

Employee Services Quarterly Review

July – September 2026

Human Resources 3rd Quarter Update

CURRENT Active Employees: 255

New Hires:	3 rd Quarter: 21
Separation of Employment:	3 rd Quarter: 23 (7 Terminations) (16 Resignations)

- Created and conducted annual Sexual Harassment Prevention/Civility in the Workplace Training—we are working on 100% compliance of full-time employees.
- Continued Bi-Weekly meetings with CareATC
 - Coordinating Meet & Greet of new Providers
 - Working on Lunch and Learn for Q4
 - Eligibility files/portal troubleshooting
 - Working through WC/Drug Testing Issues
- Actively working with 90 Degrees, Croley and our own in-house research to identify the most comprehensive and cost-effective insurance coverage options for 2027.
- Successfully completed our Missouri Employers Mutual (MEM) Workers' Comp Audit.
- Continuing to complete Monthly Reporting for MEM.
- 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.
- Coordinated Flu Shot Clinic
- Attended Higginbotham's Fall Seminar
- Processed 21 new hire orientations and 14 benefit onboardings.
- Completed Random Drug Testing for 3rd Quarter
- Employee of the Quarter completed for 3rd Quarter of 2026
- Began coordination of the 2026 Employee Appreciation Lunch (set for 10/15/26)
- 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.
- Began the process of digitizing our personnel files
- Recruitment (258 Applications Reviewed/Received) and conducted multiple interviews.
- 16 Positions Currently Open:
 - Assistant Prosecuting Attorney
 - Senior Assistant Prosecuting Attorney
 - Chief APA
 - Patrol Deputy
 - K-9 Handler/Deputy
 - Juvenile Officer
 - Legal Assistant
 - Truck Driver (C2)
 - Corrections Officer/Transport Deputy
 - Emergency Management Director

Purchasing 3rd Quarter Update

Purchase Order Summary Report from 7/1/26 – 9/30/26

- 946 Purchase Orders - Total \$2,590,046.28 (Goods & Services Only)

Issued: ITB/RFP/SS:

- RFP #2026-9 Painting Services – Maintenance
- SS #2026-2 Voting Software/Hardware – County Clerk
- SS #2026-3 Real Estate & Personal Property License Fee & Maintenance - Assessor

Emergency Procurements:

- **EP #2026-4** Wood Chipper—Highway
- **EP #2026-5** Plumbing—Water heater—Sheriff's Office

New Contracts:

- Johnson Controls 24/7 Fire Monitoring - Maintenance
- Johnson Controls Fire Inspections – Maintenance
- #30425-CDX Guardian RFID – Sheriff's Office
- JSCO #2021-001 – Antenna Radar Units
- JCI 24/7 Fire Monitoring Amendment #1
- Netwatch 24/7 Fire Monitoring – Maintenance
- Netwatch Fire Inspections - Maintenance

Contract Renewals:

- RFP #2024-2 Detention Center Food Service – Sheriff's Office
- ITB #2023-8 Employee Drug Screening Services – Employee Services
- PS #2022-9 Real Estate Services – Commission
- ITB 32023-16 County Wide Office Supplies – Commission
- PS #2025-14 Payroll Consulting & Advisory Services – County Clerk
- #251003 – TIPS – Phone Service – IT
- ITB #2024-12 Graphics for Fleet Vehicles – Sheriff's Office
- ITB #2025-10 Process, Print and Mail Tax Bills and SB190 Statements – Collector

Surplus 3rd Quarter:

Items currently on GovDeals: *Year-to-date surplus total: \$20,512.60*

- Office Chairs - \$28.00
- Transcell Floor Scale (from recycling center) - \$550.00
- Cram-A-Lot Baler – (from recycling center) - \$270.00
- Dehart Baler (from recycling center) - \$1025.00
- Old typewriter supplies and outdated print cartridges - \$5.00

Purchasing Update:

- Participated and coordinated several Vendor Meetings/Service Coordination: Azuga, Quill, Verizon, Walmart, Euna Solutions, etc.
- **P.O. Aging Report:** Sent to all elected officials and department heads to verify the accuracy of open purchase orders.

NIGP: The Institute for Public Procurement

- Purchasing Manager presented a webinar online for NIGP - Small County, Big Results: *Power of Process in Action*.
- Purchasing assistant participated in a NIGP webinar focused on AI and what it will look like for the future of public procurement.

IT 3rd Quarter Update

Completed items:

- Created Human Resources program to digitize records
- Assisted CCSO with integration of inmate software
- Migrated county domain controller to new server
- Performed cable remediation, removing old cabling infrastructure from Historic Courthouse
- Assisted Prosecuting Attorney's office with server drive installation
- Received 132 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