



## Christian County Commission

100 West Church St, Room 100  
Ozark, MO 65721

**SCHEDULED**

**MEETING ATTACHMENTS (ID # 5339)**

Meeting: 04/26/22 09:00 AM

Department: County Clerk

Category: Meeting Items

Prepared By: Paula Brumfield

Initiator: Paula Brumfield

Sponsors:

DOC ID: 5339

# Meeting Attachments

## ATTACHMENTS:

- 042622 Polling Locations 2022 (PDF)
- 042622 Precinct Report for 2022 (PDF)
- 042622 BUCKET TRUCK - Emergency Bucket Truck Repair (PDF)
- 042622 Human Resources.IT.Purchasing 1st QUARTER REPORT (PDF)

PRECINCT	POLLING PLACE	ADDRESS
1. E. Benton	(combined with Bruner)	
2. W. Benton	(combined with Linden)	
3. Bruner	Bruner Community/Senior Center	St. Hwy. 14 & Marshfield Rd. Bruner, MO.
4. Chadwick	Chadwick Community Bldg.	122 Oriole Dr. Chadwick, MO.
5. Riverside	James River Church (Youth Center)	6100 N. 19 <sup>th</sup> St. Ozark, MO.
6. Cassidy 1	Ozark Career Center	802 W. Jackson Ozark, MO.
7. West Finley 1	Ozark South Elementary School	1250 W. South St. Ozark, MO.
8. East Finley	First Baptist Church (Commons)	1400 W. Jackson St. Ozark, MO.
9. North Galloway	Finley River Cowboy Church	217 Birdie Cir. 8329. Highlandville, MO.
10. South Galloway	Spokane High School Gym	1123 Spokane Rd. Spokane, MO.
11. Garrison	(combined with Chadwick)	
12. Lead Hill	(combined with Oldfield)	
13. Lincoln 1	Clever First Baptist Church	105 Kennedy Ave. Clever, MO.
14. Linden	Elm Grove Church (Rogersville)	Corner of U Hwy & Elm Grove Rd.
15. North Linn	Victory Baptist Church	5058 State Hwy W Ozark, MO.
16. South Linn	(combined with Chadwick)	
17. McCracken	Ozark East Elementary School	2449 E. Hartley Ozark, MO.
18. Oldfield	Church of Christ	184 Oldfield, Rd. Oldfield, MO.
19. Union Chapel 1B	Nixa Community Library	208 N. McCroskey St. Nixa, MO
20. Polk	St. Joseph Church (Cafeteria)	320 NW Washington Billings, MO.
21. Union Chapel 1A	Nixa Junior High School (FEMA Shelter)	205 North St. Nixa, MO.
22. Rosedale 1A	First Baptist Nixa	601 W. Wasson Dr. Nixa, MO
23. Garden Grove	John Thomas School of Disc. (FEMA/Gym)	312 N. Market St. Nixa, MO.
24. Northview A	High Pointe Elementary School (Gym)	900 N. Cheyenne Rd. Nixa, MO.
25. Seneca	(combined with Chadwick)	
26. Sparta	Sparta Early Childhood	113 Division St. Sparta, MO.
27. Union Chapel 2A	Inman School (FEMA)	1300 N. Nicholas Rd. Nixa, MO.
28. Rosedale 2	Nixa High School (Theater Entrance)	514 S. Nicholas Rd. Nixa, MO.
29. Northview B	Summit Intermediate School (Gym)	890 N. Cheyenne Rd. Nixa, MO.
30. Rosedale 1B	Mathews Elementary School (FEMA)	605 S. Gregg Rd. Nixa, MO.
31. Union Chapel 2B	Union Hill Church	865 N. Nicholas Rd. Nixa, MO
32. Cassidy 2	Ozark West Elementary School (GYM)	3105 W. State Highway CC Ozark, MO.
33. Lincoln 2	Clever High School (FEMA)	6800 W. Veterans Blvd. Clever, MO
34. West Finley 2	Lifepoint Church	51 Riverdale Rd. Ozark, MO
35. Northview C	Century Elementary School	732 North St. Nixa, MO

The following is a list of all polling places in Christian County for the Elections (Revised January 11, 2022)

**May 10, 2022 PRECINCT/POLLING PLACE REPORT (51.121 RSMO)**

TO: Christian County Commission

FROM: County Clerk Kay Brown

**2022 PROPOSED POLLING LOCATION CHANGES COMPLETED**

Beginning April 5, 2022, 4 New Polling Locations were in operation to serve the growing number of voters in Christian County:

- Northview 1 and Northview 2 --restructured and became Northview 1A, Northview 1B, Northview 1C.
  - Northview 1A is located at Highpoint Elementary School FEMA Gym
  - Northview 1B is located at Summit Intermediate School FEMA Gym
  - Northview 1C is located at Century Elementary School
- Union Chapel #1 restructured and became Union Chapel 1A and Union Chapel 1B.
  - Union Chapel 1A is located at the Nixa Junior High School.
  - Union Chapel 1B is located at Nixa Library.
- Union Chapel #2 restructured and became Union Chapel 2A and Union Chapel 2B.
  - Union Chapel 2A is located at Inman School in Nixa
  - Union Chapel 2B is located at Union Hill Church in Nixa
- West Finley restructured and became West Finley 1 and West Finley 2.
  - West Finley 1 is located at Ozark South Elementary School
  - West Finley 2 is located at Life Point Church in Ozark
- New Polling Locations for 2022:
  - Sparta Precinct moved from Sparta High School to the Sparta Early Childhood Facility.
  - North Galloway Precinct moved from the Highlandville Elementary School Library to The Finley River Cowboy Church.

Currently, there are 29 polling locations. Beginning with the August 2, 2022, Election, the total number of polling locations will be decreased by 2.

Beginning August 2, 2022, Proposed Consolidation of Precincts :

Due to the increase in the cost of conducting elections, the growing need for Election Judges, and smaller number of voters, the Lead Hill/Oldfield Precincts will be joined with the Chadwick, Garrison, South Linn, Seneca Precincts. The new polling location for the Lead Hill/Oldfield precincts will be held at the Chadwick Community Building where currently the voters for the Chadwick, Garrison, South Linn, Seneca vote.

In addition, the East Benton/Bruner Precinct will be joining the Sparta Precinct. The new polling location for the West Benton/Bruner precincts will be held at the Sparta Early Childhood Facility.

By reducing the number of polling locations, we can cut costs and provide enough Election Judges to service the county. The number of voters for each of the combined polling locations are attached.

The non-electioneering contracts continue with the Nixa School District, James River Church, Clever School District and St. Joseph's Church located in Billings. These contracts have been in place for the past several years.

**Christian County Registered Voters Annual Report**

April 2018 = 50,855 active registered voters

April 2019 = 55,539 active registered voters (9% increase from 2018) Total Registered Voters 58,687

April 2020 = 53,972 active registered voters Total Registered Voters 60,512

April 2021 = 59,918 active registered voters (11% increase from 2020) Total Registered Voters 62,464

April 2022 = 57,561 active registered voters Total Registered Voters 64,062

# Precinct Voter Count

Precinct: LEAD HILL,OLDFIELD,SPARTA

<b>PRECINCT</b>	<b>ACTIVE</b>	<b>INACTIVE</b>	<b>PENDING- ACTIVE</b>	<b>TOTAL</b>
LEAD HILL	107	8	0	115
OLDFIELD	349	30	0	379
SPARTA	1670	202	1	1873
<b>Total Voter Count</b>	2126	240	1	2367

# Precinct Voter Count

Precinct: CHADWICK,GARRISON,LEAD HILL,S LINN,OLDFIELD,SENECA

<b>PRECINCT</b>	<b>ACTIVE</b>	<b>INACTIVE</b>	<b>PENDING- ACTIVE</b>	<b>TOTAL</b>
CHADWICK	276	21	0	297
GARRISON	169	14	0	183
LEAD HILL	107	8	0	115
OLDFIELD	349	30	0	379
S LINN	106	8	0	114
SENECA	70	8	0	78
<b>Total Voter Count</b>	1077	89	0	1166

## Mindi McCoy

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**From:** Kim Hopkins-Will  
**Sent:** Friday, April 22, 2022 9:24 AM  
**To:** Mindi McCoy  
**Cc:** Hosea Bilyeu; Lynn Morris; Ralph Phillips; Miranda Beadles  
**Subject:** Agenda item for Tuesday

Mindi,

Please put the following item on the agenda for Tuesday, April 26, 2022.

Purchasing Agent: Emergency Bucket Truck Repair, approximately \$17,000

### **BACKGROUND FOR COMMISSIONERS:**

The Highway Department has an 1998 ALTEC Bucket truck that is in need of an emergency repair.

There is only one company that can repair the truck and that is the manufacturer Altec. Altec has a repair shop located in Wentzville, Missouri.

My recommendation is that the commission declare this an emergency repair purchase, under the Christian County Emergency Procurement guidelines of public welfare and safety. I have posted the Emergency Procurement guideline from our purchasing manual below:

### [Emergency Procurements – 50.780.2 RSMo](#)

Notwithstanding any other provisions of this policy, and by direction of the Christian County Commission, the Purchasing Agent may make or authorize others to make emergency procurements of supplies, services, or construction items when there exists a threat to public health, welfare, or safety; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. In the case of a major disaster affecting County operations caused by weather, terrorism, war, accidents, explosions, Acts of God, etc. the Presiding Commissioner could enact the emergency purchasing policy to cover whatever goods and/or services may be necessary to stabilize the County's operations. A written documentation of the basis for the emergency and for the selection of a particular contractor shall be documented on the Emergency Procurement Form and submitted to the Purchasing Department by the requesting department. As soon as practicable, a record of such emergency procurement shall be made and maintained in the Purchasing Department contract file and shall set forth the contractor's name, the amount and type of contract, a listing of the item(s) procured under the contract, and the identification of the contract file. A record of the emergency purchase shall also be stated in the Commission's next regularly scheduled minutes.

Respectfully submitted,

**Kimberly Hopkins-Will, NIGP-CPP, CPPO, CPPB**

*Purchasing Agent*

*Christian County*

202 W. Elm Street

Ozark, Missouri 65721

Office: 417-582-4309

[khopkins@christiancountymo.gov](mailto:khopkins@christiancountymo.gov)





# Human Resources Quarterly Review

January – March 2022

## Human Resources

CURRENT Active Employees: 236

First Quarter 2022:

New Hires:	1 <sup>st</sup> Quarter: 22
Separation of Employment:	1 <sup>st</sup> Quarter: 14 (4 Terminations) (10 Resignations)

- Updated Employee Handbook of Policies & Procedures Completed and Acknowledgement Forms completed by all employees.
- Benefits and payroll ensured all changes from Open Enrollment were made to our system and our insurance carriers correctly
- Pandemic Updates
  - HR has tracked each employee absence since 3/30/2020 to ensure safety of our workforce/contain exposure. The Federal Emergency Paid Leave ended on 9/30/21 but we continued to track absences and as an uptick in COVID-19 cases reached high levels in January HR presented to the County Commission and it was decided to create temporary COVID-19 sick leave pay from 1/18/22 through 2/12/22 for our staff. The intent was to get through that spike, and it was successful.
  - HR orders/tracks/monitors on-site rapid COVID-19 testing for employees and inmates, plus now offers take-home COVID-19 test kits to employees and their dependents.
  - 31 Employees tested Positive for COVID-19 in the 1<sup>st</sup> 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 HIPAA 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 as needed.
    - Positive and Exposed Employees are monitored through their exposure period. (63 employees were tracked through the 1<sup>st</sup> Quarter)
  - Completed all reimbursement/Check Requests for our temporary COVID-19 leave and Employee and Inmate COVID-19 Testing
- Worked with the CCSO to update Policies/Template Letters for compliance of RSMo 590.502
- Tracked multiple FMLA leaves
- Tracked and monitored multiple Worker's Comp injuries/claims.
- Conducted personal orientations for all new hires/benefits and Exit Interviews with separating employees
- Completed Random Drug Testing for 1<sup>st</sup> Quarter
- Employee of the Quarter completed for 1<sup>st</sup> Quarter

- Remain point person for County Website
- Attended ARPA Work Sessions
- Attended Onsite Employee Health Clinics Summit and began work on an RFP to gauge Christian County's benefit potential.
- Serves as Chair for internal Safety Committee (Meets Quarterly)
- Moved our offices in February and recently held our official Employee Service Building Open House
- Met with our insurance providers to review Worker's Comp, liability, cybersecurity policies/coverages as these are up for renewal in July 2022
- Recruitment (162 Applications Reviewed/Received)
- 21 Positions Filled
- 24 positions currently Open
  - Correction Officers
  - Campus Security Deputies
  - Assistant Prosecuting Attorney
  - Truck Driver
  - Jail Custodian
  - Transport Deputy
  - MULES Operator
  - Patrol Sergeant
  - Patrol Deputy

**Purchasing Agent Update** from 1/1/22 through 3/31/22

**Issued Bids/RFQ:**

- ITB 2022-1 – Enduro Plat Cabinets
- ITB 2022-2 – Consulting Engineering Services for Hawkins Bridge and Red Bridge
- ITB 2022-3– Annual Contract for County-Wide Road Resurfacing & Aggregates
- SS 2022-4 – Unisyn Equipment (ADA Voting Equipment)
- ITB 2022-5 – Side Arm Mowers
- RFP 2022-6 – Air Duct Cleaning Services
- ITB 2022-7 – Office Supplies

**New Contracts:**

- Elkins Swyers Company
- Anderson Engineering
- Torgerson Architects
- GHN Architects
- N-Form Architects
- APAC Central
- Blevins Asphalt Const. Co., Inc
- Capital Materials, LLC
- Emery SAPP & Sons
- Huff Asphalt & Sealing
- TRACT Materials Inc
- Vance Brothers Inc.
- Henry M. Adkins & Sons, Inc.
- Cintas

**Contract Renewals:**

- Williams Diversified Materials
- Trinity
- Verizon Wireless

**Surplus:** The County is using GovDeals.com for their surplus provider. A retired 2008 truck with 219,000 miles was surplused. The County realized \$5565 for this truck.

**Purchasing Move:** The Purchasing Agent moved from the Planning & Resource Building to the Employee Services Building. All documents have been changed to reflect the new location.

**Opening Bids:** Since the County has appointed a purchasing agent, the provisions of section 50.760 which places the duty to purchase supplies on the County commission and to advertise for bids, does not apply to Christian County. As such, the county purchasing agent can solicit bids and open bids without the direct involvement of the County Commission. Proposed changes were approved by the Commission to allow the Purchasing Agent to open bid documents in the new Employee Services Building at 202 W. Elm Street without the presence of the Commissioners. The Purchasing Agent and the department will evaluate the bids and will continue to make recommendations to the Commissioners for oversight and award approval.

**Credit Card(s) Relocated:** The Purchasing Agent's office has taken over the three credit cards logs, they are: Sam's Club/Walmart Card, Ozark Bank and Lowes credit card. Now that the purchasing office is close to the Christian County campus, County employees may come to the Employee Services building to log out the credit cards. Note: A purchase order must be presented.

**Purchasing Policy Manual Under Review:** The Purchasing Policy Manual is under review. The County's attorney has reviewed the manual. The revised manual is anticipated to be on the agenda in May for approval.

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**IT Specialist Update****2022 Q1      Jan-Mar**

Completed items:

- Jail control room APC/battery backup rebuilt & cleanup project completed with PC Net
- Updated the Jail Medical computer
- Set up phones, networks, printers for the Employee Services location
- Tyler access problem occurred in December of 2021 (VEEAM backup system snapshot resolving) we conducted an after-action report and analysis w/ PCNet (23Mar22)
- C-Cure9000 client access for Jail and Sheriff's office systems (helped rebuild our internal computer systems and coordinated with JCI to complete)
- CCSO Cody program—helped with update and setting up training course for Deputies
- Received Admin level access for Commission, Sheriff, & Prosecuting Attorney systems from PC Net.
- Received N-Able (PCNet's remote control and troubleshooting software) access for all CC systems
- Coordinated HP warranty work for an assessor employee's workstation
- Rebuilt/recovered 4 computer systems thus saving the County money (not needing to buy new computers).
- Installed time capsule PC and setup rolling picture presentation
- Monitored Tyler software daily to make sure it is available, ran trouble tickets and tracking when it was down

- Built onboarding checklist for CC IT procedures, testing, and expanding items per office
- Badge system HR setup – worked with CC EMA for streamlined procedure
- Added Assessor switch to provide connectivity for the new wing
- Rewired Assessor's Office new wing
- Zebra printer troubleshooting for CCSO in patrol cars (physical connectivity issues)
- Gained LUMEN admin access to CC's AVAYA IP phone system

In-progress:

- Phone system upgrade/vendor RFP (working w/Kim)
- 90% - Took over onboarding and enacted a streamlined process for new hires to get up and running