

Employee Services Quarterly Review

October – December 2025

Human Resources 4th Quarter Update

CURRENT Active Employees: 257

New Hires:	4 th Quarter: 16
Separation of Employment:	4 th Quarter: 15 (4 Terminations) (10 Resignations) (1 Retirement)

- Collaborated with Croley and conducted in-house research to identify the most suitable employee insurance coverage options for 2026. This included multiple meetings and negotiations. Ultimately the Commission approved to move to medical self-funding through a TPA 90 Degrees and Principal for our ancillary benefits.
- Conducted multiple Open Enrollment meetings—100% employee compliance.
- Continued Bi-Weekly meetings with CareATC
 - Staffing/Schedule
 - Eligibility files/portal troubleshooting
 - Targeted Marketing & Engagement
 - Working through WC/Drug Testing/Health Insurance issues
- Completing Monthly Reporting for MEM.
- Adjusted Salary Matrices based on the salary study/market data, COLA, and the 2026 Missouri minimum wage requirements.
- Continued approving biweekly payroll before 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 15 new hire orientations and 19 benefit onboardings.
- Completed Random Drug Testing for 4th Quarter (and year 2025).
- Employee of the Quarter completed for 4th Quarter and 2025 Employee of the Year
- 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.
- HR served as the coordinator for:
 - Employee Fish Fry (10/7/25)
 - Friday Night Lights (12/12/25)
- Recruitment (165 Applications Reviewed/Received) and conducted multiple interviews.
- 14 Positions Currently Open
 - ♦ Assistant Prosecuting Attorney
 - ♦ Real Estate Data Entry Clerk
 - ♦ Public Administrator Clerk
 - ♦ Transport Deputy
 - ♦ Patrol Deputy
 - ♦ Seasonal Elections Clerk
 - ♦ Victim Advocate
 - ♦ Juvenile Officer
 - ♦ Truck Driver (C2)

Purchasing 4th Quarter Update

Purchase Order Summary Report from 10/1/25 – 12/23/25

- 870 Purchase Orders - Total \$1,689,769.11 (Goods & Services Only)

Issued: ITB/RFP/SS:

- RFP #2025-12 Managed Services Provide for Huntress Licenses
- ITB #2025-13 Annual Contract for Bulk Highway Salt (Deicing) for County Roads
- SS #2025-15 County Recorder of Deeds Record Management Software

New Contracts:

- KPM – Payroll Consulting & Advisory Services for County Clerk
- Liberty Connect - Internet Services – Employee Services IT
- NROUTE Enterprises - New Motor Vehicle – Assessor
- PC Solutions – Managed Services Provider for Huntress Platform - Employee Services IT
- Williams Diversified – Annual Contract Bulk Highway Salt (Deicing) – Highway
- Cintas – Uniform & Supply Rental Service
- Navigate – Project Management for Government Plaza - Commission

Contract Renewals:

- Edward J. Rice - Voter Registration Canvass Services for County Clerk
- Holiday Décor - Christian County Courthouse Outdoor Lighting Installation & Removal - Maintenance
- Techtree Partners - Data Solution Services - Employee Services IT
- Big Bear Recycling - Statewide Document Destruction & Disposal Services – Resource Management
- Republic Services – Material Hauling Services for the Recycling Center - Resource Management
- CKC Data Solutions – Data Solutions Services – Employee Services IT
- Kone – Elevator Preventive Maintenance & Repair - Maintenance
- Hambey Construction – General Carpentry & Electrical Services - Maintenance
- Omnigo Software, LLC – Records Management System – Sheriff's Office
- Pitt Technology – IT Services – Employee Services IT
- iCounty Software – Recorder Software – County Recorder of Deeds
- Keefe – Jail Commissary – Sheriff's Office

Emergency Procurements:

- EP 2025-3 – Services on Wheel Loader – Highway Department
- EP 2025-4 – Roadway and Bank Erosion – Highway Department
- EP 2025-5 – Metal Detector Defective – Commission (Justice Center)

Surplus 3rd Quarter:

The following items have been sold on GovDeals:

- A Lot of Lenovo Tablets - \$455.00
- Desk and organizer - \$5.00

Year to date Surplus dollars received from GovDeals: **\$5,456.47**

Purchasing Update:

- The Purchasing Terms & Conditions were revised and approved by the Commission. This is placed on the CC Employee portal.
 - The Bidder Requirements & Purchasing Policy Manual was revised and approved by the Commission. This is placed on the Purchasing website.
 - A new metal detector was ordered for the Justice Center (in process). Purchasing coordinated with the Sheriff's Office, for the installation of the equipment. Now all three courthouses have the same equipment.
 - Missouri Association of Public Purchasing (MAPP): The purchasing department attended the MAPP Board meeting in Jefferson City and several webinars on procurement and leadership-related topics.
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IT 4th Quarter Update**Completed items:**

- Installed new County firewalls and connected to new internet circuit
- Migrated Employee Services building to new firewall and circuit
- Received 122 service desk tickets

In-progress:

- Migrate CCSO to new network infrastructure
- Migrate P&Z building to new firewall and circuit
- Migrate Clerk Office to new firewall and circuit
- Migrate HC 2nd floor to new firewall and circuit
- Migrate Prosecuting Attorney Office to new firewall and circuit
- Collector Office Infrastructure upgrade
- Assessor Office Infrastructure upgrade