

Employee Services Quarterly Review

October – December 2024

Human Resources 4th Quarter Update

CURRENT Active Employees: 252

New Hires:	4 th Quarter: 14
Separation of Employment:	4 th Quarter: 20 (5 Termination) (12 Resignations) (3 Retiring Elected Officials)

- Collaborated with Croley and conducted in-house research to identify the most suitable employee insurance coverage options for 2025. This included multiple meetings and negotiations. Ultimately the Commission approved United Healthcare and Guardian.
- Conducted multiple Open Enrollment meetings—100% employee compliance.
- Transitioned our applicant tracking/onboarding system from CivicHR to Criterion.
- Collaborated with the County Clerk to update the Sunshine Request procedures.
- Partnered with the County Counselor/Commission to draft an addendum to the Temporary License Agreement.
- Coordinated with the Purchasing Agent and Auditor to facilitate the extension of the CareATC contract.
- Consistently approved biweekly payroll prior to processing.
- Managed and administered the Employee Referral Program.
- Monitored and tracked multiple FMLA leave requests.
- Oversaw and tracked various Workers' Compensation claims, injuries, and litigation.
- Conducted personal orientations for all new hires/benefits and Exit Interviews with separating employees.
- Processed 14 new hire orientations and 14 benefit onboardings.
- Coordinated On-site Flu Shot Clinic
- Conducted Employee Satisfaction Survey—will publish results this month.
- Completed Random Drug Testing for 4th Quarter.
- Employee of the Quarter completed for 4th Quarter and 2024 Employee of the Year.
- Remain point person for County Website—successfully transitioned from outside host to internal management.
- Researched and administered changes from the Department of Labor for all staff.
- Continued ensuring all department/offices conduct their annual reviews, at which time we reassess each position description and individual employees' placement in the salary matrix for complete compliance.
- Created and conducted Performance Review Training for supervisors.
- Updated the 2025 Salary Matrix, reviewed each employee for appropriate placement.
- HR Director served as the Coordinator for:
 - Employee Fish Fry (10/3/24)
 - Friday Night Lights (12/13/24).
- Recruitment (329 Applications Reviewed/Received) and conducted multiple interviews.
- 15 Positions Currently Open
 - Assistant Prosecuting Attorney
 - Patrol Deputy
 - Deputy Elections Clerk
 - Legal Assistant/Receptionist
 - County Administrator/In-House Counsel
 - Corrections Officer/Transport Deputy
 - Real Estate Data Processor
 - MULES Operator
 - Truck Driver (C2)
 - Sheriff's Executive Assistant

Purchasing Department 4th Quarter Update

Purchase Order Summary Report from 9/31/24 – 12/31/24

- 943 Purchase Orders – Total \$3,076,683.44 – (Goods & Services Only)

Issued: ITB/RFP/SS:

- 2024-16 Jail commissary Services
- 2024-17 Multifunction Printer/Copier Lease
- 2024-18 Data Solutions Services

Preproposal Conference:

- 9/24/24 – Preproposal Conference on the Jail Sewer Bid
- 11/6/24 - Preproposal Conference on the Jail Commissary Services

New Contracts:

- Cintas – Uniform & Janitorial Rental Services – Highway, Maintenance, Recycling Departments
- Holiday Décor - Courthouse Lighting Installation & Removal
- Johnson Controls – C-Cure 9000 License – Badge Control Security
- GRE – Justice Center Roof Repair
- CPI – Multifunctional Printer/Copier Lease
- KCI Construction – Jail Sewer Improvements
- Keefe Commissary Network, LLC – Jail Commissary Services

Contract Renewals:

- Techtree Partners - 2023-19 – Data Solution Services
- CKC Data Solutions – 2023-19 – Data Solution Services
- Kone Inc. - 2023-7 - Elevator Preventative Maintenance & Repair
- Big Bear Shredding – SOM #CS221273001 - County Wide Shredding Services
- Hambey Construction – 2023-22 General Carpentry & Electrical Services
- Williams Diversified Materials – 2022-26 – Annual Contract for Highway (Deicing) Salt
- Rapiscan – X-Ray Equipment Maintenance - HCH and JC Buildings

Emergency Purchases:

- E2024-3 Jail Water Heater Tanks – Draper Plumbing
- E2024-4 – Justice Center Roof Fan – Trane

Surplus 4th Quarter:

- GovDeals.com sold items: \$26,288.00
- Metal Storage Cabinet – \$60.00
- Group of Office Chairs and Cubicle Desk – \$10.00
- Fargo ID Badge Printer – \$210.00
- Miscellaneous Printer Cartridges - \$62.00
- 2012 Dodge Charger - \$5900.00
- 2014 Dodge Charger - \$5550.00
- 2014 Jeep Patriot - \$4451.00 (Waiting to be picked up)
- 2019 Jeep Compass - \$10,001.00 (Waiting to be picked up)
- Desks - \$10.00 – (Waiting to be picked up)
- Multifunction Printer – closes 1/7/24

Missouri Association of Public Purchasing (MAPP):

In December a new board was sworn in. Kim Hopkins-Will, our Purchasing Manager, will remain on the board as past president and advisor to the board.

National Institute of Public Procurement (NIGP):

- Our Purchasing Assistant attended NIGP's Introduction to Public Procurement two-day course.

IT Department 4th Quarter Update**Completed items:**

- Performed upgrade of wireless at Employee Services Building
- Signed agreement with CivicPlus to ensure ADA compliance on all County websites.
- Performed upgrade of wireless at Planning & Zoning Building
- Assisted with Booking remodel/relocation
- Purchase and installed multiple battery backup devices for individual PCs
- Assisted jail with office relocations
- Migrated Prosecuting Attorney's office to new file share server
- Installed license to campus door lock equipment
- Received 259 service desk tickets (Total for 2024: 1,128)

In-progress:

- Off-site Disaster Recovery site
- State phones swapped to CCIT network infrastructure
- Layer 3 network migration
- CCMO wireless upgrade
- Collectors Office Infrastructure upgrade
- Assessor/Collector Server Upgrade/Migration
- Install net new County internal firewalls
- Replace CCSO firewall
- Update security camera infrastructure licensing