there was discussion about a System Administrator and how all requests for access to the Incode 10 software are required to be in writing to the System Administrator. The System Administrator's sole responsibility will be to assign users, security roles and access to designated County employees and Elected Officials. Mr. Snelling said the pathway will start with the initiator, which is the Department Head who will sign off as the request being submitted by their department. It will then go to the Purchasing Agent, and then the Auditor, and assuming it gets through those steps it will revert back to the Purchasing Agent. Mr. Snelling said this will eliminate the sign-off requirements of the Commission since there will be no hard copy (although the Commission will still be able to trace all requisitions). Western Commissioner Bilyeu said he'd like to see proper checks and balances in our system, timeliness, and good communication back to the initiator of the purchase. Ms. Brown said she assumes the new system will relieve the Clerk from attesting to the Commissioner's signatures since they won't be signing the requisitions. Mr. Snelling answered he believes the attesting comes to the surface more in contract situations. Ms. Maples said she's concerned because the Sheriff's department is one of the largest in the County, and they've received little or no training on the Tyler system. She asked if the System Administrator will be able to lock the requisitions so they won't be able to be changed. Presiding Commissioner Weter answered yes. Ms. Maples asked if Elected Officials will be able to create requisitions for other Elected Officials. Presiding Commissioner Weter answered no, he's hoping they can prevent that from happening. Ms. Maples asked when she can anticipate a login to get into the system, as she's processing 20-25 requisitions a day. Mr. Snelling said Doug Sebert, Senior Implementation Consultant for Tyler Technologies, realizes the Department Heads haven't been completely trained in requisitions and so there will be a period of time in which we would have no choice but to run both systems simultaneously. Ms. Maples asked who would enter the paper requisitions. Mr. Snelling said they can still be put through the system. Presiding Commissioner Weter entertained a motion to establish the requisition approval path as follows:

1. The initiation of the requisition will come from the Department Head or designee.
2. The requisition will then go to the Purchasing Agent for approval/disapproval.
3. The requisition will then go to the Auditor, who will confirm that there's money available in the budget.
4. If the requisition is approved it will be returned to the Purchasing Agent, who will then create a purchase order. The Department Head or designee will be able to see that their purchase order has been approved, and the order will be placed.

Western Commissioner Bilyeu moved to approve the process as described, and to have the Purchasing Agent place the orders.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Hosea Bilyeu, Western Commissioner
<b>SECONDER:</b>	Ralph Phillips, Eastern Commissioner
<b>AYES:</b>	Ray Weter, Ralph Phillips, Hosea Bilyeu

**Motion/Vote - 10:25 AM**

System Administrator Discussion

Attendees: Amelia Wigton, Julia Maples, Karen Matthews, Leo Snelling, Kay Brown, Paula Brumfield, Norma Ryan, Miranda Beadles, Chris Snyder

Mr. Snelling said the most valuable part of this software is its capability to show you line by line what is in the budget line, how much has been spent out of that line, encumbered balances, and whether there are requisitions currently in process. He said in the old system we were at the mercy of cut off document that had no encumbered balances showing, so they didn't know how much had been spent. Western Commissioner Bilyeu said it appears to me that it's the work of the Auditor who would have those current numbers. Mr. Snelling said but this will be in real time and it will automatically update your report. Eastern Commissioner Phillips said his biggest concern is eliminating someone's ability to change a line item on a purchase without the initiator knowing it. He doesn't want purchase orders to be altered. Western Commissioner Bilyeu said this is going to correct that problem. Presiding Commissioner Weter said it's time to prepare and assign the job of System Administrator, and he said he's not picking a System Administrator today. Western Commissioner Bilyeu suggested that they think in stages, and that namely in the first 90 days the Commission and the County Counselor may need to provide clarification. After they're up and running for a while, there shouldn't be a problem at all. He said he feels that because it will be a new responsibility for whomever is selected as System Administrator, the stress is best shared by the Commissioners and the County Counselor. Presiding Commissioner Weter asked Western Commissioner Bilyeu to craft a policy. Western Commissioner Bilyeu said he'd be glad to work on that, and that he's not going to be the System Administrator, but if he was he would want some people overseeing that in the first few months. Eastern Commissioner Phillips said he knows he won't be the System Administrator. Ms. Young asked if the System Administrator would have any role in training some of the other offices on how to use the system. Western Commissioner Bilyeu said he doesn't think so, and Presiding Commissioner Weter said they might grow into that. Eastern Commissioner Phillips said we're obligated to get everyone's input on who they think the System Administrator should be, and asked that suggestions be sent via email. Western Commissioner Bilyeu said as they receive suggestions he'd be more interested in the "why" than the "who". Ms. Matthews said anybody that does the job should have an understanding of accounting, and we have security limits in Mass 90. Presiding Commissioner Weter said we may have to copy those security limits. Presiding Commissioner Weter said he's hearing it shouldn't be an Elected Official. Western Commissioner Bilyeu said he thinks a person could serve in this capacity without a detailed knowledge of accounting procedures if they have the ability to ask the right questions and find the best practices. Ms. Maples said she agrees with

Western Commissioner Bilyeu, and they could also check with other agencies who have Incode 10 and see how they have it set up. Presiding Commissioner Weter said he's been counseled that it shouldn't be an Elected Official or anyone involved in the process, so he's going to consider that when suggestions come in. Ms. Matthews said if it's someone employed by the Commissioners they're going to do what the Commissioner's tell them to do because they're going to be in control of them and there will be no autonomy. Presiding Commissioner Weter said he's assuming if it was a real point of contention we would consider it en masse and vote on it. Western Commissioner Bilyeu said it might be difficult to find someone who's not part of the process. Ms. Brumfield said Mr. Sebert has everything set up so most things shouldn't change when the System Administrator is assigned. Presiding Commissioner Weter asked Western Commissioner Bilyeu to craft something for the Commission to consider next week, and then entertained a motion to create a draft policy regarding the functions of the Christian County designee to be the System Administrator for the Tyler accounting program.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ralph Phillips, Eastern Commissioner
<b>SECONDER:</b>	Hosea Bilyeu, Western Commissioner
<b>AYES:</b>	Ray Weter, Ralph Phillips, Hosea Bilyeu

**IV. Adjournment**

The meeting was closed at 10:51 AM

**10:51 AM**

Adjournment

Attendees: Amelia Wigton, Julia Maples, Karen Matthews, Leo Snelling, Kay Brown, Paula Brumfield, Norma Ryan, Miranda Beadles, Chris Snyder

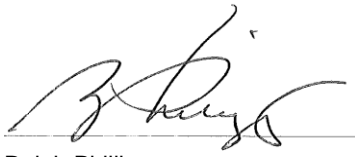
Presiding Commissioner Weter said seeing no further business we are adjourned.

  
 Ray Weter

Presiding Commissioner, Ray Weter

  
 Hosea Bilyeu

Hosea Bilyeu  
 Western Commissioner, Hosea Bilyeu

A handwritten signature in black ink, appearing to read 'R. Phillips', written over a horizontal line.

Ralph Phillips

Eastern Commissioner, Ralph Phillips