

Bob Dixon
Presiding Commissioner

Rusty MacLachlan
1st District Commissioner

John C. Russell
2nd District Commissioner



Shane Schoeller
Clerk of the Commission

Christopher J. Coulter, AICP
County Administrator

Megan Applegate
Executive Assistant

COUNTY COMMISSION

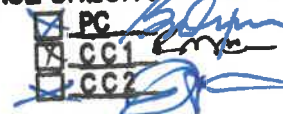
Greene County, Missouri

(417) 868-4112

Greene County Commission Commission Briefing Minutes

Tuesday, April 20, 2021
8:45 AM
Commission Conference Room
1443 N. Robberson, 10th Floor

PLEASE CHECK & RETURN



The Greene County Commission is now offering an alternative to attending the meeting. Please join our meeting from your computer, tablet or smartphone. <https://www.gotomeet.me/GC-CommissionOffice>. You can also dial in using your phone. United States: +1 (872) 240-3412. You will be prompted for a PIN number where you will hit the "#" key and be prompted for an access code: 675-853-269

Attendees: Bob Dixon, Rusty MacLachlan, John Russell, Chris Coulter Megan Applegate and Donna Barton.

Teleconference Attendees: Tina Phillips, Mike Cagle, Didem Koroglu, Penny Griffin, Jeff Basham, Royce Denny, Rick Artman, Adam Humphries, Mailyn Jeffries, Cindy Stein, Penny Griffin and Andrea Stewart.

Informational Items

Budget-Tina Phillips

- Update on long term planning meeting.
- Update on 2021 Municipal Projects. Next meeting on 28th
- Received Stafford Act Payment in the amount of \$24,303.91.
- Spot audits on entities who have received CARE funds.

Human Resources-Mailyn Jeffries

- Policy Manual update.

Chris Coulter

- Waiting on guidance for ARP, looking for guidance by May.

Items for Consideration and Action by the Commission

(EX1) Discussion and Possible Vote: Commission Board Appointments

Commissioner John Russell moved to appoint Lyndsey Strahan to the Greene County Historic Sites Board. Commissioner Rusty MacLachlan seconded the motion and it passed unanimously. Yes: Dixon, MacLachlan and Russell.

(EX2) Discussion and Possible Vote: Personnel Policy Manual Chapter 4, Human Resources

Commissioner Russell moved to table the personnel policy manual chapter 4 changes. Commissioner Rusty MacLachlan seconded the motion and it passed unanimously. Yes: Dixon, MacLachlan and Russell.

(EX3) Discussion and Possible Vote: Economic YOP Tax Credit Application, Boys and Girls Club

Commissioner John Russell moved to approve the Presiding Commissioner to sign the Credit Application for the Boys and Girls Club. Commissioner MacLachlan seconded the motion and it passed unanimously. Yes: Dixon, MacLachlan and Russell.

Discussion and Possible Vote: Award for Construction Contract for Bridge Repairs on Farm 160, Highway

Commissioner Rusty MacLachlan moved to approve the Award for Construction bid for bridge repairs to Hartman and Company. Commissioner John Russell seconded the motion and it passed unanimously. Yes: Dixon, MacLachlan and Russell.

(EX4) Discussion and Possible Vote: Missouri Department of Public Safety LESO Program Application, Sheriff's Office

Commissioner Rusty MacLachlan moved to approve the LESO Program Application, Commissioner John Russell seconded the motion and it passed unanimously. Yes: Dixon, MacLachlan and Russell.

Other:

With no other business the meeting is adjourned.

Bob Dixon
Presiding Commissioner

Rusty MacLachlan
1st District Commissioner

John C. Russell
2nd District Commissioner



Shane Schoeller
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COUNTY COMMISSION

Greene County, Missouri

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Greene County Commission Commission Briefing Agenda

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Informational Items

Budget
Human Resources
Chris Coulter
Donna Barton

Items for Consideration and Action by the Commission

- Discussion and Possible Vote: Commission Board Appointments
- Discussion and Possible Vote: Personnel Policy Manual Chapter 4, Human Resources
- Discussion and Possible Vote: Economic YOP Tax Credit Application, Boys and Girls Club
- Discussion and Possible Vote: Award for Construction Contract for Bridge Repairs on Farm 160, Highway
- Discussion and Possible Vote: Missouri Department of Public Safety LESO Program Application, Sheriff's Office

Other:



County of **GREENE** State of Missouri

**ORDER of the
GREENE COUNTY COMMISSION**
Springfield, Missouri

DATE ISSUED: April 20, 2021

SUBJECT: Appointment to the Historic Sites Board.

The members of the Greene County Commission hereby appoint Lyndsey Strahan to the Greene County Historic Sites Board, this appointment will be effective 4/20/2021 to 4/20/2024.

THE GREENE COUNTY COMMISSION

Bob Dixon
Presiding Commissioner

Rusty MacLachlan
Commissioner District 1

John C. Russell
Commissioner District 2

NO. 20-BCD

Bob Dixon
Presiding Commissioner

Rusty MacLachlan
Commissioner 1st District

John Russell
Commissioner 2nd District

**MISSOURI DEPARTMENT OF PUBLIC SAFETY
LESO PROGRAM APPLICATION
CONTACT INFORMATION**

Instructions: Please complete all fields. Enter N/A if the requested information does not apply.

Law Enforcement Agency (LEA) Information			
LEA ORI Number	0390000		
LESO DoDAAC (Example: 2YTXXX)	2YTET9		
LEA Name	Greene County Sheriff's Office		
PO Box Address (If applicable; if not applicable, enter N/A)			
Physical Street Address (No PO Boxes)	1010 N Boonville Ave		
NCIC Terminal Address (Address associated with LEA's ORI Number)			
City	Springfield		
Zip Code	65802		
County	Greene		
General Agency Email (If the LEA doesn't have a general email, enter the email of a primary contact that will monitor emails)	dcary@greenecountymo.gov		
Agency Main Telephone Number	(417) 868-4040		
Agency Main Fax Number	(417) 868-4830		
# Full-Time Sworn Officers (Include any vacant, budgeted positions)	198		
# Part-Time Sworn Officers (Include any vacant, budgeted positions)	N/A		
# Reserve Sworn Officers (Include any vacant, budgeted positions)	25		
<i>NOTE: Only compensated, full-time and part-time law enforcement officers are authorized to receive (use) LESO Program property.</i>			
Chief Law Enforcement Official (CLEO) Information (e.g. Chief, Sheriff, Director, Colonel, Marshal of the LEA)			
Title/Rank	Sheriff		
Name (First and Last Name)	Jim Arnott		
Office Phone Number	(417) 868-4040	Ext. (If applicable)	
Cell Phone Number	(417) 838-3824		
Email Address	jarnott@greenecountymo.gov		
Local Governing Executive Official (LCEO) Information (e.g. Mayor, City Administrator, County Executive, County Commissioner, Director of the unit of government)			
Job Title	Presiding Commissioner		
Name (First and Last Name)	Bob Dixon		
Office Phone Number	(417) 868-4890	Ext. (If applicable)	
Email Address	bdixon@greenecountymo.gov		

Authorized Property Screeners

Authorized property screeners are those persons that will have approval to access, request, and acquire property through the LESO Program on behalf of the LEA. Each LEA must have a minimum of two (2) screeners unless the LEA only has one (1) employee.

Property Accountability Officer (Main Point of Contact/Screeners #1)

Must be a full-time, compensated sworn officer of the law enforcement department.

Title/Rank	Sergeant		
First Name (as indicated on driver's license and, where applicable, in parentheses thereafter any alias, nickname, abbreviation, or common use name) [e.g. Andrew (Drew), Donald (Don), Elizabeth (Liz), or Timothy (Tim)]	Dean		
Last Name (as indicated on driver's license)	Cary		
Office Phone Number	(417) 829-6267	Ext. (If applicable)	
Cell Phone Number	(417) 812-5666		
Email Address	dcary@greencountymo.gov		
Select if the individual is also a POC for a special commodity item(s):	Aircraft, Small Arms, & Vehicle <input checked="" type="checkbox"/>		

Screeners #2

Must be a full-time or part-time, sworn or non-sworn, compensated employee of the law enforcement department.

Title/Rank	Lieutenant		
First Name (as indicated on driver's license and, where applicable, in parentheses thereafter any alias, nickname, abbreviation, or common use name) [e.g. Andrew (Drew), Donald (Don), Elizabeth (Liz), or Timothy (Tim)]	Ken		
Last Name (as indicated on driver's license)	Shaw		
Office Phone Number	(417) 829-6459	Ext. (If applicable)	
Cell Phone Number	(417) 838-0880		
Email Address	cstrain@greencountymo.gov		
Select if the individual is also a POC for a special commodity item(s):	(Select)		

Screeners #3

Must be a full-time or part-time, sworn or non-sworn, compensated employee of the law enforcement department. (Enter N/A in each text field of this section if not identifying a third screener.)

Title/Rank	Deputy		
First Name (as indicated on driver's license and, where applicable, in parentheses thereafter any alias, nickname, abbreviation, or common use name) [e.g. Andrew (Drew), Donald (Don), Elizabeth (Liz), or Timothy (Tim)]	Randy		
Last Name (as indicated on driver's license)	Foster		
Office Phone Number	(417) 829-6449	Ext. (If applicable)	
Cell Phone Number	(816) 550-6023		
Email Address	rfoster@greencountymo.gov		
Select if the individual is also a POC for a special commodity item(s):	(Select)		

Screeners #4

Must be a full-time or part-time, sworn or non-sworn, compensated employee of the law enforcement department. (Enter N/A in each text field of this section if not identifying a fourth screener.)

Title/Rank	Deputy		
First Name (as indicated on driver's license and, where applicable, in parentheses thereafter any alias, nickname, abbreviation, or common use name) [e.g. Andrew (Drew), Donald (Don), Elizabeth (Liz), or Timothy (Tim)]	Dennis		
Last Name (as indicated on driver's license)	Reynolds		
Office Phone Number	(417) 881-9018	Ext. (If applicable)	
Cell Phone Number	(417) 353-2205		
Email Address	dreynolds@greencountymo.gov		
Select if the individual is also a POC for a special commodity item(s):	(Select)		



DISPOSITION SERVICES
74 WASHINGTON AVENUE NORTH
BATTLE CREEK, MICHIGAN 49037-3092

Law Enforcement Support Office (LESO)
Application for Participation / Authorized Screeners Letter

* Indicates Required Fields

(This form is for State/Local Law Enforcement Agencies only)

SECTION 1:

*Originating Agency Identifier (ORI) Number (if applicable) 0390000

*Agency Name: Greene County Sheriff's Office

*Agency Physical Address: 1010 N Boonville Ave *City: Springfield

*NCIC P.O. Box or address (if different than above i.e. Terminal Location):

*Phone #: (417) 868-4040 *Fax #: (417) 868-4830

*State: MO *Zip Code: 65802 *Email: dcary@greencountymmo.gov Note: Email is needed for automated system notifications.

Agency **MUST** have at least 1 full-time officer to participate in the program. Indicate the number of compensated officers with arrest and apprehension authority. Part-time field **MUST** be filled in: N/A, 0 or - is acceptable.

*Full-time: 198 *Part-time: N/A

RTD Screener - RTD Screeners must be employed by the aforementioned LEA. Individuals identified below may request access to act as an authorized "RTD Screener" on behalf of this Law Enforcement Agency. Agency **MUST** have at least 1 RTD Screener.

#	*Official Title / Rank	*First Name	*Last Name	*Email	*Phone Number	POC (Aircraft/Small Arms/Vehicle)
#1	Sergeant	Dean	Cary	dcary@greencountymmo.gov	(417) 829-6267	Aircraft, Small Arms, & Vehicle <input type="checkbox"/>
#2	Lieutenant	Ken	Shaw	cstrain@greencountymmo.gov	(417) 829-6459	(Select)
#3	Deputy	Randy	Foster	rfoster@greencountymmo.gov	(417) 829-6449	(Select)
#4	Deputy	Dennis	Reynolds	dreynolds@greencountymmo.gov	(417) 881-9018	(Select)

SECTION 2:**RESERVED FOR LAW ENFORCEMENT AGENCY USE ONLY**

Law Enforcement Agency/Activity - The LESO Program defines this as a Governmental agency/activity whose primary function is the enforcement of applicable Federal, State and Local laws and whose compensated Law Enforcement officers have the powers of arrest and apprehension.

- I certify that my agency meets the definition of a "Law Enforcement Agency/Activity" as described above. I certify that all information contained in this application is valid and accurate. I understand that I must provide my State Coordinator an application to update my agency participant information if the following information changes: 1. Chief Law Enforcement Official (CLEO) changes, 2. Agency physical address changes or 3. RTD Screener additions/deletions.

- *(Check only one): ☒ I am signing this document as the CLEO of this law enforcement agency.
☐ In my official position or as Acting/Interim, I am authorized to sign documents on behalf of the CLEO for this agency. If checked, please provide current department policy or Memorandum that provides such signature authority to the individual holding that official position.

By signing this application, I certify that my Agency will comply with U.S. Code 2576a for all controlled property, which states; With the authorization of the relevant local governing body or authority, that my agency has adopted publically available protocols for the appropriate use of controlled property, the supervision of such use, and the evaluation of the effectiveness of such use, including auditing and accountability policies; and that it provides annual training to relevant personnel on the maintenance, sustainment, and appropriate use of controlled property. I certify under penalty of perjury that the foregoing is true and correct. Making a false statement may result in judicial actions or prosecution under 18 USC § 1001.

Sheriff

Jim Arnott

*TITLE

*PRINTED NAME: FIRST & LAST

*SIGNATURE

jarnott@greencountymo.gov

*EMAIL

*DATE

SECTION 3:**RESERVED FOR STATE COORDINATORS OFFICE USE ONLY**

As the State Coordinator/ State Point of Contact it has been determined that the agency meets the definition of a "Law Enforcement Agency/Activity" as described in section 2. I certify that all information contained in this application is valid and accurate.

*PRINTED NAME FIRST & LAST

*SIGNATURE

*DATE

SECTION 4:**RESERVED FOR LESO USE ONLY**

NOTICE FOR DLA DISPOSITION SERVICES PERSONNEL: Regulatory guidance outlining Screener Identification and Authorization must be accomplished in accordance with DOD 4160.21-M, Volume 3, Enclosure 5, Section 3 (k). In accordance with the aforementioned reference, the LESO Program authorizes the individuals identified in Section 1 of this form to screen excess property at your facilities as authorized participants in the LESO Program. This authorized screener letter supersedes all previously issued screener letters for this Law Enforcement Agency/Activity and is valid only on or after the date signed by authorized LESO signatory. Only two individuals authorized to screen per visit; however, additional personnel may assist receiving material previously screened and approved for transfer.

*This agency is authorized to screen items via the LESO Program under authorized Agency DODAAC:

*LESO Authorized Signatory:

*SIGNATURE

*Screener letter is valid one year from this date:

Note: Once this screener letter has expired, agency can request a new screener letter (LESO AUTHORIZATION SCREENER LETTER, v.MARCH 2018) only through their SC/SPOC.

LESO Notes:

State Plan of Operation (SPO) between:

Missouri

and the

(State/United States Territory)

Greene County Sheriff's Office

Law Enforcement Agency (LEA)

1) PURPOSE This State Plan of Operation (SPO) is entered into between the State/United States (U.S.) Territory and Law Enforcement Agency (as identified above), to set forth the terms and conditions which will be binding on the parties with respect to Department of Defense (DoD) excess personal property conditionally transferred pursuant to 10 USC § 2576a, in order to promote the efficient, expeditious transfer of property and to ensure accountability of the same.

- a) In addition the Missouri Department of Public Safety has adopted a "Missouri LESO Program Policies and Procedures Manual" by which all Missouri Law Enforcement agencies shall read and agree to follow in order to participate in the Missouri LESO Program. The "Missouri LESO Program Policies and Procedures Manual" is available online at <https://dps.mo.gov/dir/programs/cjle/dod.php>. Any updates to the "Missouri LESO Program Policies and Procedures Manual" will be posted online and all participating law enforcement agencies will be notified, by email, of the release of an updated version.

2) AUTHORITY The Secretary of Defense (SECDEF) is authorized by 10 USC § 2576a to transfer to Federal and State Law Enforcement Agencies (LEAs), personal property that is excess to the needs of the DoD, including small arms and ammunition, that the Secretary determines is suitable to be used by such agencies in law enforcement activities, with preferences for counter-drug/counter-terrorism, disaster-related emergency preparedness or border security activities, under such terms prescribed by the Secretary. The SECDEF has delegated program management authority to the DLA. The DLA Disp Svcs LESO administers the program in accordance with (IAW) 10 USC § 2576a, 10 USC § 280, DoDM 4160.21 and DLA 4140.11. The DLA defines "law enforcement activities" as activities performed by governmental agencies whose primary function is the enforcement of applicable federal, State, and local laws and whose compensated law enforcement officers have powers of arrest and apprehension.

- a) The Governor of the State of Missouri has designated in writing, with an effective date of July 1993, to implement the LESO Program statewide as well as conduct management and oversight of the LESO Program.
- b) Within Missouri, the Department of Public Safety (DPS) is the Governor-appointed agency to administer the Missouri LESO Program. Specifically within the Department of Public Safety, the State Coordinator is the Program Manager of the Criminal Justice/Law Enforcement (CJ/LE) Unit. Once appointed, the CJ/LE Program Manager may choose to name and delegate all or a portion of his/her authority to an authorized State Point of Contact(s).

3) GENERAL TERMS AND CONDITIONS "DoD excess personal property" also known as "items", "equipment", "program property", or "property". "DLA Disposition Services Law Enforcement Support Office" also known as "1033 Program", "LESO Program", "the program", or "LESO". "State or U.S. Territory" also known as "the State", "State Coordinator (SC)", "State Point of Contact (SPOC)", or "SC/SPOC". "Law Enforcement Activities" also known as "agencies in law enforcement activities", "Law Enforcement Agency (LEA)", "program participant", or "State/LEA".

- a) Property made available under this agreement is not for personal use and is for the use of authorized program participants only. All requests for property shall be based on bona fide law enforcement requirements. Authorized participants who receive property from the program will not loan, donate, or otherwise provide property to other groups or entities (i.e., public works, county garage, schools, etc.) that are not otherwise

21) AGREEMENT OF PARTIES The parties below agree to enter this agreement as of the last date below:

Jim Arnott

Type / Print Chief Law Enforcement Official Name



Chief Law Enforcement Official Signature

3-12-21

Date (MM/DD/YYYY)

Bob Dixon

Type / Print Local Governing Executive Official Name

Bob Dixon

Local Governing Executive Official Signature

04/20/21

Date (MM/DD/YYYY)

Type / Print State Coordinator (or designee) Name

State Coordinator (or designee) Signature

Date (MM/DD/YYYY)

Section III. Service Area and Populations Served

Briefly define and describe the service area for the proposed project and the targeted populations the project will serve. Attach a map showing the boundaries of the service area and project location.

In a traditional year, BGCS nearly serves 8,000 youth throughout the Springfield community: 2,500 of whom are registered Club members and 5,500 youth are impacted through outreach. Since our operational shift due to COVID-19, BGCS serves nearly 4,500 youth; 2,000 of whom are registered Club members and approximately 2,500 youth are impacted through outreach. 36% of registered Club members come from racial or ethnic minority backgrounds. 65% of registered Club members come from single parent homes. 71% of registered Club members qualify for free or reduced Lunch, a key indicator of poverty.

Our new O'Reilly Unit anticipates serving 400 children a year with an average daily attendance of 200 Club members. Many of the students we anticipate serving are considered at-risk. More specifically, Williams Elementary students are at-risk of academic underachievement, juvenile delinquency, teen pregnancy, and other negative outcomes. Currently, Williams' free and reduced lunch rate, a common indicator of poverty and at-risk circumstances, is 87% (DESE Data Portal).

Williams Elementary is located in the Tom Watkins Neighborhood. With a population of approximately 3,657, the median household income is \$28,271, which is \$5,000 lower than the city's average. 40% of residents in the Tom Watkins Neighborhood are below the poverty level while only 7% of those residents have completed college graduation or higher (springfieldmo.gov). Area maps are attached.

Section IV. Statement of Intent & Notarization

Statement of Intent to submit the application to the Missouri Department of Economic Development: I have examined this request in its entirety and believe it to be an accurate description of the project to be submitted by this organization for the purpose of securing tax credits. In the event that the proposed project is significantly altered and information contained herein is no longer accurate, I understand that a new Local Government Certification will be required.

MUST BE SIGNED IN
PRESENCE OF NOTARY

Signature of Executive Director

Date

[Signature]

4/15/2021

STATE OF Missouri)

COUNTY OF Christian)

ss.

On this 15 day of April in the year 2021 before me, Alyssa Lowry, a Notary Public in and for said state, personally appeared Brandy Harris [name of Corporate Officer/ Member], Chief Executive Officer [Official Title], Bayer Girls Club Springfield [Name of Corporation/ Agency], known to me to be the person who executed the within Agreement in behalf of said company and acknowledged to me that he or she executed the same for the purposes therein stated.

Notary Public

ALYSSA LOWRY
Notary Public - Notary Seal
STATE OF MISSOURI
Christian County
My Commission Expires: Aug. 28, 2023
Commission # 19924970

My commission expires 08/28/2023

Section V. Local Government Certification

On behalf of the following unit of government: Greene County, MO
(Community)

I, Bob Dixon, have determined, based upon the information presented herein, that the project:
(Name)

☒ does not ☐ does appear to conflict with existing plans and ordinances approved, enacted, or enforced by this body.

NAME

Bob Dixon

TITLE

Presiding Commissioner

AGENCY

Greene County, MO

TELEPHONE

417-868-4112

EMAIL

bdixon@greencounty.mo.gov

SIGNATURE

→

[Signature]

DATE

04/20/2021

Local Government Certification (page 2 of 2)

APPENDIX C: LOCAL GOVERNMENT CERTIFICATION

Instructions

All applicants, as part of their proposal, must submit a completed Local Government Certification form. (RSMo 32.110) To complete the form:

- 1) The applicant organization completes Sections I, II, III, and IV.
- 2) The applicant organization's Executive Director or President has their signature notarized.
- 3) The form is submitted the appropriate government authority (see page 19) for review and signature. Local governments must complete section; but may, at their discretion, require supporting documentation and/or a copy of the actual proposal as a condition for their endorsement.
- 4) The form is submitted with the application proposal.

This form does not signify approval of a proposed project by the local unit of government. This form serves only to certify that the proposed project is not in conflict with the existing plans and ordinances approved, enacted, or enforced by the local unit of government.

Section I. Applicant Information

LEGAL NAME OF APPLICANT

Boys & Girls Clubs of Springfield, Inc.

ORGANIZATION ADDRESS

1410 N Fremont Ave Springfield MO 65802

CONTACT PERSON/TITLE

Didem Koroglu Director of Development

DAYTIME TELEPHONE NUMBER

(417) 862-9249

EMAIL ADDRESS

dkoroglu@bgclubspringfield.org

Section II. Description of the Proposed Project

Briefly summarize the project you intend to submit for the special NAP YOP cycle. Provide a description of the goals and outcomes you plan to achieve.

The Boys & Girls Clubs of Springfield (BGCS) are seeking support for our Great Futures program, the driving force behind our mission, which is to enable all young people, especially those who need us the most, to reach their potential as productive, caring, responsible citizens. We are seeking program support for our seventh location: The O'Reilly Unit at Williams Elementary School. The desire to expand the Boys & Girls Club of Springfield into the currently underserved Tom Watkins neighborhood, has its roots in a Board strategic planning session in 2019 and a local city bond issue passing. The Great Futures program is designed to help our youth develop and excel in six core areas: Character & Leadership; Education; Health & Wellness; The Arts; Workforce Readiness; and Sports & Recreation. This program empowers youth to become successful by helping them to support and influence their Club and community; sustain meaningful relationships; develop a positive self-image; become proficient in basic educational disciplines; apply learning; embrace technology; set goals; develop competencies to live successfully as self-sufficient adults; develop healthy lifestyles; develop stress management skills; and develop creative and cultural awareness. The Great Futures program intends to ensure that at-risk youth receive the support they need to become academically successful, engaged in their community, and live healthy, productive lives.

Boys & Girls Clubs of Springfield's Great Futures program goals include:

Increase the number of at-risk youth that remain in school and improve academic performance

Increase the number of at-risk youth that have completed social-emotional learning and wellness programs to address child abuse and neglect; mental health and substance abuse; and increasing drug-related problems

Increase the number of at-risk Missourians completing workforce training and job skills development programs

Increase the number of at-risk youth that have completed healthy lifestyles programs to address community health and economic

Chapter 4: APPLICANTS AND ORIENTATION

Job Postings

Employment Applications

Reference Checks

Criminal [& Driving](#) Record Checks

Medical Examinations

Disqualification

Appointments

[Orientation - keep](#)

Section 4 – 1: Job Postings

A) Policy.

~~Opportunities for employment at Greene County will be posted online and applications will be submitted via an applicant tracking system. Notice of employment opportunities will generally be posted to give current employees an opportunity to apply for positions that they are interested in and qualified for. However, Elected officials or department administrators may appoint individuals to fill job vacancies without electronic posting notices. Whether considering an applicant for a new position or a present employee for a change in position, hiring decisions will be based on the person's qualifications for the job. Vacancies below the management level will be normally posted on designated bulletin boards in county buildings and on the employment hotline at 868-4117. Postings generally include the salary range, the minimum hiring specifications, the essential functions of the job, and closing date for filing applications. Positions are normally posted for at least five workdays.~~

B) Employee Responsibility.

Employees are responsible for monitoring job vacancy notices and for [submitting completed electronic applications by the designated posting end date.](#) ~~completing and filing an application form during the posting period for a specific opening.~~ To be [considered eligible to apply](#) for a posted position, the employee must meet the minimum hiring specifications for the position; be capable of performing the essential functions of the job, with or without a reasonable accommodation; and be an employee in good standing in terms of overall work record. Employees are not required to notify their supervisor when submitting an application

for a posted position. However, if an employee is a finalist for a position, their supervisor may be notified prior to the completion of the application process for a recommendation.

Section 4 – 2: Employment Applications

Greene County relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. All applications shall be electronically signed and the truth of the statements contained therein certified by electronic signature. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment, or if the person has been hired or terminated from employment. Confirmation of education, experience, and other claims as may be appropriate will be required. ~~All applications will be made on forms prescribed by the human resources director and will be filed on or prior to the closing date specified in an announcement.~~ Applications will remain on file with the county for a minimum of one year.

Section 4 – 3: Reference Checks

A) Applicants for Employment.

To ensure applicants for employment meet the requirements and qualifications for an open position, employment and education reference checks may will be conducted prior to the conditional offer of employment to an applicant.

B) Inquiries from Other Employers.

Human Resources or the department's designated representative will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. Wage rates will only be released with written permission. No subjective information of any kind will be disseminated by any other employees. Only factual information will be released.

Section 4 – 4: Criminal & Driving Record Checks

Criminal and driving records checks may will be conducted after prior to the conditional offer of employment for all employees. ~~Employees and Applicants~~ may have their applications rejected or be subject to dismissal if a background check reveals a criminal conviction that has a bearing on the work to be performed for the county or if they pose a risk of harm or loss to the public.

Section 4 – 5: Medical Examinations

Applicants considered for employment may be subject to a medical examination to determine fitness for duty. ~~Human Resources will review the job descriptions to determine if the essential duties warrant a pre/post employment physical.~~ Employees must meet fitness for duty the requirements of ~~the full job description as stated~~ throughout the duration of employment with Greene County with or without reasonable accommodation.

Section 4 – 6: Disqualification

An applicant may be disqualified from being considered for employment for any of the following, but not limited to, reasons:

An elected official or department administrator may refuse to interview an applicant, or may remove an applicant or employee already hired if the applicant or employee:

- 2.1. does not meet the preliminary requirements of the position;
- 3.2. has a physical or mental disability such that the person is unable to perform the essential functions of the job, with or without reasonable accommodation;
- 4.3. tests positive to drug or alcohol tests;
- 5.4. has made a false statement on an application;
- 6.5. has failed to submit the application correctly or within the prescribed time limits;
- 7.6. has previously been dismissed from a position in the county service or has resigned while charges for dismissal were pending;
- 8.7. has otherwise willfully violated the provisions of these policies;
- 9.8. has established an unsatisfactory employment or personnel record as evidenced by a reference check of such a nature as to demonstrate unsuitability for employment;
- 10.9. has a criminal history that may expose other employees or the public to a risk of harm or loss.

Section 4 – 7: Appointments

The elected official will be the appointing authority for their office or department, unless provided otherwise by Missouri law. Appointments to fill vacancies will be made based on the person's qualifications for the position. No duly appointed employee may be placed on the payroll until all appointment forms have been properly signed by the elected official and pre-employment forms have been completed by Human Resources and/or the County Clerk's Office and signed by the employee.

Section 4 – 8: Orientation

A) — Departmental Orientation Program.

During the first few weeks of employment, all new employees will participate in an orientation program conducted by the various members of the employees department, including their supervisor. During this program, new employees will receive important information regarding the performance requirements of their position, basic departmental policies, safety, compensation and other information necessary to acquaint them with their job at the county. Necessary pre-employment forms will also be completed at this time, including basic employee information forms, Employment Eligibility Verification Form (I-9) and appropriate federal, state, and local tax forms.

B) — Personnel Policies and Benefit Orientation Session.

~~A benefit orientation session will be conducted by Human Resources for all newly hired full-time and part-time employees within the first few weeks of hire. The purpose of this orientation session is to familiarize new employees with the Personnel Policy Manual and the benefits that the county offers~~

Section 4 -- 8: Orientation

A) Onboarding

All newly hired employees will complete necessary pre-employment forms via an electronic onboarding system. The onboarding system will also include information regarding county fringe and legal benefits, employment policies, and mandatory new hire training.

B) Departmental Orientation

New employees will receive important information regarding the performance requirements of their position, basic departmental policies, safety, compensation and other information necessary to acquaint them with their job at the county.

Chapter 4: APPLICANTS AND ORIENTATION

Job Postings

Employment Applications

Reference Checks

Criminal & Driving Record Checks

Medical Examinations

Disqualification

Hiring Authority

Orientation

Section 4 – 1: Job Postings

A) Policy

Opportunities for employment at Greene County will be posted online and applications will be submitted via an applicant tracking system. Elected officials or department administrators have the authority to fill vacancies without electronic posting notices.

B) Employee Responsibility

Employees are responsible for monitoring job vacancies and for submitting completed electronic applications by the designated posting end date. To be considered for a posted position, an employee must meet the minimum hiring specifications; be capable of performing the essential functions of the job, with or without a reasonable accommodation; and be an employee in good standing in terms of overall work record. Employees are not required to notify their supervisor when submitting an application for a posted position; however, if an employee is a finalist for a position, their supervisor may be notified through the reference check process.

Section 4 – 2: Employment Applications

Greene County relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Applications must be submitted by the designated posting end date. All applications shall be electronically signed and the truth of the statements contained therein certified by electronic

signature. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment, or if the person has been hired may be terminated from employment. Confirmation of education, experience, and other claims as appropriate may be required. Applications will remain on file with the county for a minimum of one year.

Section 4 – 3: Reference Checks

A) Applicants for Employment.

To ensure applicants for employment meet the requirements and qualifications for an open position, employment and education reference checks may be conducted prior to the conditional offer of employment to an applicant.

B) Inquiries from Other Employers.

Human Resources or the department's designated representative will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No subjective information of any kind will be disseminated by any other employees. Only factual information will be released.

Section 4 – 4: Criminal & Driving Record Checks

Criminal and driving records checks may be conducted after the conditional offer of employment for all employees. Applicants may be subject to dismissal if a background check reveals a criminal conviction that has a bearing on the work to be performed for the county or if they pose a risk of harm or loss to the public.

Section 4 – 5: Medical Examinations

Applicants considered for employment may be subject to a medical examination to determine fitness for duty. Employees must continue to meet fitness for duty requirements throughout the duration of employment with Greene County, with or without reasonable accommodation.

Section 4 – 6: Disqualification

An applicant may be disqualified from being considered for employment for any of the following, but not limited to, reasons:

1. does not meet the minimum requirements of the position;
2. is unable to perform the essential functions of the job, with or without reasonable accommodation;
3. tests positive to drug or alcohol tests;
4. has made a false statement on an application;
5. has failed to submit the application correctly or within the prescribed time limits;
6. has previously been dismissed from a position in the county service or has resigned while charges for dismissal were pending;
7. has otherwise willfully violated the provisions of these policies;
8. has established an unsatisfactory employment or personnel record as evidenced by a reference check of such a nature as to demonstrate unsuitability for employment;

9. has a criminal history that may expose other employees or the public to a risk of harm or loss.

Section 4 – 7: Hiring Authority

The elected official or his/her designee will be the hiring authority for their office or department, unless provided otherwise by Missouri law. Vacancies will be filled based on the person's qualifications and experience as outlined in the position's job description.

Section 4 -- 8: Orientation

A) Onboarding

All newly hired employees will complete necessary pre-employment forms via an electronic onboarding system. The onboarding system will also include information regarding county fringe and legal benefits, employment policies, and mandatory new hire training.

B) Departmental Orientation

New employees will receive important information regarding the performance requirements of their position, basic departmental policies, safety, compensation and other information necessary to acquaint them with their job at the county.