



Christian County Commission

100 West Church St, Room 100
Ozark, MO 65721

Meeting: 07/15/19 08:55 AM

Department: County Clerk

Category: Meeting Items

Prepared By: Madi Hires

Initiator: Madi Hires

Sponsors:

SCHEDULED

MEETING ATTACHMENTS (ID # 5074)

DOC ID: 5074

Meeting Attachments

ATTACHMENTS:

- Human Resources - 2nd Qtr Report (PDF)
- Maintenance - 2nd Qtr Report (PDF)

Human Resources Quarterly Review

April-June 2019

CURRENT EMPLOYMENT UPDATE

Active Employees: 221

Second Quarter:

New Hires:	12
Separation of Employment:	16
Openings:	6

Current Turnover rate: 21%

HR Completed

- Updated the following policies:
 - Anti-Harassment and Discrimination
 - Change of Wage
 - Separation of Employment
 - Benefits Affected by Termination
 - Discipline
 - Travel
 - County Owned Vehicles
 - Complaint/Appeal/Resolution Procedure
 - Social Media/Networking
 - Drug Testing—Type of Testing
 - Expectations of Employees
 - Absenteeism & Tardiness
- Recruitment
 - 6 currently Open
 - All 155 applicants are tracked through HR/receive rejection letters
- Separation of Employment—sat in on all terminations.
- Completed 2st Quarter Random Drug Testing
- Sexual Harassment Training completed for all employees
- Continued Implementing use of uniform New Hire Forms—All now Completed with HR.
- Created and Implemented New Hire Checklist with outside offices
- Completed Exit Interviews with majority of all separating employees since start of year
- Point person for redesign of County Website
 - Successfully created an employee portal and currently working to upload forms/handbook once completed
- Employee of the Quarter completed for 2nd Quarter—gaining recognition
- Attended local Economic Development and Workforce Meetings. Served as Panelist at Ozark Chamber's Rejuvenate Women's Conference.

- Set up Workers Comp Codes in Tyler and adjusted each employee accordingly
- POET (Post Offer Employment Testing)—Complete and ready for implementation for Corrections Officers and Highway Dept.
- Successfully obtained PHR (Professional in Human Resources) and SHRM-CP (Society of Human Resource Management-Certified Professional) certificates

In Progress

- Continue Updating all Employee Files and input into Tyler
- Adding Benefits Clerk/HR Assistant
- Transfer of Employee Medical Files/Benefits
- Evaluate Benefits (Work Comp/Medical/FMLA/COBRA)
- Annual Performance Evaluations
 - Create standard form
 - Education supervisors
 - Set schedule
 - Conduct
- POET Program—need Campus Security test completed
- Complete Maintenance Request Form/upload and make assessable on website
- Handbook to be completed and uploaded to website plus new form for all employees to sign. (Less than 10 policies left to complete plus Mission Statement.)
- Continue working on Employee Portal of website—forms/handbook
- Continuing to build relationships and spread awareness, provide education of Human Resources.

Building Maintenance Quarterly Report

7/15/2019

Large Projects

1. Elevator- Project will start at the end of August.
2. Men's 3rd floor restroom – Completed remodel
3. Courthouse Gazebo- roof replacement to start last week of July
4. Jail flashing repair- started July 11th
5. Jail Lock yearly maintenance- started in June still working to finish.
6. New flooring in sheriffs back hall & Evidence Office- project to start July 29th

Small Projects

1. L.E.D. lights 3rd floor Kays /Commission office- complete. Commission office meeting room.
2. Window tent 3rd floor Kays office- complete
3. Signs for court building- ordered and waiting on install date from vendor
4. Signs for cannon- completed and installed in July
5. Tree removal by construction trailer.- completed by maintenance staff
6. Green mile door repair- completed with cooperation of security staff

3rd Quarter Projects

1. Mini split heat pump in Mule's office (Control Room)- I will be looking into quotes for this project.
2. New roof over mailboxes- project will cost and estimated \$1800 to tear off and replace singles.
3. Look at men's 2nd floor restroom remodel- we will be looking at the budget and consider remodeling this restroom in 3rd quarter.
4. Snowplow for maintenance truck- bid notifications have been sent out.
5. Building for building maintenance- bid notifications have been sent out.
6. Fountain research (Repair)- will start exploring the inside of the fountain this quarter.
7. Install new A.E.D. cabinets- when cabinets are available
8. Change all H-vac filters in county buildings-
9. Looking into some type of physical barrier for cannon - ? Fence or vegetation ?

Daily Maintenance continues

1. Mowing- Note: the circuit court building takes a considerable amount of time to maintain due to all the handwork required.
2. Electrical repairs

3. Plumbing repairs

Training

Lindale Cummings has completed jail lock certification at Southern Folgers factory in San Antonio Texas cost \$2,123.96

Building Maintenance budget- 73.6% Remaining or \$165,592.24

Custodial Supplies budget Remaining- 56.5% or \$25,424.77

Building utilities has 53.07% or \$19,1065.30 Remaining

0.00

53.07

0.00

53.07