



Christian County Commission

Notice is hereby given that the Christian County Commission met in regular session at:
The Historic Christian County Courthouse
100 W. Church Street, Room 100
Ozark, Missouri, 65721
On **May 4th, 2020** at **8:55 a.m.**

MEETING MINUTES

Attendee Name	Title	Status	Arrived	Adjourned
Hosea Bilyeu	Western Commissioner	Present	8:55 a.m.	10:10 a.m.
Ralph Phillips	Presiding Commissioner	Present	8:55 a.m.	10:10 a.m.
Mike Robertson	Eastern Commissioner	Present	8:55 a.m.	10:10 a.m.
Madi Hires	Executive Administrative Assistant	Present	8:55 a.m.	10:10 a.m.

Attendees: Auditor Amy Dent, County Clerk Kay Brown, Human Resources Director Amber Bryant, Purchasing Agent Krista Raleigh, Treasurer Karen Matthews

A quorum was established. Presiding Commissioner Phillips entertained a motion to approve the consent agenda, which included Christian County Commission's agenda for today, May 4th, 2020 as published, Christian County Commission's emergency session minutes dated May 1st, 2020, Christian County Commission's emergency session #2 minutes dated May 1st, 2020 and the appointment of Janis Hagen to the Christian County Library Board of Trustees. There are no financials. Eastern Commissioner Robertson so moved. Western Commissioner Bilyeu seconded the motion.

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

The Commission met with Treasurer Karen Matthews for discussion/possible approval of opening a new bank account for COVID-19 relief funds. The anticipated funds will be to offset costs related to the pandemic, and distribution of these funds will be authorized by the Commission. The account will be interest bearing and titled 2020 CARES Act. Auditor Amy Dent added that County Clerk Kay Brown would be receiving similar funds associated with offsetting election costs and would be needing an account as well. Clerk Brown's account would be similar and titled 2020 CARES Act – Elections. Presiding Commissioner Phillips entertained a motion to approve the opening of the two new bank accounts as previously stated. Western Commissioner Bilyeu so moved. Eastern Commissioner Robertson seconded the motion.

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

The Commission met to sign the Ozarks Transportation Organization (OTO) Resolution. Presiding Commissioner Phillips noted that this was an administrative oversight for how they would be utilizing their funds. Presiding Commissioner Phillips entertained a motion to adopt the resolution. Western Commissioner Bilyeu so moved. Eastern Commissioner Robertson seconded the motion.

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

The Commission met with Auditor Amy Dent for her monthly report. Auditor Dent noted that the General Revenue Fund balance is \$6.812 Million, which is a decrease of \$97,630.00 from March's balance. Auditor Dent also included in her report that she is working with other county auditors from around the state for determination of best practices for the relief funds that will soon be distributed. She recommended that the Commission have a secondary meeting and possibly create a committee for this purpose. Discussion was held. Presiding Commissioner Phillips entertained a motion to accept Auditor Dent's report as presented. Eastern Commissioner Robertson so moved. Western Commissioner Bilyeu seconded the motion.

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

The Commission met with Auditor Amy Dent for a utilities audit review. Auditor Dent presented her report which had been requested by the Commission in April. The Audit was for Accounts Payable/the Christian County Clerk's Office relating to timely payments, recording of utility payments and correspondence received and processed directly by accounts payable. The scope of the audit was from January 1st, 2019 to April 20th, 2020 for the following vendors: CenturyLink, Empire/Liberty Utilities, Highlandville City Utilities, Ozark Water, Republic Services, Spire, White River and Suddenlink. Auditor Dent's report findings included: 3 vendors with 14 invoices showing late fees (totaling \$149.23), a total of 16 payments issued on or after their due dates shown on bills, 14 payments issued less than 5 days prior to the due date, 10 payments stamped received 9 or more days before checks were issued, 2 invoices/payments missing from vendor folders and 11 shutoff notices mailed on 5 accounts which were missing from their vendor accounts payable files. Auditor Dent included in the audit requirements going forward: all correspondence from vendors must be placed in vendor files and maintained through completing of the annual audit (per RSMo 109.255 or longer by County Clerk per RSMo 50.172(2)), all mail must be opened and stamped by a party other than the accounts payable clerk and any bills showing late fees or unpaid prior balances will be forwarded to the auditor with notes regarding the investigation of the balance.

Eastern Commissioner Robertson inquired on the number of missing documents, specifically the shut off notices. Auditor Dent confirmed that they were missing from their accounts payable file. Human Resources Director Amber Bryant inquired about late fees being coded to correct line items. Auditor Dent confirmed that of the listed late fees none were coded as such. Ms. Bryant also inquired on a recent credit over \$300 from one of the listed vendors. Purchasing Agent Krista Raleigh stated that \$313.00 in late fees were refunded by Liberty Utilities after being contacted. Let it be noted that this credit of late fees is not included in the Auditor's report as it was done prior.

Presiding Commissioner Phillips entertained a motion to accept Auditor Dent's internal audit report. Eastern Commissioner Robertson so moved. Western Commissioner Bilyeu seconded the motion.

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

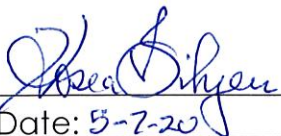
9:25. a.m.

Presiding Commissioner Phillips entertained a motion to enter into closed session per RSMo 610.021.3 (Personnel) by means of roll call vote. Eastern Commissioner Robertson so moved. Western Commissioner Bilyeu seconded the motion.

Roll Call Vote

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

The meeting was adjourned at 10:10 a.m.



Date: 5-7-20

Hosea Bilyeu
Western Commissioner



Date: 5/7/2020

Ralph Phillips
Presiding Commissioner



Date: 05-07-2020

Mike Robertson
Eastern Commissioner