

Employee Services Quarterly Review

April – June 2026

Human Resources 2nd Quarter Update

CURRENT Active Employees: 259

New Hires:	2 nd Quarter: 11
Separation of Employment:	2 nd Quarter: 12 (3 Terminations) (9 Resignations)

- 2026 Benefits
 - Continued to finetune health claims processes, including intake, tracking, approvals, payments and recordkeeping.
 - Bi-Weekly meetings with TPAs to make sure everyone is performing well and without issues.
 - Kept eligibility and enrollment information accurate and up to date.
 - Supported employees by answering questions and helping resolve issues with coverage questions and pharmacy related issues.
 - AFLAC
- Researched and Finalized agreements for Worker's Comp, Liability, and Cybersecurity policies/coverages that were successfully renewed on July 1, 2026.
- Participate in biweekly meetings with CareATC to deal with issues/marketing.
- 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.
- Created and presented a training session entitled County HR 102 at the Missouri Auditor's Conference.
- Participated in a Safety Survey with MEM and received no formal recommendations.
- Processed 11 new hire orientations and benefit onboarding
- Completed Random Drug Testing for 2nd Quarter.
- Employee of the Quarter completed for 2nd 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 compliance.
- Recruitment (252 Applications Reviewed/Received) and conducted multiple interviews.
- 14 Positions Currently Open:
 - Campus Security Deputy
 - Truck Driver C-2
 - Corrections Officer
 - Patrol Deputy
 - Assistant Prosecuting Attorney
 - Senior APA
 - Legal Assistant
 - Deputy Collector
 - Evidence Custodian
 - Victim Advocate

Purchasing Department 2nd Quarter Update

Purchase Order Summary Report from 4/1/26 – 6/30/26

- 956 Purchase Orders - Total \$4,766,327.63 (Goods & Services Only)

Issued: ITB/RFP/SS:

- ITB #2026-6 AV Equipment – IT
- ITB #2026-7 Thermal Scopes & Mounts – Sheriff's Office
- SS #2026-1 Lenco Armored Vehicle – Sheriff's Office

New Contracts/Amendments:

- Anchor Tactical – Sheriff's Office
- TreviPay – Northern Tool – Maintenance
- Pitt Technology – Contract Amendment #2 – IT
- CareATC – Contract Amendment #2 – Commission
- Johnson Controls 24/7 Monitoring – Maintenance
- Johnson Controls – Fire Suppression, Backflow, Extinguishers, and Lighting – Maintenance
- H-GAC Cooperative Agreement – Commission

Contract Renewals:

- Architectural Services – GHN, N-Form, and Torgerson – Commission
- Repair & Maintenance for Fleet Vehicles – Steve's Automotive & Mitchem Tire Company – Sheriff's Office
- Generator Maintenance – Maintenance
- #2024-2 Detention Center Food Service – Sheriff's Office
- #2023-8 Employee Drug Screening Services – Human Resources

Emergency Procurements

- EP 2026-3 – Work Truck Glass – Maintenance
- EP 2026-4 – Wood Chipper – Highway

Surplus 2nd Quarter:

The following items have been sold on GovDeals:

- Recycle Bin Trailer – \$605.00
- Metal Storage Container with Nozzle and Stand – \$102.00
- Fimco AG-Boom Sprayer, 200 Gallon – \$2,200.00
- Zero-Turn Mower – \$1,501.00
- Sneeze Guards – \$43.00
- 2002 Chevrolet Silverado ¾ Ton – \$3,650.00
- Water Dispenser – \$31.00
- TV and TV Stand – \$12.00
- Wired Keyboards and Mice – \$160.00
- 2003 Chevrolet Silverado 1 Ton – \$5,000.00 (213,512 miles)
- 2008 Chevrolet Silverado ½ Ton – \$5,150.00 (157,327 miles)

Total surplus for the second quarter was \$18,454.00.

Purchasing Updates:

- Met with multiple vendors to support ongoing operations, the new campus project, and purchasing initiatives. Key activities included coordinating security and technology needs, reviewing contracts and vendor services, evaluating new purchasing opportunities, and implementing a new Verizon pricing plan that will save an estimated **\$5,843 annually**.

- Created/Presented “Purchasing 101: Back to the Basics” training for County requisitioners and approvers.
- Updated Christian County’s credit card verification process to support enhanced fraud prevention for online transactions. Worked with each department holding a county credit card to collect the required phone or email verification information and developed a revised **Christian County Credit Card Procedure** with updated instructions.

Missouri Association of Public Purchasing (MAPP)

In April, our Purchasing Department attended the MAPP Spring Conference and Reverse Vendor Fair in Branson.

National Institute of Public Procurement (NIGP):

Our Purchasing Manager was nominated to chair the national Leadership Development Committee from July 1, 2026, through June 30, 2027.

IT Department 2nd Quarter Update

Completed items:

- Requested disconnect of internet connectivity and infrastructure, reducing monthly cost by almost \$9,000
- Performed hardware and cabling upgrade on the Assessor Office
- Migrated Assessor Office to new firewall and circuit
- Migrated Historic Courthouse 2nd floor to new firewall and circuit
- Migrated Prosecuting Attorney Office building to new firewall and circuit
- Started cable infrastructure on the new campus building, phase 2
- Received 128 service desk tickets

In-progress:

- Collector Office Infrastructure upgrade
- Migrate CCSO servers to new server
- Migrate CCSO to new firewall
- Replace legacy network infrastructure
- Historic Courthouse MDF remodel & cable remediation