

COUNTY COMMISSION RECORD, CAMDEN COUNTY, MISSOURI

FRIDAY 9/21/2018

The Camden County Commission met with, District #1 Commissioner Beverly Thomas acting a Presiding Commissioner for today, District #2 Commissioner Don Williams, and Presiding Commissioner Greg Hasty is out of office.

Meeting Agenda

Commissioner Williams made a motion to approve today's agenda as posted. Commissioner Thomas seconded the motion. The motion passed by vote: Commissioner Thomas (Yes) Commissioner Williams (Yes). Session opened at 10:05 A.M.

Prior Minutes

Commissioner Williams made a motion to approve September 13, 2018 minutes. Commissioner Thomas seconded the motion. The motion passed by vote Commissioner Thomas (Yes), Commissioner Williams (Yes).

New Business

Budget Amendments- Commissioner Thomas stated that we have six budget amendments for review. Camden County Auditor stated he has the following request for amendments to the 2018 Budget:

Sheriff Operations- Commissioner Williams made a motion to approve the amendment to the budget for "Change to LEST". Commissioner Thomas seconded the motion. The motion passed by vote: Commissioner Williams (Yes), and Commissioner Thomas (Yes).

JIMMY LAUGHLIN
Camden County Auditor

1 Court Circle, Suite #7
 Camden, MO 65020
 (573) 346-4440 Ext. 1341

Sept. 21, 2018

" Change to LEST "

		"Sheriff Operations"			
Increase	Revenue	Line	010-16-4699	LEST Misc Reimb	\$514.62
Increase	Expense	Line	010-09-5400	Attorney Fees	\$514.62

This change necessary to pay expenses.

Emergency Management- Commissioner Williams made a motion to approve the amendment to the budget for "Change to CR". Commissioner Thomas seconded the motion. The motion passed by vote: Commissioner Williams (Yes), and Commissioner Thomas (Yes).

JIMMY LAUGHLIN
CAMDEN COUNTY AUDITOR

1 Court Circle, Suite #7
 Camden, MO 65020
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Sept. 21, 2018

Request for Amendment of the 2018 Budget:

" Change to CR "

"Emergency Management"					
Decrease	Expense	Line	Insurance	001-24-5722	\$600.00
Increase	Expense	Line	Travel	001-24-5263	\$600.00

This amendment necessary to cover expenses.

Sheriff Operations- Commissioner Williams made a motion to approve the amendment to the budget for "Change to LEST". Commissioner Thomas seconded the motion. The motion passed by vote: Commissioner Williams (Yes), and Commissioner Thomas (Yes).

JIMMY LAUGHLIN
Camden County Auditor

1 Court Circle, Suite #7
Camdenton, MO 65020
(573) 346-4440 Ext. 1341

Sept. 21, 2018

" Change to LEST "

		"Sheriff Operations"			
Decrease	Expense Line	010-09-5243	Sheriff Fuel & Oil		\$10,000.00
Increase	Expense Line	010-09-5241	Vehicle Lease		\$10,000.00

This change necessary to pay expenses.

LEST Building and Grounds- Commissioner Williams made a motion to approve the amendment to the budget for "Change to LEST". Commissioner Thomas seconded the motion. The motion passed by vote: Commissioner Williams (Yes), and Commissioner Thomas (Yes).

Jimmy Laughlin
CAMDEN COUNTY AUDITOR

1 Court Circle, Suite #7
Camdenton, MO 65020
(573) 346-4440 Ext. 1341

Sept. 21, 2018

Request for Amendment of the 2018 Budget:

" Change to LEST "

		"LEST Building & Grounds"			
Decrease	Expense Line	LEST - Insurance	010-01-5722		\$20,000.00
Increase	Expense Line	LEST - Building Maint.	010-01-5280		\$20,000.00

This change necessary to meet expenses.

Road and Bridge- Commissioner Williams made a motion to approve the amendment to the budget for "Change to Road and Bridge". Commissioner Thomas seconded the motion. The motion passed by vote: Commissioner Williams (Yes), and Commissioner Thomas (Yes).

**JIMMY LAUGHLIN
CAMDEN COUNTY AUDITOR**

1 Court Circle, Suite #7
Camdenton, MO 65020
(573) 346-4440 Ext. 1341

Sept. 21, 2018

Request for Amendment of the 2018 Budget:

" Change to Road and Bridge "

"Road and Bridge"

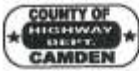
Decrease	Expense	Line	002-07-5851	Adopt a Road	\$500.00
Decrease	Expense	Line	002-03-5803	Road Oil	\$5,100.00
Decrease	Expense	Line	002-02-5290	Utilities	\$10,000.00
Decrease	Expense	Line	002-03-5802	Asphalt Maint	\$109,400.00
Decrease	Expense	Line	002-01-5125	Seasonal Labor	\$5,500.00
Decrease	Expense	Line	002-01-5126	Fleet Manager	\$8,000.00

Total	\$138,500.00
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Increase	Expense	Line	002-04-5820	Const. Equip Repair	\$75,000.00
Increase	Expense	Line	002-03-5800	Chat	\$50,000.00
Increase	Expense	Line	002-01-5117	Grader Operator	\$13,500.00

Total	\$138,500.00
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See attached memo from R&B Administrator



CAMDEN COUNTY ROAD & BRIDGE
 1 Court Circle NW, Suite 1
 172 VFW Road
 Camden, MO 65020

<http://camdenmo.org/>
 cerb@camdenmo.org
 Phone: 573-346-4471
 Fax: 573-346-0670

September 4, 2018

Camden County Auditor
 1 Court Circle NW, Suite 7
 Camden, MO 65020

RE: Proposed Budget Amendments

To Whom It May Concern:

The Camden County Road & Bridge Department would like to propose the following budget amendments:

Line Item Transfers

- Source Account: 002-07-5851 Adopt A Road
 Amount: \$500.00
 Destination Account: 002-04-5820 Construction Equipment Repair
- Source Account: 002-03-5803 Material – Road Oil
 Amount: \$5,100.00
 Destination Account: 002-04-5820 Construction Equipment Repair
- Source Account: 002-02-5290 Utilities
 Amount: \$10,000.00
 Destination Account: 002-04-5820 Construction Equipment Repair
- Source Account: 002-03-5802 Material – Asphalt Maintenance
 Amount: \$59,400.00
 Destination Account: 002-04-5820 Construction Equipment Repair

These line item transfers are necessary to continue repairing equipment through the end of the 2018 fiscal year. If this budget amendment is not performed, equipment and trucks will have to be parked until next year.

- Source Account: 002-03-5802 Material – Asphalt Maintenance
 Amount: \$50,000.00
 Destination Account: 002-03-5800 Chat

This budget amendment is necessary to complete projects like Runabout Road Intersection Improvements, Cape Woods Drive Gravel Installation, and McCubbies Drive Storm Drain Improvements.

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- Source Account: 002-01-5125 Seasonal Laborer
 Amount: \$5,500.00
 Destination Account: 002-01-5117 Grader Operator
- Source Account: 002-01-5125 Fleet Manager
 Amount: \$8,000.00
 Destination Account: 002-01-5117 Grader Operator

These line item transfers are to cover the exit costs of an employee who has given notice to retire in October 2018.

Contact me if you have any questions.

Sincerely,

Lee R. Schuman, PE
 County Engineer / Road & Bridge Administrator

Change to 135-3 E&W NID Maint- Commissioner Williams made a motion to approve the amendment to the budget for “Change to Shadow Oaks NID”. Commissioner Thomas seconded the motion. The motion passed by vote: Commissioner Williams (Yes), and Commissioner Thomas (Yes).

Jimmy Laughlin
CAMDEN COUNTY AUDITOR

1 Court Circle, Suite #7
 Camden, MO 65020
 (573) 346-4440 Ext. 1341

Sept 21, 2018

Request for Amendment of the 2018 Budget:

<u>" Change to 135-3 E&W NID Maint. "</u>					
Increase	Transfer	Line	Trf to Shadow Oaks NID	375-90-9377	\$4,125.00
<u>" Change to Shadow Oaks NID "</u>					
Increase	Transfer	Line	Trf from 135-3 NID	377-80-8375	\$4,125.00
Increase	Expense	Line	Shadow Oaks NID Exp.	377-01-5999	\$4,125.00

This Fund has just been established in our system and this tax money needed to be moved

HR Contract- Human Resources Director Pat Wiggins stated that this contract is for our sexual harassment training we do every two years. This is our standard contract with C. Clarity Consulting that we have previously used. Commissioner Williams made a motion to approve C. Clarity Consulting to provide our employee training for sexual harassment. Commissioner Thomas seconded the motion. The motion passed by vote: Commissioner Thomas (Yes), Commissioner Williams (Yes).



September 19, 2018
Mr. Greg Hasty
Presiding Commissioner
Camden County
1 Court Circle, Suite 1
Camden, Missouri 65020

Ms. Beverly Thomas
1st District Commissioner

Mr. Don Williams
2nd District Commissioner

Dear Greg, Beverly and Don,

Thank you for your request to provide Sexual Harassment Prevention Training for all Camden County employees. The program I will deliver is designed to help employees understand the subtleties between what is and what is not sexual harassment in the workplace. We will also have a discussion about the broader types of Harassment and the Title VII protected classes. The more we can raise awareness, the more secure we can be in creating and maintaining a great work environment.

The training I provide will be consistent with your Employee Handbook, and it will be in an interactive format. I incorporate a combination of video, slides and Q&A formats to reach several different learning styles.

Pat requested that the employee Sexual Harassment Prevention Training be completed by the end of October if possible, but certainly not later than the end of 2018. This as a very achievable goal. However, the Commissioner's support in communicating the importance of 100% attendance will be an important part of getting everyone's participation. I will work with Human Resources to schedule convenient times for training sessions.

Training Fees

The fee for developing and conducting the Sexual Harassment Prevention Training program in 2018 is \$3,950.

Payment Terms

A payment of \$1,675 will be billed at the start of the project to cover program development and initial training. An invoice for the final balance will be delivered upon completion of the training program.

Confidentiality

The parties agree that this proposal letter and any resulting recommendations and actions are confidential and proprietary for both parties and that there shall be no release of information without mutual agreement. C. Clarity Consulting, Inc. does not purport to provide any professional legal advice to Camden County and encourages that Camden County may wish to have certain recommendations reviewed by appropriate counsel prior to implementation. Both parties understand that the services of C. Clarity Consulting, Inc. have been secured solely to provide consultation and advice to Camden County within the scope of Human Resources.

I look forward to working again with Camden County to promote a harassment free environment! Thank you again for the opportunity to be of service.

Sincerely,

Agreed,

C. Clarity Consulting, Inc.

Camden County

David Campalini
Principal

By:

Signature

September 19, 2018

Date

Title

9/21/18
Date

HR Memorandum – Human Resources Director Pat Wiggins stated that this contract is for the background checks we inquire for pre-employment offers. Currently the sheriffs’ office has been doing them, however a new statute has been passed and they can no longer provide this service to us. With this change we have to set up our own account with the Highway Patrol. Commissioner Williams then made a motion to approve the Memorandum of Understanding for Billing Access to the Missouri Automated Criminal History Site. Commissioner Thomas seconded the motion. The motion passed by vote: Commissioner Thomas (Yes), Commissioner Williams (Yes).

**Criminal Justice Information Services Division
MACHS Batch Processing User Accounts for Current Agencies**

Agency: Camden County
Street / Mailing Address: 1 Court Circle Suite 18
City, State, ZIP: Camdenton, Mo 65020
Phone: 573-317-3806 Fax: 573-317-3813
Point of Contact: Patsy Wiggins Human Resource Director

**MEMORANDUM OF UNDERSTANDING
FOR BILLING ACCESS TO THE
MISSOURI AUTOMATED CRIMINAL HISTORY SITE
(Governmental Entity)**

This Memorandum of Understanding ("Agreement") is made and entered into on this 14th day of September, 2018 between the Missouri State Highway Patrol, Criminal Justice Information Services Division ("CJIS") and Camden County ("Account Holder").

Therefore, the parties agree to the following stipulations:

I. Background

The Missouri Automated Criminal History Site (MACHS) allows governmental entities to conduct name-based criminal history searches for open record information. Agencies or individuals utilizing the site are charged the appropriate fee pursuant to Section 43.530 RSMo., with an additional fee paid to the designated State of Missouri payment portal vendor (currently Collector Solutions, Inc.). Agencies or individuals utilizing the site may manually query individual names and automatically receive the criminal history results via their registered account.

II. Purpose

For the purposes of this Agreement, Account Holders who agree to the terms of this agreement will be granted billing access to MACHS to conduct large volume name-based searches without incurring the Missouri payment portal vendor fee. Billing access will include:

- The option to upload batch files of up to five-hundred (500) names per day.
- The option to be billed monthly for all searches conducted via MACHS during the previous month, thus bypassing the payment portal fee.

For the purposes of this Agreement, the non-refundable annual fee for billing access is waived.

III. Responsibilities of Parties

A. Responsibility of CJIS

1. CJIS will provide the Account Holder access to a billing MACHS account that allows batch inquiry; and
2. CJIS will bill the Account Holder for all names searched through MACHS on a monthly basis.

B. Responsibility of Account Holder

1. The Account Holder will abide by all CJIS policies governing MACHS.

IV. Termination of Agreement

CJIS shall terminate this Agreement should the Account Holder:

1. Fail to abide by any policy set forth by CJIS.

V. Duration of Agreement

This Agreement shall be in effect until February 1, 2019, but may be renewed annually with the consent of both parties.

WHEREFORE, the parties, acting through their duly authorized representatives, have executed this Memorandum of Understanding on the date(s) set forth below:

Account Holder

Missouri State Highway Patrol

CHRISTOPHER S. JOLLY, Captain
CJIS Division
1510 East Elm Street
Jefferson City, MO 65102

Date

Date

Adjourn: With no further official business on the agenda: Commissioner Williams made a motion to adjourn to any unofficial business that may develop during the day. Commissioner Thomas seconded the motion. The motion passed by vote: Commissioner Williams (Yes) and Commissioner Thomas (Yes). Session closed at 10:30 A.M.

Ordered that the Commission adjourn until Thursday September 27, 2018

Greg Hasty, Presiding Commissioner

Melissa Peters Benefits Coordinator