



Christian County Commission

100 West Church St, Room 100

Ozark, Missouri 65721

Thursday, February 28, 2019 January Term	Convene: 8:50 a.m.	Location: The Christian County Historic Courthouse
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Attendee Name	Title	Status	Arrived	Departed
Ralph Phillips	Presiding Commissioner	Present	8:50 a.m.	9:19 a.m.
Mike Robertson	Eastern Commissioner	Present	8:50 a.m.	11:24 a.m.
Hosea Bilyeu	Western Commissioner	Present	8:50 a.m.	11:24 a.m.
Krista Cronin	Executive Assistant	Present	8:50 a.m.	11:24 a.m.

8:50 a.m.

Attendees: Adam Portrey with Admiral Express, Diane Stalder

A quorum was established.

8:52 a.m.

Attendees: Adam Portrey with Admiral Express, Diane Stalder

Eastern Commissioner Robertson moved to approve the agenda for today, February 28, 2019, as published. Western Commissioner Bilyeu seconded the motion.

Aye: Phillips, Robertson, Bilyeu. Nay: None. Absent: None. Abstain: None.

8:55 a.m.

Attendees: Adam Portrey with Admiral Express, Diane Stalder

Western Commissioner Bilyeu moved to approve Christian County Commission's regular session minutes from February 14, 2019. Eastern Commissioner Robertson seconded the motion. There are no financials to address.

Aye: Phillips, Robertson, Bilyeu. Nay: None. Absent: None. Abstain: None.

8:56 a.m.

Attendees: Adam Portrey with Admiral Express, Diane Stalder

Eastern Commissioner Robertson moved to approve Christian County Commission's emergency session minutes from February 15, 2019. Western Commissioner Bilyeu seconded the motion.

Aye: Phillips, Robertson, Bilyeu. Nay: None. Absent: None. Abstain: None.

8:57 a.m.

Attendees: Adam Portrey with Admiral Express, Diane Stalder

Western Commissioner Bilyeu moved to approve Christian County Commission's regular session minutes from February 25, 2019. Eastern Commissioner Robertson seconded the motion.

Aye: Phillips, Robertson, Bilyeu. Nay: None. Absent: None. Abstain: None.

8:57 a.m.

Attendees: Adam Portrey with Admiral Express, Diane Stalder

Eastern Commissioner Robertson moved to approve Christian County Commission's closed session minutes per RSMo 610.021.3 (regarding personnel) from February 25, 2019. Western Commissioner Bilyeu seconded the motion.

Aye: Phillips, Robertson, Bilyeu. Nay: None. Absent: None. Abstain: None.

8:58 a.m.

Attendees: Adam Portrey with Admiral Express, Diane Stalder

Eastern Commissioner Robertson moved to approve Christian County Commission's closed session minutes per RSMo 610.021.19 (regarding security) from February 25, 2019. Western Commissioner Bilyeu seconded the motion.

Aye: Phillips, Robertson, Bilyeu. Nay: None. Absent: None. Abstain: None.

9:00 a.m.

Attendees: Adam Portrey with Admiral Express, Diane Stalder

The Commission met with presenter Krista Cronin regarding a bid opening for county-wide office supplies. Three bids were received. The first bid opened was from Office Essentials, the second bid opened was from Quill, and the third bid opened was from Admiral Express. Ms. Cronin will review the bids received and return to the Commission with recommendation for award at a later date. Eastern Commissioner Robertson moved to table the office supply bid item until the bids can be reviewed, and will await Ms. Cronin's recommendation. Western Commissioner Bilyeu seconded the motion.

Aye: Phillips, Robertson, Bilyeu. Nay: None. Absent: None. Abstain: None.

9:15 a.m.

Attendees: Diane Stalder, Assessor Danny Gray

The Commission met with presenter Danny Gray, Christian County Assessor, in regards to a bid opening for impact notices. Two bids were received. The first bid opened was from Edward J. Rice, and the second bid opened was from Divco Data. Assessor Gray will return at a later time with a recommendation for award. No action was taken.

9:30 a.m.

Attendees: Auditor Amy Dent, Michele Walker, Diane Stalder, Rhonda Purvis, Treasurer Karen Matthews, Highway Administrator Miranda Beadles, Norma Ryan, Clerk Kay Brown

The Commission met with presenter Amy Dent, Christian County Auditor, in regards to entering of new vendors. Auditor Dent pointed out that KPM (the County's outside auditor) has noted over the past several years the conflict of the process of vendor entry in the accounting system. Ms. Purvis has worked with KPM and those impacted to develop an acceptable process. Ms. Purvis presented a flow-chart of the process, as well as a "Conflict of Interest Disclosure Form". This vendor entry process which satisfies our outside auditor will take effect on March 1, 2019. No action was taken.

10:00 a.m.

Attendees: Treasurer Karen Matthews, Assessor Danny Gray, Sandy Liles, Auditor Amy Dent, Diane Stalder, Recorder Kelly Hall, Clerk Kay Brown

The Commission met with presenter Karen Matthews, Christian County Treasurer, in regards to online credit card processing through Central Bank for the Recorder and the Assessor. Discussion was held, and Eastern Commissioner Robertson moved to approve the recommendation of Treasurer Matthews and move forward with this approach to credit card processing online for the Recorder and the Assessor.

Aye: Robertson, Bilyeu. Nay: None. Absent: Phillips. Abstain: None.

10:30 a.m.

Attendees: HR Director Amber Bryant, Alicia Monsanto, Highway Administrator Miranda Beadles, Diane Stalder

The Commission met with presenter Amber Bryant, Human Resources Director, in regards to updated and new policies for the employee manual, and a review of future employee training. Ms. Bryant provided new policies regarding recruitment, qualification of employment, equal employment opportunity, employment eligibility, and hiring. She also presented revised policies regarding pre-employment drug testing and background checks, orientation and new hire paperwork, payroll – direct deposit, overtime/compensatory time, and anti-harassment/discrimination. Discussion was held, and Eastern Commissioner Robertson moved to approve the new and revised policies as presented by Human Resources Director Amber Bryant. Western Commissioner Bilyeu seconded the motion.

Aye: Robertson, Bilyeu. Nay: None. Absent: Phillips. Abstain: None.

11:15 a.m.

Attendees: Clerk of the Circuit Court Barb Stillings, Diane Stalder, Michele Walker, Auditor Amy Dent

The Commission met with presenter Barb Stillings, Clerk of the Circuit Court, in regards to judicial center fixtures. Clerk Stillings presented the Commission with a copy of RSMo 49.510.1, which states "It shall be the duty of the county to provide offices or space where the officers of the county may properly carry on and perform the duties and functions of their respective offices. Said county shall maintain, furnish, and equip said offices and provide them with the necessary stationary, supplies, equipment, appliances and furniture, all to be taken care of and paid out of the county treasury of said county at the time and in the manner that the

county commission may direct.” Auditor Dent noted that the items listed (totaling \$15,733.14) are items that the courts have deemed necessary to function in the new Circuit Court Building, and said that because these items were not built into the consolidated court’s budget (and because they are not truly budgeted in the building fund), that these items will be processed through Ms. Stillings’ budget, and in December of 2019 unencumbered appropriation balances will be transferred in order to cover the amount of the deficit. Western Commissioner Bilyeu noted that it had been asked in 2018 whether or not new items would be needed in the new facility, and it was indicated to the Commission that no new items would be necessary. Ms. Walker pointed out that previously they had been utilizing the VFW (which provided furnishings), and that now they will still have to maintain a jury room in their current building (the Judicial Center), as well as the Circuit Court Building. Western Commissioner Bilyeu reminded Ms. Stillings of a previous discussion in which it was noted that new items would need to be planned for and budgeted out of the Circuit Court’s 2019 budget. Eastern Commissioner Robertson noted that if approval of these expenditures was not mandatory, he would not do it, and said that he agrees with Western Commissioner Bilyeu in that these items should have been budgeted from the beginning. Discussion was held, and Eastern Commissioner Robertson moved to accept the recommendation concerning the need for judicial center fixtures that have been presented by Auditor Dent and Clerk Stillings. Western Commissioner Bilyeu seconded the motion.

Aye: Robertson, Bilyeu. Nay: None. Absent: Phillips. Abstain: None.

11:24 a.m.

Attendees: Clerk of the Circuit Court Barb Stillings, Diane Stalder, Michele Walker, Auditor Amy Dent

The meeting was adjourned.



Date: 03-04-2019

Eastern Commissioner

Mike Robertson



Date: 3-4-2019

Presiding Commissioner

Ralph Phillips



Date: 3-1-19

Western Commissioner

Hosea Bilyeu