

**COUNTY COMMISSION RECORD, CAMDEN COUNTY, MISSOURI**  
**WEDNESDAY, NOVEMBER 15<sup>th</sup>, 2017**

The Camden County Commission met with Presiding Commissioner Greg Hasty, District #1 Commissioner Beverly Thomas, and District #2 Commissioner Don Williams.

**Meeting Agenda**

Commissioner Thomas made a motion to approve today's agenda as posted. Commissioner Williams seconded the motion. The motion passed by vote: Commissioner Thomas (Yes), Commissioner Williams (Yes). Session opened at 10:00 A.M.

**Prior Minutes**

Commissioner Thomas made a motion to accept the Commissioner minutes dated November 9, 2017. Commissioner Williams seconded the motion. The motion passed by vote: Commissioner Thomas (Yes) and Commissioner Williams (Yes).

**New Business**

**EMA APPOINTMENT FOR LAPC:** Commissioner Thomas stated that Ron Gentry asked to be appointed for this position. Commissioner Thomas made the motion to appoint Ron Gentry for LAPC at his request. Commissioner Williams seconded the motion. The motion passed by vote: Commissioner Williams (Yes), and Commissioner Thomas (Yes).

**PAYROLL TRANSITION:** Commissioner Hasty stated that he is going to read a letter that he has prepared for a matter of record. Commissioner Hasty then read the letter for all present to hear. Commissioner Hasty then opened the floor for any question or comments. Only one question is asked of where the data will be store and it was answered.

Camden County Payroll Meeting

Wednesday November 15, 2017

PAYROLL TRANSITION TO HUMAN RESOURCES

AND

OUTSOURCING OF PAYROLL

Camden County has been a first class county for many years now. We've experienced tremendous growth over the last 20 years. Our County Government is one of the largest employers in Camden County. The operation of government has become much larger and more complex. Many new laws have come into place at both the State and Federal level, which regulate the operation of Camden County Government. These laws were put in place to protect employees as well as the public interests. We have an obligation to comply with all State and Federal Laws, without question. Beyond that, we have a moral responsibility to protect the welfare of our employees, and the interest of the citizens of Camden County.

Our employees have a right to expect that their personal information, and private healthcare information is protected. The citizens of Camden County expect the elected officials, and employees to effectively administer government efficiently and effectively. It has become clear over the last couple of years that we have not been meeting either obligation. In March of 2015, Camden County hired the first professionally educated, experienced, Human Resources Administrator. She pointed out a long laundry list of problems that need to be immediately addressed. Some of these were taken care of right away. Other problems could not be addressed with the way county administration of government was operating. The county has sustained practices which have been "very unprofessional", as well as inadequate. We cannot ignore these problems, which expose our county to potential liability.

It has become clear that Camden County must make major changes to the way we do business. The Commission has established an actual Human Resources Office, with experienced and trained professionals. We are continuing to build and grow that department to meet the obligations we have to employees. We have a duty to the citizens to do this at the minimum cost to them.

Several years ago the Camden County Clerk's Office spent about \$60,000 for software to do payroll, and had to have at least two employees trained to run the software to do payroll. At that time the county could have outsourced payroll at a cost and liability savings. That did not happen. The Camden County Commission is making that move now.

The move to outsource payroll will insure that employee's personal information is protected. It will also make certain that we comply with all requirements of State and Federal Law. Additionally, we are able

to do all of this at a cost which is substantially less than we have previously paid. Also, by outsourcing payroll we are transferring liability for compliance to a third party provider. This move reduces risk to the county.

These changes to our government reflect the current structure and operation of virtually every other 1<sup>st</sup> Class County in the State of Missouri, as well as any other mid-sized to large business. Our goal is to examine every aspect of Camden County Government, and fix problems where we see them.

The Camden County Clerk's Office, which currently does payroll, will continue to do payroll until our outsource service provider (ADP) is ready to take over. We anticipate that will be at, or shortly after the first of the year.

At the point where ADP takes responsibility, employees will be able to fill out timesheets remotely, by accessing the ADP portal by computer or smartphone. Administrators will be able to review timesheets at the portal and be notified of any problems with timesheets, or budget issues. ADP will be giving training and Q & A sessions as soon as we are ready. The demonstration that the Commission and HR department has seen makes it clear that this is really easy to use. If any employee or citizen has questions or concerns, feel free to contact the commission or the HR department.

The Camden County Commission.

**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 Thomas (Yes) and Commissioner Williams (Yes). Session closed at 10:15 A.M.

Ordered that the Commission adjourn until November 16<sup>th</sup>, 2017.

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Greg Hasty, Presiding Commissioner

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Melissa Peters, Benefits Coordinator