Greene County Commission Briefing Commission Office 1443 N. Robberson, 10th Floor May 21, 2019 9:15 a.m.

Attendees: Bob Dixon, Harold Bengsch, John Russell, Mailyn Jeffries, Amanda Corcoran, Jeff Scott, Tina Phillips, Mike Cagle, Rick Artman, Captain Johnson, Justin Hill, Shane Schoeller, Lorrie Bruer, Julia Carter, Donna Barton and Megan Applegate.

Deputy Budget Officer Tina Phillips reminded Commission that tomorrow there is a Tax Oversight Committee meeting @ 10:00 am at the Historic Courthouse. The Budget Office is currently working on a project with the Auditors office and how going forward credit card transaction approval will be handled.

HR Director Mailyn Jeffries explained to the Commission that in 2019 there will be 14 employees (EX1) who will max out on the pay scale. Commission asked that Jeffries, reach out to the City and CU to get an idea of how they handle these situations and report back.

County Administrator Chris Coulter informed Commission of an upcoming TIF appointment and that typically it is the Presiding Commissioner and another Commissioner to the open seats. Coulter will be out of the office until 06/15.

PIO Donna Barton explained she has sent the Rotunda Newsletter to the freelancer for design.

HR Director Mailyn Jeffries presented the Commission with a personnel Policy Manual Update to Chapter 12 (EX 2) Jeffries explained that the policy was Ok'd by John Housely. Chapter 12 refers to FMLA. Commissioner John Russell moved to approve the edits to the Personnel Policy Manual Chapter 12. Commissioner Harold Bengsch seconded the motion and it was unanimously approved. Aye: Dixon, Bengsch and Russell. Nay: none Abstain: None. Absent: None

County Clerk Shane Schoeller presented the Commission with a correction to the Court Order for Railroad Utility Values and Miles of Line. (EX 3) Schoeller explained that the in the original left off some information and had the incorrect assessed value for Burlington. The new copy presented had the corrected information. Commissioner John Russell moved to approve the edits to the Court Order for Railroad Utility Values and Miles of Line that the Commission had previously signed. Commissioner Harold Bengsch seconded the motion and it was unanimously approved. Aye: Dixon, Bengsch and Russell. Nay: none Abstain: None. Absent: None

Deputy Budget Officer Tina Phillips provided the Commission with the deferred compensation letter.(EX 4) The letter stated that that each year Greene County will contribute a yearly total of \$4,000.00 to Nationwide Deferred Compensation Plan. Commission Harold Bengsch moved to approve the contribution to Nationwide Deferred Compensation Plan, Commissioner Russell seconded the motion and it was unanimously approved. Aye: Dixon, Bengsch and Russell. Nay: none Abstain: None. Absent: None

Commissioner Dixon provided the other Commissioners with a Clifton Strengths Training Proposal(EX 5) that would be for the Commission staff. It would be a learning tool to find

strengths in colleagues to better utilize talents. Commissioner Harold Bengsch moved to approve and participate in the Clifton Strengths training. Commissioner Russell seconded the motion and it was unanimously approved. Aye: Dixon, Bengsch and Russell. Nay: none Abstain: None. Absent: None

Coulter County Administrator informed Commission that SPS reached out to Greene County to see if the county would be willing to help fund crossing guards for schools out in the county. Coulter explained at one point in the past the County helped pay for crossing guards and due to budget restraints had stopped. Coulter also explained in the past these funds were provided by the Highway Department. Highway Director Rick Artman explained that they would be able to provide those funds for the request. Coulter explained that would not affect the budget until around 2021. Commissioner Harold Bengsch moved to approve and allow Coulter to proceed and obtain an agreement that would provide crossing guards to school located outside of the county. Commissioner Russell seconded the motion and it was unanimously approved. Aye: Dixon, Bengsch and Russell. Nay: none Abstain: None. Absent: None

Highway Director Rick Artman with three warranty deeds (EX 6) for the Killingsworth property, Frizzell property and the Yoder property. Commissioner Harold Bengsch moved to approve the Warranty Deed for the Killingsworth property. Commissioner Russell seconded the motion and it was unanimously approved. Aye: Dixon, Bengsch and Russell. Nay: none Abstain: None.

Commissioner John Russell moved to approve the Warranty Deed for the Frizzell property. Commissioner Harold Bengsch seconded the motion and it was unanimously approved. Aye: Dixon, Bengsch and Russell. Nay: none Abstain: None. Absent: None

Commissioner Harold Bengsch moved to approve the Warranty Deed for the Yoder property. Commissioner Russell seconded the motion and it was unanimously approved. Aye: Dixon, Bengsch and Russell. Nay: none Abstain: None. Absent: None

With no other business the meeting was adjourned.

	***************************************			1					
	\$20.45	21	\$20.15	20	90	0/23/2003			
	\$10.80	ŀ			1	Cipologia	RR-RARG	A THE STOCK OF THE PARTY OF THE	
	61000	ž	\$18.62	20	8	10/7/2002	NO-BANG	SENIOR MAINTENANCE CREW WORKED	TEEL, PAUL R
	\$20.45	21	\$20.15	20	8	C007/81/71	DB DADA	MAINTENANCE CREW WORKER	OTORA, RONDIE D
	04.030				1	10/10/000	RB-BARG		27074
	\$20.45	2	\$20.15	20	09	4/25/2005	No-BAKG	SENIOR MAINTENANCE CREW WORKER	SIBLEY, JEREMY M
	\$22.10	21	\$21.77	20	10	1122/2002		SENIOR MAINTENANCE CREW WORKER	RUSSELL, RONALD L
	\$18.90	-	910.02	1	1	4 00 000	RB-RARG		
			9 9 9	20	8	10/30/2006	RB-BARG	MAINTENANCE SPECIALIST	PRIER, MICHAEL H
	\$20.45	21	\$20.15	20	09	11/13/2002		MAINTENANCE CREW WORKER	MYERS, RICKY W
	\$22.10	22	\$21.//	22	ā		RR BABO	CENIOR WAIN LENANCE CREW WORKER	
comments	100	Sien	200	3	3	5/11/1998	RB-BARG	SENIOR MAINTENANCE	CRAIG CARI M
	New Rate	New	Hourly	Step	Grade	date	- chainingil	MAINTENANCE SPECIALIST	ADAMS, JOHN J
						Adjusted service	Department	Title	
									Dillor.







GREENE COUNTY HUMAN RESOURCES

940 N. BOONVILLE, SPRINGFIELD, MISSOURI, 65802, Room 314 • TELEPHONE 417.868.4116 • FACSIMILE 417.868.4811

May 21, 2019

Greene County Personnel Policy Manual Chapter 12: Family and Medical Leave Act (FMLA) Proposed Changes to Greene County Commission

Policy Review Group Members:

Cindy Stein – Auditor Lorrie Bruer - County Clerk's Office Crystal Richards - Highway Department Amanda Corcoran - Human Resources Mailyn Jeffries - Human Resources Kevin Barnes - Resource Management Major Phil Corcoran - Sheriff's Office Penny Griffin - Treasurer's Office

Highlights:

- Matched sections to federal law corrected grammar and misspellings
- Updated information (i.e. website links)
- Section 12-13: Leave Extension Beyond End of FMLA Entitlement
 - o If extended 30 day unpaid leave of absence is granted, employee will be eligible to continue receiving county paid health insurance benefits and qualify to receive donated leave
- Relocated donated leave section from Chapter 11 to Chapter 12- Section 14

Reviewed by John Housley: Minor wording changes - no changes to overall content or intent of policy.

Chapter 12: FAMILY AND MEDICAL LEAVE ACT

Purpose

Responsibility

Policy Statement

Eligibility Requirements

Determination of 12-Month Period

Substitution of Paid Leave

Leave Provisions for Spouses Both Working for Greene County

Advance Notice

Medical Certification

Leave Taken Intermittently or on a Reduced Leave Schedule

Job Benefits and Protection

Return to Work Requirements

Leave Extension Beyond End of FMLA Entitlement

Shared Leave Program

Section 12 - 1: Purpose

The Family and Medical Leave Act (FMLA) of 1993, as amended, grants unpaid family and temporary medical leave under certain circumstances. In accordance with FMLA, Greene County provides unpaid family and temporary medical leaves of absences to eligible employees who are unable to work due to one of the following reasons:

- The birth of a son or daughter of the employee and in order to care for such son or daughter
- The placement of a son or daughter with the employee for adoption or foster care
- In order to care for the spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition
- A serious health condition that makes the employee unable to perform the functions of the position of such employee
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" Or Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave). For more information please visit the U.S. Department Labor site at https://www.dol.gov/whd/fmla/2010ndaa.htm

To qualify for FMLA, the employee must meet the requirements of the FMLA and accompanying regulations. An eligible employee shall be entitled to a total of 12 workweeks or 480 hours of leave during any 12-month period.

Section 12 - 2: Responsibility

It is the responsibility of the employee to make requests for family and temporary medical leave with their employer, Greene County, through their elected official or department administrator. All requests for FMLA leave will be coordinated with the Human Resources Department. While out on FMLA your supervisor may request you to check in with leave status reports.

Section 12 - 3: Policy Statement

It is the policy of Greene County to adhere to the requirement of the Family and Medical Leave Act (FMLA) of 1993, as amended, and create a friendly environment between the employee and the county. More information can be found on the Department of Labor website: https://www.dol.gov/whd/fmla/.

Section 12 - 4: Eligibility Requirements

Employees are eligible for unpaid family and temporary medical leave if:

They have worked for the county for at least 12-months, and

Worked 1,250 or more hours during the 12-months prior to start of leave

The FMLA leave available for eligible part-time employees will be prorated based on the average number of hours worked over the previous 12-month period.

Section 12 - 5: Determination of 12-Month Period

Eligible employees may request up to 12 workweeks or 480 hours of unpaid family and temporary medical leave within a 12-month period. The 12-month period will be measured forward from an employee's first usage of FMLA. For example: Beginning November 1 of any given year, an employee takes eight weeks of FMLA leave for the birth of a child. This employee would have an additional four weeks available until November 1st of the following year. Conversely, if the employee exhausted all 12 weeks of FMLA leave, they would not have additional FMLA leave available until after November 1 of the following year. Each subsequent 12-month period will begin the first time FMLA leave is taken after the completion of the previous 12-month period.

Section 12 - 6: Substitution of Paid Leave

Any paid or unpaid leave which exceeds or is anticipated to exceed three working days for the reasons listed in Section 12-1, must be approved by the employee's elected official or department administrator and communicated to the Human Resources Department. If it is determined the reason for any paid or unpaid leave time qualifies under the FMLA, the employee will be required to use available paid sick, vacation, compensatory time as part of their family or temporary medical leave.

Section 12 - 7: Leave Provisions for Spouses Both Working for Greene County

Eligible spouses who both work for Greene County are limited to a combined total of 12 workweeks of leave in a 12-month period for the following FMLA-qualifying reasons:

- The birth of a son or daughter and bonding with the newborn child
- The placement of a son or daughter with the employee for adoption or foster care and bonding with the newly-placed child
- The care of a parent with a serious health condition

Eligible spouses who both work for Greene County are also limited to a combined total of 26 workweeks of leave in a single 12-month period for military caregiver leave.

Section 12 - 8: Advance Notice

For a qualifying event under the FMLA that is foreseeable, an employee must give Greene County at least 30 days advance notice. This is best achieved by advance consultation with the employee's supervisor to ensure leave does not unduly disrupt the operation of their department. If leave is unexpected an employee must notify their supervisor as soon as possible and practical.

When the employee has no reasonable excuse for not providing at least 30 days advance notice, the employer may delay leave until 30 days after the date notice is provided. When the employee does not give timely notice of unforeseeable leave and does not have a reasonable excuse, the employer may delay or deny leave.

Section 12 - 9: Medical Certification

Failure to provide the required medical certification from a health care provider, as defined by FMLA, as set forth herein may result in denial of the requested FMLA leave.

A. Employee Medical Leave

Employees requesting medical leave for themselves will be required to provide a medical certification form verifying the seriousness of the health condition along with the beginning and ending dates of leave to their elected official or department administrator and the Human Resource Department. Employees will have 15 days in which to provide the certification, except in extenuating circumstances. If any employee fails to provide certification in a timely manner, the employee's leave request or continuation of leave may be delayed or denied altogether. Any major changes in medical status must be promptly reported to their elected official or department administrator, and the Human Resources Department. Recertification may be requested every 30 days.

B. Family Medical Leave

Employees requesting family leave related to caring for a child, spouse, or parent, with a serious health condition, will be required to provide a medical certification verifying the illness, its beginning and expected ending dates, and the need of the employee to provide care to their elected official or department administrator and the Human Resources Department. Medical certification forms will be provided by the Human Resources Department when an employee makes a request for leave. In an unforeseen event, once the Human Resources Department is notified, these forms will be provided within three (3) business days.

C. Second Opinion

If the submitted medical certification is not sufficient, the Human Resources Department may require a second opinion at the county's expense. If the first and second opinions do not agree, the county and the employee will coordinate the selection for a third opinion at the county's expense. The third opinion will be final and binding.

Section 12 - 10: Leave Taken Intermittently or on a Reduced Leave Schedule

The FMLA allows employees to request intermittent leave, or leave on a reduced leave schedule. Each request will be considered by the appropriate elected official or department administrator on a case-by-case basis. Intermittent leave or reduced hours will be in applied increments of 30 minutes. An elected official or department administrator may require an employee to transfer temporarily to an alternate position to better accommodate recurring periods of leave. The employee must be qualified for the alternative position. The county will provide equivalent pay and benefits to an employee that is temporarily transferred. If an exempt employee takes unpaid leave for partial or full days, their exempt status under the Fair Labor Standard Act will not be impacted.

Section 12 - 11: Job Benefits and Protection

A. Insurance Benefits

Eligible employees receiving county paid health insurance benefits will continue to receive these benefits during their approved family or medical leave. It is the responsibility of the employee to continue dependent coverage, if elected, and pay the dependent premium portion to the Human Resources Department. Any supplemental insurance premiums that go 30 days in an unpaid status will result in said supplemental insurance being terminated.

If an employee chooses not to return from leave, they will be required to repay the premium payment(s) made by the county on their behalf during the time that the employee took leave. To have county paid benefits covered during FMLA, the employee must actively return to work for the same amount of workweeks or hours the employee used during family or temporary medical leave. Employees that are medically unable to return to work due to continuation, recurrence, or onset of a serious health condition will not be required to repay premiums. A certification from a health care provider that the employee is unable to return to work due to a severe health condition will be required.

B. Vacation, Sick Leave and Holiday Benefit Accrual

Benefit accrual such as vacation or sick leave will be suspended during an unpaid leave exceeding 16 hours in any one month and will resume upon return to active employment. Holiday pay will not be paid if a recognized holiday falls within an unpaid leave of absence.

Section 12 - 12: Return to Work Requirements

A. Return to Work

An employee must submit a work release certification from their healthcare provider. This certification must indicate an employee is able to perform the functions outlined in their job description with or without reasonable accommodation. The work release certification must be submitted prior to the employee's first scheduled day. If an employee does not submit a work release letter they will not be permitted to work until the letter is received.

B. Fitness for Duty Exam

If the employee has taken leave because of their own serious health condition, an elected official or department administrator may require an employee to schedule a "Fitness for Duty" exam with the county's occupational medicine physician.

C. Failure to Report to Work

Greene County will assume an employee has resigned and their employment with Greene County may be terminated when:

- an employee fails to report to work promptly at the end of the approved leave period
- gives notice of their intent not to return to work
- fails to provide a work release certification as required above

If this occurs, the employee will need to reimburse the county for insurance benefits that were paid during their family or temporary medical leave.

D. Key Employees

An employee who qualifies as a "key employee" may be denied restoration of employment after a period of leave if holding the employee's position would cause Greene County grievous economic injury. A "key employee" is an employee who is salaried and is among the highest paid ten percent of the work force. An employee will be notified by the Human Resources Department during the initial request for leave if there is a possibility that Greene County may deny reinstatement after leave.

Section 12-13: Leave Extension Beyond End of FMLA Entitlement

The Family and Medical Leave Act allows an eligible employee a total of 12 workweeks or 480 hours of leave during any 12-month period. Once an employee has exhausted 12 workweeks or 480 hours of leave an employee may apply for a 30 day extended unpaid leave of absence. The written request must include a health care provider's certification that the employee is unable to work and an expected return to work date. A request for an extended leave of absence will be evaluated based on a number of factors, including the anticipated workload requirements and staffing considerations during the proposed period of absence, as determined by the officeholder or department administrator. During an approved extended unpaid leave of absence, employees will be eligible to continue receiving county paid health insurance benefits and participate in the shared leave program. An employee may request up to three (3) 30-day extensions. An extended leave of absence is not guaranteed to be approved and will be determined on a case-by-case basis by an elected official or the Greene County commissioners.

Section 12-14: Shared Leave Program

A. Purpose

The purpose of the Shared Leave Program is to assist employees during a temporary unpaid medical leave of absence. This provides an opportunity for paid leave to employees who have exhausted all of their accrued vacation, sick, personal days and compensatory time.

Eligibility Criteria to Receive Shared Leave Benefits

An eligible employee may request shared leave time by notifying their officeholder or department administrator. To be eligible to receive leave, an employee must meet the following criteria:

- Be in a full-time or part-time position with benefits (budgeted at 1,500 hours or more per year)
- 2) Have worked for the county for at least one year
- 3) The employee or the employee's spouse or child must have experienced a personal injury or illness which is life threatening or catastrophic, and not job related; Life threatening or catastrophic, for purposes of this policy, is defined as an injury or illness that is expected to extend 30 or more days beyond the expiration of the employee's accrued leave time and meets the definition of a serious health condition under the Family and Medical Leave Act
- 4) The employee must have exhausted all accrued leave
- 5) The employee must complete a shared leave request form and provide a health care provider's verification that the employee is unable to work due to illness or injury
- 6) The employee must be on an unpaid FMLA leave of absence or approved extended unpaid leave of absence per section 12-13
- 7) The employee is not on unpaid disciplinary status during the period requested for shared leave

B. Approval of Request

The requesting employee's officeholder or department administrator, and human resources will consider the above criteria to determine if an employee is eligible for shared leave. The decision regarding any request for shared leave will be final.

D. Shared Leave Donation Requirements

An employee wishing to donate leave must complete the Shared Leave Donation form and submit the form to the Human Resources Department. The form must include the donor's name, recipient's name, the date completed, type of leave and number of hours to be donated, and signature of donor.

- An employee may donate vacation leave, compensatory time, and/or sick leave at a minimum of four (4) hours per leave type
- 2) Donated leave will be credited to a recipient as needed and will be deducted from the donor's leave record in hour increments or a lump sum
- 3) Shared leave donations will be used on a first-in basis upon submission to the Human Resources Department. If more than one employee donates the leave time will be used in order received

4) Employees compensated by Road and Bridge, LEST I, LEST II and Assessor funds may only donate leave to other employees compensated by the same fund. Exceptions may be granted at the discretion of an elected official. This restriction does not apply to employees funded by General Revenue





IN THE MATTER OF CERTIFYING RAILROAD & UTILITY)
VALUATIONS TO THE STATE TAX COMMISSION))

It is hereby ordered that the following assessments certified to the County Clerk and accepted by the County Commission on May 15th, 2019 for the Railroad and Utility County Commission as follows:

AT&T Communications	5,80
BNSF Railway Company	29,265,52
Centurylink Communications, LLC	20,830
The Empire District Electric Company	1,061,640
Explorer Pipeline Company	40,330
Fiber Platform	
Magellan Pipeline Company, LP	1,351,780
MCI Communications Services, Inc.	31,650
MCI Metro Access Transmission Services, LLC	120
Missouri Telecom, Inc.	
Sho-Me Technologies, LLC	1,660
Southern Star Central Gas Pipeline, Inc	4,250
outhwestern Bell Telephone Company	1,363,270
nion Pacific Railroad	
IPLX Ozark Pipe Line, LLC	55,080

Furthermore, it is hereby ordered that the attached Form 30 Schedule 13 certified to the County Clerk by each railroad and utility company having distributable property in Greene County, Missouri, be accepted by the County Commission as follows:

AT&T Communications	MCI Communications Services, Inc.	
BNSF Railway Company	MCI Metro Access Transmission Services, LLC	
Centurylink Communications, LLC	Missouri Network Alliance, LLC	
Choctaw Telephone	Missouri & Northern Arkansas Railroad	
The Empire District Electric Company	Missouri Telecom, Inc	
Empire District Industries, Inc.	MPLX Ozark Pipe Line, LLC	
Explorer Pipeline Company	Phillips 66 Pipeline, LLC	
Fiber Platform, LLC	Sho-Me Technologies, LLC	
K-Powernet, LLC	Southern Star Central Gas Pipeline, Inc.	
Magellan Pipe Line Company	Southwestern Bell Telephone Co.	
Marathon Petrolcum Company, LP (Ozark)	Windstream KDL, Inc	
AcCleodUSE Telecommunications Services	GridLiance High Plains, LLC	

Done this 21st day of May, 2019.

THE GREENE COUNTY COMMISSION

Robert Dixon

Presiding Commissioner

Harold Bengsch

Commissioner, District 1

John Russell

Commissioner, District 2

ery

Bob Dixon
Presiding Commissioner

Harold Bengsch

1st District Commissioner

John C. Russell 2nd District Commissioner



COUNTY COMMISSION

Greene County, Missouri (417) 868-4112 Shane Schoeller Clerk of the Commission

Christopher J. Coulter, AICP County Administrator

May 21, 2019

Mr. John Housley Greene County Counselor 901 St. Louis Street, 20th Floor Springfield, MO 65806

Dear John:

This correspondence confirms the agreement relating to the Nationwide Deferred Compensation Program.

In 2005, and each year thereafter, Greene County Commission agrees to contribute \$2,000 by June 1, and \$2,000 by December 1, or \$4,000 one-time per year to your Nationwide Deferred Compensation Plan.

Sincerely,

Bob Dixon

Presiding Commissioner

Harold Bengsch

Commissioner District 1

John C/Russell

Commissioner District 2

ex5

A CliftonStrengths

TRAINING PROPOSAL

Prepared especially for



Greene County, MO

Submitted by

Nora Cox, MA

Learner I Ideation I Achiever I Strategic I Input 417-343-1549

May 9, 2019

TRAINING PROPOSAL

PROPOSED TRAINING:

Training sessions are carefully planned and designed for each audience. Your time is valuable, so my goal is to focus on your needs and use the time wisely.

The training will be conducted by Nora Cox, coach and trainer over an initial session, with an option to expand to additional future sessions. Brief descriptions follow but trainings are tailored for the needs of the group. Training sessions include both short teaching segments and learning activities described in the following overview:

RECOMMENDED TRAINING SCHEDULE

• SESSION ONE: Start with Talent; Finish with Strength...Unleashing Your Best!

Attendees: Greene County Commissioners and staff

Date & Time: TBD – planning a midday session inclusive of lunch is an efficient, social

approach and is recommended. Session length: 1.5 hours

Location: TBD

Objectives:

- o Appreciate our unique strengths and how they function across domains both as individuals and in teams
- o Frame the exercise of understanding strengths with some vital guiding principles
- o Deepen understanding of the dynamics, as well as helps and hindrances for the top five themes in the team
- o Discover tactics to embrace strengths targeted to desired outcomes
- o Understand and appreciate how strengths contribute to the effectiveness of great teams and satisfaction for individuals

Preparation:

Each participant will complete the online Strengths assessment at least a week prior to the session date, using the unique code provided. (NOTE: If a person has already taken the assessment, they are encouraged to retake the assessment or they may print out their report a week prior to the session so their themes can be incorporated into the team matrices).

Resources Provided:

Each participant receives a Signature Theme Report (full description of Top 5 themes), Strengths Insight Guide, a CliftonStrengths e-book upon completion of the assessment. During training, the team will be provided with additional matrices depicting their individual and collective strengths in formats that deepen understanding and application. (See Appendices A & B for samples)

TRAINING ENGAGEMENT COSTS

15 CliftonStrengths-codes \$150.00 (if purchased by county directly would = \$300)

Training Facilitation Fee (1 Session) \$620.00

Catered lunch \$250.00

TOTAL COST = \$1,020.00

NOTE: Mileage and printed materials are included in the facilitation fee

About Nora:

As a faculty member of the Department of Communication at Missouri State University, I've got decades of experience studying and teaching communication. I'm also a Galluptrained CliftonStrengths (also known as: StrengthsFinder, StrengthsQuest) coach and have worked with hundreds of students, faculty members, and administrators in our campus community to train individuals and groups on their unique talents. My training as well as my experience working with non-profits and with elected officials uniquely qualify me to share my expertise with the leadership of Greene County, Missouri. My custom training approach is well-researched and based on best-practices. It's a joy to see teams learn about themselves as individuals and colleagues and to name, claim, and aim their talents. CliftonStrengths is a powerful tool based in positive psychology and I'm certain you will leave the sessions prepared to deploy your best talents and leadership strengths, both individually and as a team.

Possible future sessions – pricing would be determined based on number of participants, timing of the session

• SESSION TWO: Start with Talent; Finish with Strength... Unleashing Your Best!

Attendees: Greene County senior leadership, elected officials

Date & Time: TBD Location: TBD

Objectives, Preparation & Resources Provided: Same as Session One

SESSION THREE: Leading Your Team Through Strengths

Attendees: Greene County Commissioners, Greene County senior leadership, elected officials

Date & Time: TBD; 2.5 hours

Location: TBD

Objectives:

o Review and reinforce CliftonStrengths discoveries and learnings

o Discover the power of Strength pairings and partnerships and what it means for the team and their goal

o Recognize the DNA of the most effective and productive teams

- o Identify concrete strategies to intentionally apply individual and collective team strengths and manage potential talent gaps
- Develop a process to maximize each team member's strengths to increase the team's effectiveness
- o Commit to the Best of Us

Preparation:

Each participant is encouraged to read their StrengthsFinder 2.0 e-book prior to the session and complete the Love, Crazy, Envy assignment from Session One.

Resources Required & Provided:

All participants are to bring their personalized Strengths-Based Leadership Guide and any matrices and assignments from their first session on Strengths. Additional matrices to deepen understanding may be provided.

CliftonStrengths Training Support Options:

1. One or Two Hour CliftonStrengths Refresher Meetings: \$250/hour(includes mileage & incidentals)

To ensure that your leaders/managers do not leave what they've learned thus far on the shelf, you may want to consider additional refresher meetings with Nora over the balance of 2019/into the future. These sessions could be structured to best fit your schedules and provide additional training around leading and managing a strengths-based team. Interested participants could dig into topics such as:

How to Identify, Clarify and Leverage Your Personal Strengths-Based Leadership Style.

 How to Build and Deploy a Strengths-Based Coaching Style of Management that will increase engagement and productivity.

 The Habits of Great Managers to help your leaders further develop their daily behavior and activity so that others will follow their lead.

Or a topic/need arising from your work toward a strengths-based culture.

The time would be a mix of instruction and real-world discussion of the challenges that they may be encountering individually or in their teams. They would learn from each other and be motivated by success stories. The more they hear how each of them are carrying strengths forward, the more unified they will be to implement the County's commitment to becoming a Strengths-based workplace.

2. Individual Strengths Coaching: \$125 each (one-hour sessions); \$75 each (half-hour sessions)

Consider offering to interested participants either a one-hour, or two 30-minute virtual coaching sessions with our certified Clifton Strengths coach/facilitator. Often, people have questions but are afraid to raise genuine concerns in a large group setting, especially with their peers or supervisors. Giving each person the opportunity to have a personal one-on-one coaching session(s), conducted via Zoom or telephone call, during the balance of 2019 will provide "personalized" support that re-enforces the critical role that each of them plays in your initiative. If any of your team members would want to do more coaching, they would benefit from the same group fee offered in this proposal.

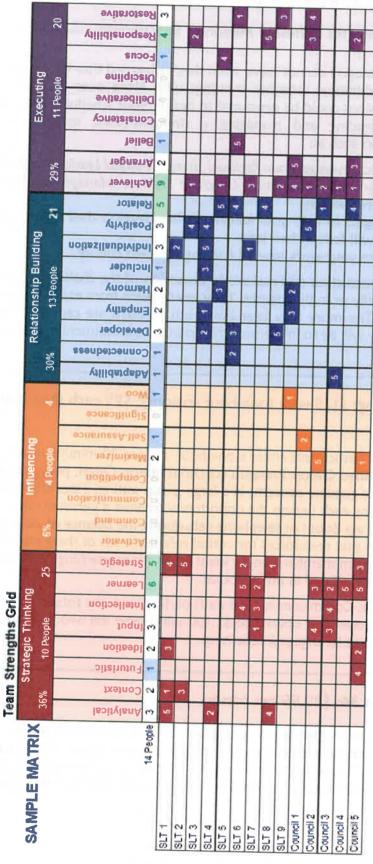
If all fifteen people (Greene Co. Commissioners and staff) participated, the total cost would range from \$1,750 (all choose one-hour option) to \$2,100 (all choose the two, half-hour option). Not all participants have to engage in coaching.

3. Upgrade to CliftonStrengths 34: \$39.99 per person

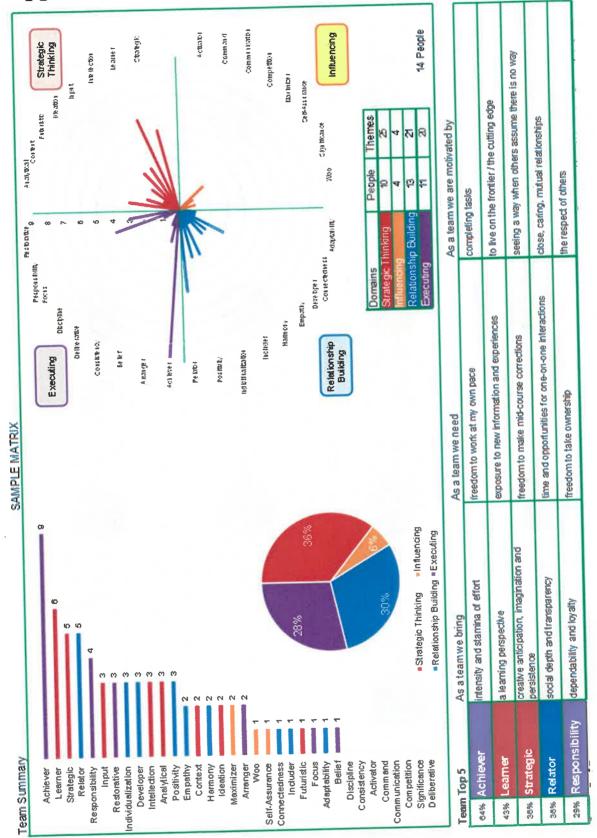
Benefit from your full 34 Report that lists all of your talents in rank order and provides descriptions of: your most powerful/unique strengths; why you succeed by exercising each signature theme; your possible "blind spots" limiting your effectiveness. This option is for people who want to unlock their greatest potential and the power of their full Strengths profile.

Respectfully submitted, Nora Cox

Appendix A: Sample Team Matrix



Appendix A: Sample Team Matrix



Appendix A: Sample Team Matrix

Team Profile

Achiever
Self-Assurance
Responsibility
Restorative
Positivity

Team Members at a Glance























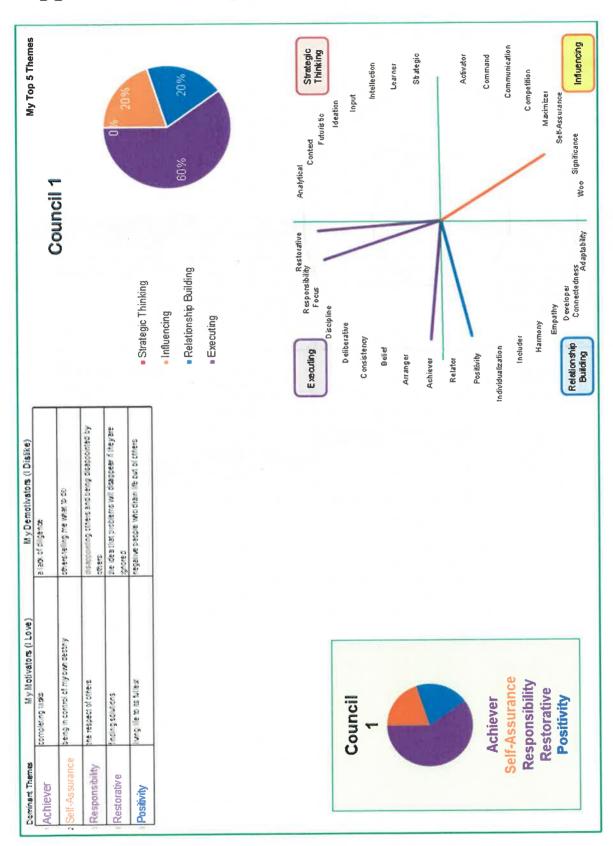




Relationship Building

Executing

Appendix B: Sample Individual Matrix



Appendix B: Sample Individual Matrix

Theme Distribution Across Domains

	Achiever Self-Assurance Responsibility Restorative Positivity	6 to 1D		
Strategic Thinking	Influencing	Relationship Building	Executing	
People with dominant Strategic Thinking themes help teams consider what could be. They absorb and analyze information that can inform better decisions.	People with dominant influencing therres know how to take charge, speak up, and make sure the team is heard.	People with dominant Relationship Building themes have the ability to build strong relationships that can hold a tearn together and make the tearn greater than the sum of its parts.	People with dominant Executing themes know how to make things happen.	
Analytical Context Futuristic Ideation Input Intellection Learner Strategic	Activator Communication Communication Competion Maximizer Self-Assurance Significance Woo	Adaptability Connectedness Developer Empathy Hamony Includer Individualization Positivity Relator	Achiever Arranger Bellef Consistency Deliberative Discipline Focus Responsibility Restorative	

exte.

WARRANTY DEED

A.D. by and between TIM YODER AND ASHLEIGH YODER, HUSBAND AND WIFE, parties of the first part, Grantor, and Greene County, State of Missouri Grantee, Mailing Address: Greene County Courthouse, Springfield MO 65802, of the County of Greene, in the State of Missouri, party of the second part.

WITNESSTH, That the said parties of the first part, in consideration of the sum of One Dollars (\$1.00) and other good and valuable consideration, to said party of the second part, the receipt of which is hereby acknowledged, does by these presents, GRANT, BARGAIN AND SELL, CONVEY AND CONFIRM, unto the said party of the second part, its heirs and assigns, the following described lots, tracts or parcels of land lying, being and situated in the County of Greene and State of Missouri, to-wit:

(See Attachment A)

TO HAVE AND TO HOLD the premises aforesaid, with all and singular the rights, privileges, appurtenances and immunities thereto belonging, or in anywise appertaining, unto the said party of the second part, and unto its heirs and assigns forever, the said parties of the first part hereby covenanting that they are lawfully seized of an indefeasible estate in fee in the premises herein conveyed; that they have good right to convey the same; that the said premises are free and clear of any encumbrances done or suffered by it or those under whom it claims and that it will warrant and defend the title to the said premises unto the said party of the second part and unto its heirs and assigns forever against the lawful claims and demands of all persons whomsoever, except as follows: None.

EXHIBIT A

RIGHT-OF-WAY

A PART OF THE PROPERTY DESCRIBED IN THE GREENE COUNTY RECORDER;S OFFICE IN BOOK 2885 PAGE 1892 BEING PART OF THE WEST HALF OF LOT 2 OF THE NORTHEAST FRACTIONAL QUARTER OF SECTION 1, TOWNSHIP 30 NORTH, RANGE 24 WEST, LYING EAST OF THE PUBLIC ROAD AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SECTION 1, TOWNSHIP 30 NORTH, RANGE 24 WEST, THENCE ALONG THE TOWNSHIP LINE, NORTH 87°44'41" WEST, 2101.57 FEET, TO THE POINT OF BEGINNING; THENCE 87°44'41" WEST, 35.00 FEET, TO THE CENTERLINE OF THE EXISTING FARM ROAD THENCE ALONG SAID CENTERLINE, SOUTH 03°20'11" WEST, 127.72 FEET; THENCE SOUTH 05°11'49" WEST, 106.15 FEET; THENCE 109.06 FEET ALONG A 310.19 FOOT RADIUS CURVE TO THE RIGHT, WHOSE CHORD BEARS SOUTH 15°10'33" WEST, 108.50 FEET; THENCE 145.16 FEET ALONG A 1384.80 FOOT RADIUS CURVE TO THE RIGHT, WHOSE CHORD BEARS SOUTH 28°06'27" WEST, 145.10 FEET; THENCE SOUTH 29°18'19" WEST, 229.55 FEET; THENCE SOUTH 87°44'41" EAST, 39.30 FEET, TO THE RIGHT-OF-WAY; THENCE ALONG SAID RIGHT-OF-WAY, NORTH 29°18'19" EAST, 211.13 FEET; THENCE 148.28 FEET ALONG A 1419.84 FOOT RADIUS CURVE TO THE LEFT, WHOSE CHORD BEARS NORTH 28°05'46" EAST, 148.21 FEET; THENCE 121.28 FEET ALONG A 345.20 FOOT RADIUS CURVE TO THE LEFT WHOSE CHORD BEARS NORTH 15°10'07" EAST, 120.65 FEET; THENCE NORTH 05°11'49" EAST, 106.67 FEET; THENCE NORTH 03°20'11" EAST, 128.29 FEET, TO THE POINT OF BEGINNING. ALL LYING IN THE WEST HALF OF LOT 2 OF THE NORTHEAST FRACTIONAL QUARTER OF SECTION 1,TOWNSHIP 30 NORTH, RANGE 24 WEST, GREENE COUNTY, MISSOURI AND CONTAINING 0.576 ACRES MORE OR LESS BEARINGS BASED ON GRID NORTH OF THE MISSOURI STATE PLANE COORDINATE SYSTEM OF 1983 CENTRAL ZONE. SUBJECT TO ALL EASEMENTS, COVENANTS, RESTRICTIONS AND RESERVATIONS OF RECORD.

GRAY & ASSOCIATES, LLC CA# 2007005888 BY

MICHAEL D. GRAY PLS 1994

D. GRAY 2-08-19
NUMBER 2-08-19
LS-1994 DATE

IN WITNESS WHEREOF, the said Grantor has hereunto set its hand and seal the day and year first above **ACCEPTED:** Greene County Commission Grantor: DATE: Presiding Commissioner Bob Dixon Commissioner 15th District, Harold Bengsch 2nd District, John C. Russell Rick Artman, Administrator **Greene County Highway Department** STATE OF MISSOURI COUNTY OF Greene day of before me personally appeared to me known to be the person(s) described in and who executed the foregoing instrument, and acknowledged he/she executed the same as him/her free act and deed. IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in , Missouri, the day and year first above written. KIM M. HICKS Notary Public - Notary Seal State of Missouri ____ Notary Public

My Commission Expires:

Commissioned for Greene County
My Commission Expires: April 03, 2022
Commission Number: 14601102

WARRANTY DEED

THIS INDENTURE, Made on the day of MARCH

20 19, by and between L MAXINE RILLINGSWORTH

Party of the first part, (Grantor) and the Greene County Commission,

Party of the Second Part (Grantee), whose mailing address is 940

Boonville Avenue, Springfield, Missouri 65802, of the County of Greene, in the State of Missouri.

WITNESSTH, That the said GRANTOR, in consideration of the sum of Ten Dollars (\$10.00) and other consideration paid by the said GRANTEE, the receipt and sufficiency of which is hereby acknowledged, does by these present GRANT, BARGAIN AND SELL, CONVEY AND CONFIRM, unto the said GRANTEE, its successors and assigns, the following described real estate being and situated in the County of Greene and State of Missouri, to-wit:

(SEE ATTACHED EXHIBIT "A")

TO HAVE AND TO HOLD the same for the purchase of constructing and maintaining a County or State road, or for such purposes herein set out, together with all and singular the rights, privileges, appurtenances and immunities thereto belonging, or in any way appertaining, unto the said GRANTEE, and unto its successors and assigns forever the said GRANTOR hereby covenanting on his/her part and on behalf of his/her heirs and assigns that said GRANTOR is lawfully seized of an indefeasible estate in fee in the premises herein conveyed; That said GRANTOR has good right to convey the same; That the said premises are free and clear of any encumbrances done or suffered by the GRANTOR or those under whom GRANTOR claims; and that said GRANTOR will warrant and defend the title to the said premises unto said GRANTEE and unto its successors and assigns, forever against the lawful claim and demands of any person whomsoever, except as follows:

IN WITNESS WHEREOF, the said parties of the first part has hereunto set its hand the day and year first above written. Alarme Allengawith (signature)
(signature)
(print name)
(signature)
(print name)
STATE OF MISSOURI COUNTY OF Green On the Hth day of March , 20 19, before me personally appeared Marine Killingsworth to me known to be the person(s) described in and who executed the foregoing instrument, and acknowledged he/she executed the same as him/her free act and deed. IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in Springfield , Missouri, the day and year first above written. Notary Public
My Commission Expires: 911202 VALERIE A SIDEBOTTOM Notary Public – Notary Seal STATE OF MISSOURI Greene County My Commission Expires Sept. 11, 2021 Commission #09735535

ACCEPTED:	Greene County Commission
DATE:	·
Bob Dixon, Presidin	ng Commissioner sociate Commissioner 1st District
Cul 1.C	ociate Commissionér 2 nd District Liver Commissionér 2 nd District Strator, Greene County Highway Department
/	

*

WARRANTY DEED

A.D. by and between PAUL FRIZZELL AND DEBBIE FRIZZELL,
HUSBAND AND WIFE, parties of the first part, Grantor, and Greene County.
State of Missouri Grantee, Mailing Address: Greene County Courthouse,
Springfield MO 65802, of the County of Greene, in the State of Missouri, party of the second part.

WITNESSTH, That the said parties of the first part, in consideration of the sum of One Dollars (\$1.00) and other good and valuable consideration, to said party of the second part, the receipt of which is hereby acknowledged, does by these presents, GRANT, BARGAIN AND SELL, CONVEY AND CONFIRM, unto the said party of the second part, its heirs and assigns, the following described lots, tracts or parcels of land lying, being and situated in the County of Greene and State of Missouri, to-wit:

(See Attachment A)

TO HAVE AND TO HOLD the premises aforesaid, with all and singular the rights, privileges, appurtenances and immunities thereto belonging, or in anywise appertaining, unto the said party of the second part, and unto its heirs and assigns forever, the said parties of the first part hereby covenanting that they are lawfully seized of an indefeasible estate in fee in the premises herein conveyed; that they have good right to convey the same; that the said premises are free and clear of any encumbrances done or suffered by it or those under whom it claims and that it will warrant and defend the title to the said premises unto the said party of the second part and unto its heirs and assigns forever against the lawful claims and demands of all persons whomsoever, except as follows:

None.

IN WITNESS WHEREOF, the said Grantor has written.	hereunto set its hand and seal the day and year first abov
ACCEPTED: Greene County Commission	Grantor:
Boh Dijon	Ball
Presiding Commissioner Bob Dixon	Shie / Chl
Commissioner 1st District, Harold Bengsch	OWNER DEBOTE FRIZZELL
Comprissioner 2nd District, John C. Russell (Linear Administrator	
Greene County Highway Department	
STATE OF MISSOURI)	
county of <u>Greene</u>) ss.	
on the 8th day of May before me personally appeared Paul Fr Debbie Frizzell	2019, 177ell and
to me known to be the person(s) described in an acknowledged he/she executed the same as him,	d who executed the foregoing instrument, and /her free act and deed.
IN TESTIMONY WHEREOF, I have hereunto set m	y hand and affixed my official seal, at my office in ne day and year first above written.
Kim M. HICKS	KIM M. HICKS Notary Public State of Missouri Commissioned for Greene County My Commission Expires: April 03, 2022 Commission Number: 14601102
My Commission Expires: April 3, 20	22

EXHIBIT "A"

PERPETUAL STREET RIGHT-OF-WAY DESCRIBED AS FOLLOWS:

ALL THAT PART OF LOT 3 OF THE FIRST ADDITION TO HAMPDEN PARK, A SUBDIVISION RECORDED IN BOOK N, PAGE 38, IN THE GREENE COUNTY RECORDERS OFFICE, GREENE COUNTY, MISSOURI, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 3;

THENCE SOUTH 89°04'38" EAST, ALONG THE NORTH LINE OF SAID LOT 3, A DISTANCE OF 12.96 FEET;

THENCE SOUTH 02°15'02" WEST, A DISTANCE OF 160.83 FEET TO A POINT ON THE SOUTH LINE OF SAID LOT 3;

THENCE NORTH 89°03'25" WEST, ALONG SAID SOUTH LINE, A DISTANCE OF 13.04 FEET TO THE SOUTHWEST CORNER OF SAID LOT 3;

THENCE NORTH 02°16'42" EAST, ALONG THE WEST LINE OF SAID LOT 3, A DISTANCE OF 160.83 FEET TO THE **POINT OF BEGINNING.** (AS ILLUSTRATED IN SKETCH EXHIBIT "B")

CONTAINING 2090 SQUARE FEET

AND

TEMPORARY CONSTRUCTION EASEMENT DESCRIBED AS FOLLOWS:

ALL THAT PART OF LOT 3 OF THE FIRST ADDITION TO HAMPDEN PARK, A SUBDIVISION RECORDED IN BOOK N, PAGE 38, IN THE GREENE COUNTY RECORDERS OFFICE, GREENE COUNTY, MISSOURI, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID LOT 3;

THENCE SOUTH 89°04'38" EAST, ALONG THE NORTH LINE OF SAID LOT 3, A DISTANCE OF 12.96 FEET TO THE **POINT OF BEGINNING**;

THENCE SOUTH 89°04'38" EAST, CONTINUING ALONG SAID NORTH LINE, A DISTANCE OF 20.01 FEET;

THENCE SOUTH 02°15'02" WEST, A DISTANCE OF 30.01 FEET;

THENCE NORTH 89°04'38" EAST, A DISTANCE OF 10.00 FEET;

THENCE SOUTH 02°15'02" WEST, A DISTANCE OF 130.83 FEET TO A POINT ON THE SOUTH LINE OF SAID LOT 3;

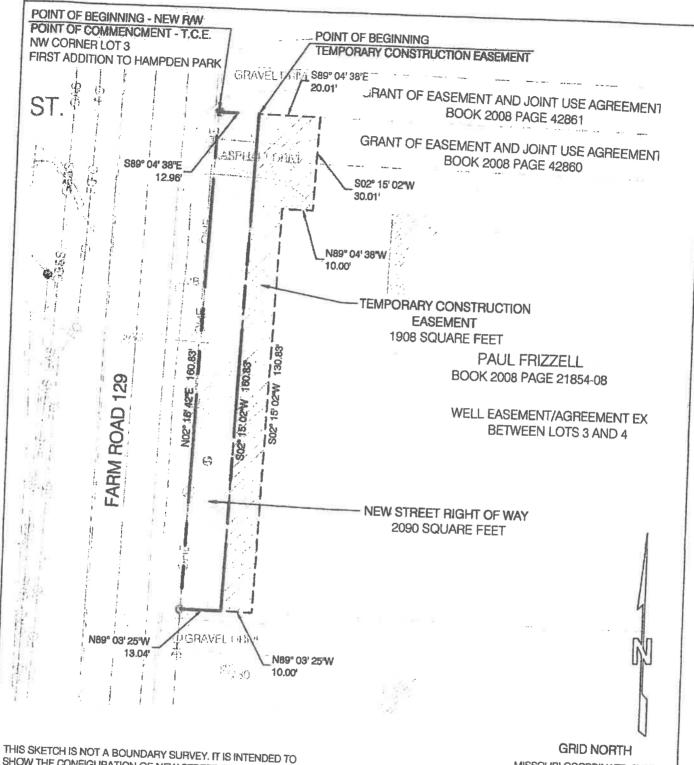
THENCE NORTH 89°03'25" WEST, ALONG SAID SOUTH LINE, A DISTANCE OF 10.00 FEET;

THENCE NORTH 02°15'02" EAST, A DISTANCE OF 160.83 FEET TO THE POINT OF BEGINNING; (AS ILLUSTRATED IN SKETCH EXHIBIT "B")

CONTAINING 1908 SQUARE FEET

THIS DESCRIPTION WAS PREPARED BY CJW TRANSPORTATION CONSULTANTS, LLC; CORPORATE LAND SURVEY NUMBER 2007008003.





SHOW THE CONFIGURATION OF NEW STREET RIGHT OF WAY AND A TEMPORARY CONSTRUCTION EASEMENT.

MISSOURI COORDINATE SYSTEM 1983 CENTRAL ZONE SCALE 1"=30"

5051 S. National Suite 7A Springfield, MO 65810

Tel: 417.889.3400 Fax: 417.889.3402

www.GoCJW.com

SKETCH EXHIBIT "B" PAUL FRIZZELL

NEW STREET RIGHT OF WAY/TEMPORARY CONSTRUCTION EASEMENT

FARM RD. 146 AND FARM RD. 129

& PART OF THE NE 1/4 SE1/4 OF S 29, T 29 N, R 22 W GREENE COUNTY, MISSOURI

DATE 10/12/18

CJW PROJECT No. 16017 Prepared by:



CJW Transportation Consultants, L.L.C. Engineering MO C.A. #2007008003

EXHIBIT "A"

PERPETUAL STREET RIGHT-OF-WAY DESCRIBED AS FOLLOWS:

ALL THAT PART OF LOT 4 OF THE FIRST ADDITION TO HAMPDEN PARK, A SUBDIVISION RECORDED IN BOOK N, PAGE 38, IN THE GREENE COUNTY RECORDERS OFFICE, GREENE COUNTY, MISSOURI, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 4;

THENCE SOUTH 89°05'51" EAST, ALONG THE NORTH LINE OF SAID LOT 4, A DISTANCE OF 12.88 FEET;

THENCE SOUTH 02°15′02" WEST, A DISTANCE OF 160.83 FEET TO A POINT ON THE SOUTH LINE OF SAID LOT 4;

THENCE NORTH 89°04'38" WEST, ALONG SAID SOUTH LINE, A DISTANCE OF 12.96 FEET TO THE SOUTHWEST CORNER OF SAID LOT 4;

THENCE NORTH 02°16'42" EAST, ALONG THE WEST LINE OF SAID LOT 4, A DISTANCE OF 160.83 FEET TO THE **POINT OF BEGINNING.** (AS ILLUSTRATED IN SKETCH EXHIBIT "B")

CONTAINING 2077 SQUARE FEET

AND

TEMPORARY CONSTRUCTION EASEMENT DESCRIBED AS FOLLOWS:

ALL THAT PART OF LOT 4 OF THE FIRST ADDITION TO HAMPDEN PARK, A SUBDIVISION RECORDED IN BOOK N, PAGE 38, IN THE GREENE COUNTY RECORDERS OFFICE, GREENE COUNTY, MISSOURI, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID LOT 4;

THENCE SOUTH 88°05'51" EAST, ALONG THE NORTH LINE OF SAID LOT 4, A DISTANCE OF 12.88 FEET TO THE **POINT OF BEGINNING**;

THENCE SOUTH 88°05'51" EAST, CONTINUING ALONG SAID NORTH LINE, A DISTANCE OF 20.01 FEET;

THENCE SOUTH 02°15'02" WEST, A DISTANCE OF 29.34 FEET;

THENCE SOUTH 87°44'58" EAST, A DISTANCE OF 10.00 FEET;

THENCE SOUTH 02°15'02" WEST, A DISTANCE OF 101.73 FEET;

THENCE SOUTH 89°04'38" EAST, A DISTANCE OF 10.00 FEET;

THENCE SOUTH 02°15'02" WEST, A DISTANCE OF 30.01 FEET TO A POINT ON THE SOUTH LINE OF SAID LOT 4;

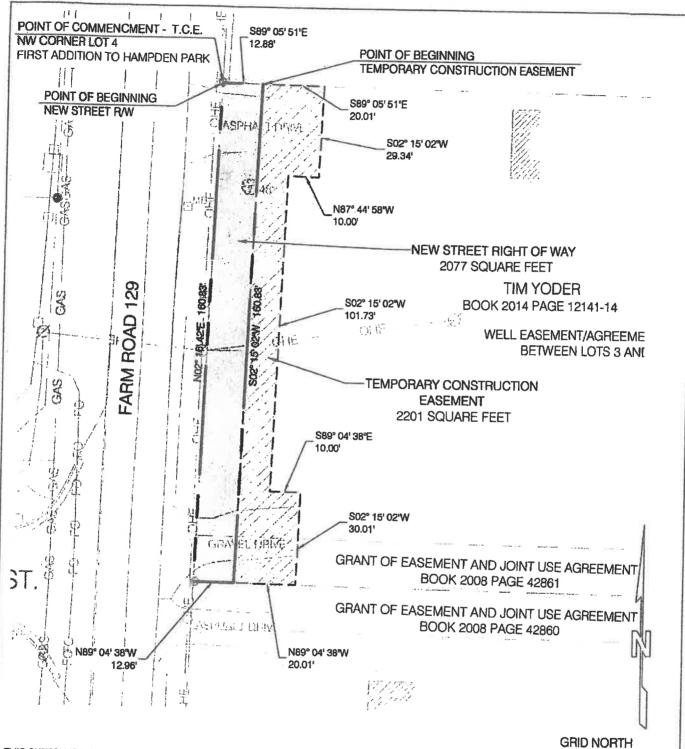
THENCE NORTH 89°04'38" WEST, ALONG SAID SOUTH LINE, A DISTANCE OF 20.01 FEET;

THENCE NORTH 02°15'02" EAST, A DISTANCE OF 160.83 FEET TO THE POINT OF BEGINNING; (AS ILLUSTRATED IN SKETCH EXHIBIT "B")

CONTAINING 2201 SQUARE FEET

THIS DESCRIPTION WAS PREPARED BY CJW TRANSPORTATION CONSULTANTS, LLC; CORPORATE LAND SURVEY NUMBER 2007008003.





THIS SKETCH IS NOT A BOUNDARY SURVEY. IT IS INTENDED TO SHOW THE CONFIGURATION OF NEW STREET RIGHT OF WAY AND TEMPORARY CONSTRUCTION EASEMENT.

MISSOURI COORDINATE SYSTEM 1983 CENTRAL ZONE SCALE 1"=30"

5051 S. National Suite 7A Springfield, MO 65810

Tel: 417.889.3400 Fax: 417.889.3402 www.GoCJW.com SKETCH EXHIBIT "B" TIM YODER

NEW STREET RIGHT OF WAY/TEMPORARY CONSTRUCTION EASEMENT FARM RD. 146 AND FARM RD. 129

& PART OF THE NE 1/4 SE1/4 OF S 29, T 29 N, R 22 W GREENE COUNTY, MISSOURI DATE 10/12/18 CJW PROJECT No. 16017

Prepared by:



CJW Transportation Consultants, L.L.C. Engineering MO C.A. #2007008003