



Christian County Commission

100 West Church St, Room 100
Ozark, MO 65721

SCHEDULED

MEETING ATTACHMENTS (ID # 5229)

Meeting: 01/14/21 10:05 AM

Department: County Clerk

Category: Meeting Items

Prepared By: Paula Brumfield

Initiator: Paula Brumfield

Sponsors:

DOC ID: 5229

Meeting Attachments

ATTACHMENTS:

- 011421 CIRCUIT CLERK - CREDIT CARD ACKNOWLEDGEMENT AUTHORIZATION FORM (PDF)
- 011421 HR - 4TH QUARTER REPORT 2020 (PDF)

CHRISTIAN COUNTY CREDIT CARD
ACKNOWLEDGEMENT AND AUTHORIZATION FOR
THE CHRISTIAN COUNTY CIRCUIT CLERK

Christian County Circuit Clerk Barbara Stillings has been authorized by the Christian County Commission to obtain a credit card using Christian County's Tax ID number. The Circuit Clerk will be responsible for the credit card's protection. The Clerk and her employees using the credit card, will be responsible for safeguarding the card and account number. The Christian County Commission Office should be notified immediately if the card is lost or stolen. All credit card purchases must have receipts detailing the goods or services purchased, cost, date of the purchase and the official business explanation thereof. Receipts must be provided for all purchases made. Said receipts/documentation will need the approved Requisition number written on the top of each. Receipts/documentation must be submitted within 7 days of purchase to the County Auditor to reconcile against the monthly credit card statement.

If the Circuit Clerk or any of her employees engage in any unauthorized or improper use of the Christian County's credit card they will be subject to civil/criminal prosecution consistent with applicable laws. The County Auditor will deduct from the Circuit Clerk's budget any charges fees and costs associated with such improper use.

I, _____, hereby acknowledge and agree to honor and abide by the above stated terms and conditions. I also authorize the Christian County Circuit Clerk's office to seek reimbursement from me of any sums necessary to reimburse Christian County for any purchases that I made on the Christian County credit card as an employee of the Christian County Circuit Clerk's Office that are unauthorized or disapproved by Christian County, including any fees and interest charged on such purchases by the credit card company.

Employee of the Christian County Circuit Clerk's Office Date: _____

Barb Stillings, Christian County Circuit Clerk Date: _____

Human Resources Quarterly Review

September – December 2020

CURRENT EMPLOYMENT UPDATE

Active Employees: 229

Fourth Quarter 2020:

New Hires:	4 th Quarter: 17 2019 New Hires: 58 2020 New Hires: 75
Separation of Employment:	4 th Quarter: 14 (4 Terminations) (1 Retirement) (8 Resignations) (1 Reduction in Force)

Completed

- Conducted 9 Open Enrollment Meetings (some in person following CDC guidelines and some via Zoom)
 - 100% Compliance/Completed
- Purchased Human Resource Management software (CivicHR) for applicant tracking and onboarding of new employees. The new website with applicant tracking successfully launched November 20, 2020.
- Began work with CivicHR to develop, design and build the onboarding system specifically for our needs.
- Communicated Pandemic Policy Changes/Reminders and Commission Orders to Employees
- HR is continuing to track each employee absence since 3/30/2020 to ensure proper dispersion of employee benefits (Emergency Paid Sick Leave/EPSTL, Emergency Family Medical Leave Act/EFMLA, Workers' Comp, ect.) and to track costs (leave/testing fees).
- Worked with the Sheriff's Office to develop an online test tracking system for test of employees in the Sheriff's Office. This is the same system for inmates, HR will track/monitor and receive billing to ensure compliance in all areas.
- 28 Employees tested Positive for COVID-19 in the 4th Quarter, HR has completed an action plan for each positive case and conducted all contact tracing of employee exposures.
 - Positive Employees are contacted to discuss their HIPPA rights and to identify anyone who might have been exposed through their employment. (We use the recommended guidelines of the CDC.)
 - All Employees (and potentially citizens) identified as highly exposed are contacted within the hour of positive results.
 - If warranted, an Internal Memo is drafted and sent to Office/Building exposed
 - Focused cleaning is arranged with Maintenance
 - Positive and Exposed Employees are monitored through their return to work date
- Together HR and Payroll, work to ensure our employees are paid correctly and caps are not exceeded

- Served as CARES Act Committee Member (meeting weekly)
- Completed all CARES Applications for Employee Testing and COVID-19 EPSL reimbursements for all departments.
- Tracked multiple FMLA leaves
- Conducted personal orientations for all new hires/benefits and Exit Interviews with all separating employees (remotely as needed)
- Continued to troubleshoot the change of MPR to MEM and solidify new process/forms for Worker's Comp/claims
- Employee of the Quarter completed for 4th Quarter/Year
- Assisted County Attorney with ongoing litigations
- Remain point person for County Website—keeping it updated with Recruitment, CARES and COVID-19
- Recruitment
 - 17 Positions Filled
 - 9 positions currently Open
 - Correction Officers
 - MULES Operator
 - Corrections Corporal
 - Transport Deputy
 - Planning & Development Administrator