

Employee Services Quarterly Review

January – March 2026

Human Resources 1st Quarter Update

CURRENT Active Employees: 257

New Hires:	1 st Quarter: 11
Separation of Employment:	1 st Quarter: 11 (4 Terminations) (5 Resignations)

- 2026 Benefits Change
 - Benefits and Payroll ensured all changes from Open Enrollment were made to our system and our insurance carriers correctly.
 - Finalized Plan Document and simple summary for employees to understand their new benefits.
 - Built and troubleshooted claims processes, including intake, tracking, approvals, payments and recordkeeping.
 - Bi-Weekly meetings with TPAs to make sure everyone is performing well and without issues.
 - Keep eligibility and enrollment information accurate and up to date.
 - Stay compliant with regulations by completing required reporting and audit prep.
 - Supported employees by answering questions and helping resolve issues with coverage questions and pharmacy related issues.
 - Created system to track claims data, costs, and trends to help guide decisions and control expenses.
- 1095-C reports given to all applicable employees
- Successfully reported 1095-Cs to the IRS
- 2026 Policy Revisions-- created, approved, posted.
- Participate in biweekly meetings with CareATC to deal with issues/marketing.
- Collaborated with the County Clerk and Commission to update the agenda/meeting policy/process for internal and external purposes.
- 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 13 new hire orientations and benefit onboardings.
- Completed Random Drug Testing for 1st Quarter.
- Employee of the Quarter completed for 1st Quarter of 2026.
- 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 hosted/coordinated Employee Chili Cookoff
- Recruitment (237 Applications Reviewed/Received) and conducted multiple interviews.
- 10 Positions Currently Open
 - ♦ Assistant Prosecuting Attorney
 - ♦ Campus Security Officer
 - ♦ Truck Driver (C2)
 - ♦ Transport Deputy
 - ♦ Patrol Deputy
 - ♦ MULES Operator

Purchasing Department 1st Quarter Update

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

- 1205 Purchase Orders - Total \$8,225,741.23 (Goods & Services Only)

Issued: ITB/RFP/SS:

- **ITB #2026-1:** CC Campus Office Infill (Managed by Navigate) - County
- **ITB #2026-2:** Annual Contract for Heavy Equipment - Highway
- **RFP #2026-3:** HR Information Systems & Related Products and Services – Human Resources
- **ITB #2026-4:** Equipment Trailer - Highway
- **ITB #2026-5:** Tree Trimming & Removal Services – Holder Road - Highway

New Contracts:

- Arning Companies, Inc. – CC Campus Office Infill – All County
- Darrell Mrotek Construction, Inc. – Heavy Equipment – Highway Department
- Amendment #2 – TurnKey – Additional RN hours – Sheriff's Office
- Amendment #1 – Asphalt MODOT Index – Countywide Road Resurfacing – Highway Department

Contract Renewals:

- #CC260007001 – State of Missouri Contract – WEX Fuel Cards – All County
- R-TC-17006 – Online Marketplace – Amazon – All County
- 2024 – Elevator Phone & Monitoring System – Kone – Maintenance Department
- RFP #2023-25 – Inmate Medical & Pharmaceutical Services – TurnKey – Sheriff's Office
- RFP #2023-3 – Document Technology Restoration Services – Sutterfield Technologies – Recorder's Office
- #MT250028001 – GIS Software & Maintenance – ESRI – Assessor's Office
- RFQ #2024-18 – Data Solution Services – Talon Technologies Systems – IT Department
- ITB #2026-5 – Tree Trimming & Removal – Hodges Tree Trimming – Highway Department
- ITB #2025-2 – Countywide Road Resurfacing & Aggregates – Highway Department
- RFP #2022-25 – Online Solutions dba Citizenserve – Resource Management
- RFP #2023-2 – Forensic Autopsy & Pathology Services - Coroner

Emergency Procurements

- **EP 2026-1:** Patrol Car Damage – Sheriff's Office
- **EP 2026-2:** Equipment Trailer – Highway Department

Surplus 1st Quarter:

The following items have been sold on GovDeals:

- HP Laptop – \$53.60 – Circuit Court
- Metal Desk – \$5.00 – Prosecuting Attorney
- Wood Desk – \$10.00 - Prosecuting Attorney
- Lot of Four Executive Chairs – \$47.00 – Circuit Court
- Lexmark Toner & HP Imaging Drum – \$45.00 - Collector

Coordinated the pickups with the buyer and each Office.

Purchasing Updates:

- Attended multiple meetings with Navigate/GHN on the ITB #2026-1 Campus infill progress.
- Negotiated TurnKey contract renewal increases from **3.8% to 2.9%**, resulting in **\$6,585 annual savings** for the Sheriff's Office medical contract.

National Institute of Public Procurement (NIGP):

Purchasing Manager attended the NIGP Leadership Summit (Feb. 19–21, Tucson, Arizona). Since she serves as Vice-Chair of the Leadership Development Committee. This is at no cost to the County.

IT Department 1st Quarter Update**Completed items:**

- Migrated Planning & Zoning building to new firewall and circuit
- Migrated County Clerk building to new firewall and circuit
- Migrated CCSO to new network infrastructure
- Installed new wireless at P&Z, Employee Services, CCSO, Courts Building.
- Developed and implemented in house phishing campaigns
- Developed and implemented in house Sunshine Request tracking system for CCSO
- Received 115 service desk tickets

In-progress:

- 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
- Complete new wireless installation
- Migrate CCSO servers to new server