

Employee Services Quarterly Review

January – March 2025

Human Resources 1st Quarter Update

CURRENT Active Employees: 256

New Hires:	1 st Quarter: 16
Separation of Employment:	1 st Quarter: 10 (5 Terminations) (3 Resignations) (2 Retirements)

- Benefits and payroll ensured all changes from Open Enrollment were made to our system and our insurance carriers correctly.
- 1095-C reports given to all applicable employees
- Successfully reported 1095-Cs to the IRS
- 2025 Policy Revisions-- created, approved, rolled out and acknowledgements collected.
- Participate in biweekly meetings with CareATC to prepare for Employee Clinic opening.
- Collaborated with the County Clerk to update the Sunshine Request procedures—now live on the website.
- Partnered with the County Counselor/Commission to draft an addendum to the Temporary License Agreement. Our department is now handling the administration of both Temporary License Agreements and Food Trucks.
- 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 16 new hire orientations and benefit onboardings.
- Reported 2024 Employee Satisfaction Survey results (met individually with each department head and Elected official for more detailed information).
- Completed Random Drug Testing for 1st Quarter.
- Employee of the Quarter completed for 1st Quarter of 2025
- 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.
- Attended Higginbotham's Winter Seminar
- HR Director served as the Coordinator for:
 - Employee Chili Cookoff
- Recruitment (521 Applications Reviewed/Received) and conducted multiple interviews.
- 15 Positions Currently Open
 - Assistant Prosecuting Attorney 11
 - Human Resources Generalist 1
 - Campus Security Officer 1
 - In-House Counsel/Administrator 1
 - Truck Driver (C2) 11
 - Corrections Officer/Transport Deputy 6

Purchasing Department 1st Quarter Update

Purchase Order Summary Report from 1/2/25 – 3/26/25

- 1076 Purchase Orders - Total \$3,271,237.63 (Goods & Services Only)

Issued: ITB/RFP/SS:

- SS #2025-1 – Drone for Sheriff's Office
- ITB #2025-2 Countywide Road Resurfacing & Aggregates
- ITB #2025-3 Tree Trimming and Removal Services

New Contracts:

- Turn Key Health Clinic – Inmate Medical & Pharmaceutical Services – Sheriff's Office
- Pictometry International Corp., dba Eagle View – Change Finder Software for Assessor's Office
- Talon Technology Systems – Data Solutions Qualified Vendor for IT Department.
- APAC-Central, Inc. – Countywide Road Resurfacing & Aggregates
- Blevins Asphalt Construction Company, Inc.- Countywide Road Resurfacing & Aggregates
- Capital Materials, LLC. - Countywide Road Resurfacing & Aggregates
- Capital Paving & Construction, LLC. - Countywide Road Resurfacing & Aggregates
- Clever Stone Company - Countywide Road Resurfacing & Aggregates
- Huff Asphalt & Sealing, LLC. - Countywide Road Resurfacing & Aggregates
- TRAC Materials, Inc. - Countywide Road Resurfacing & Aggregates
- Vance Brothers, Inc. - Countywide Road Resurfacing & Aggregates

Contract Renewals:

- Kone Elevator – Elevator Phone and Monitoring System
- Turn-Key Health Clinic – Sheriff's Office Inmate Medical 7 Pharmaceutical Services
- Edward J. Rice Company – Real Estate Value Change Notices for Assessors Office
- Darrell Mrotek Construction Inc – Heavy Equipment Services for Highway Department
- Rob Muilenburg Excavating - Heavy Equipment Services for Highway Department
- Sutterfield Technologies – Document Technology Solutions for Restoration Services for Records Office
- Online Solutions dba CitizenServe – Planning & Zoning Software – Resource Management Department
- SW Missouri Forensics – for Coroner's Office

Surplus 1st Quarter:

The following items have been sold on GovDeals:

- Multifunction printer – (didn't work anymore) - \$22.00
- Multifunctional printer - (didn't work anymore) - \$10.00
- 2014 Jeep Patriot - \$4,451
- 2019 Jeep Compass - \$10,001
- Desks - \$10.00
- Metal Filing Cabinets and Chair - \$7.00 (rusted cabinets and soiled chair)
- 2008 Chevrolet Impala - \$2,725
- 2004 Ford Taurus – currently on auction

Purchasing Updates:

- Provided information to external auditors for seven procurements.
- Sent all departments/offices their contract reports for review.
- Set up new employees with Amazon and Quill accounts.

Missouri Association of Public Purchasing (MAPP):

March is Purchasing Month (proclaimed by Governor Kehoe)

Our Purchasing Assistant attended the MAPP conference March 24-26 in Branson.

National Institute of Public Procurement (NIGP):

Purchasing Manager, Kim Hopkins-Will, was appointed to the Leadership Development Committee for NIGP for 2025.

IT Department 1st Quarter Update

Completed items:

- Assisted with Assessor and Collector server migration
- Assisted with Personal Property moves
- Performed security camera server migration
- Purchase and installed multiple battery backup devices for individual PCs
- Assisted with copier upgrades for CCSO, Public Administration, and Clerk's office
- Created an interface between vendor and CCSO for inmate roster
- Received 191 service desk tickets

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
- Install net new County internal firewalls
- Replace CCSO firewall