

Bob Dixon  
Presiding Commissioner

Harold Bengsch  
1<sup>st</sup> District Commissioner

John C. Russell  
2<sup>nd</sup> District Commissioner



Shane Schoeller  
Clerk of the Commission

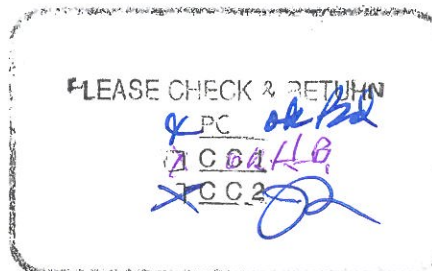
Christopher J. Coulter, AICP  
County Administrator

Megan Applegate  
Executive Assistant

**COUNTY COMMISSION**  
**Greene County, Missouri**  
**(417) 868-4112**

**Greene County Commission**  
**Commission Briefing Minutes**

**Tuesday, December 31, 2019**  
08:45 AM  
Historic Courthouse  
Room 212  
940 N Boonville



**Attendees:** Bob Dixon, Harold Bengsch, John Russell, Chris Coulter, Megan Applegate, Donna Barton, Jeff Scott, Tina Phillips, Mike Cagle, Cindy Stein, Justin Hill, Mailyn Jeffries, Amanda Corcoran, Jeff Bassham and Rebekah Thomas

**Informational Items**

**HR:** Director Mailyn Jeffries informed Commission of minimum wage will be increased to \$9.45 starting Jan. 1. This change will have no impact on the County at this time. HR and Missouri Employers Mutual have secured a new nurse line for the county and will begin 01/15. HR is working to possibly bring random drug screens on campus.

**Budget:** Budget Officer Jeff Scott informed Commission that they have a proposed 2020 budget book that has been dropped off for their review. Tina Phillips and Mike Cagle are working on lists to distribute to departments that will be impacted by the 2020 budget. Scott is working for the presentation that will take place on 01/09 @ 1:00 pm.

**Chris Coulter:** Informed Commission that the new Medical Examiner Dr. Duff started on December 26<sup>th</sup>.

**Donna Barton:** Barton is currently working on the finalization of the legislative agenda and is also working on the February Rotunda.

**Items for Consideration and Action by the Commission**

**Support Letter: Refugee Resettlement Consent, Commission Office**

Rebekah Thomas with International Institute of Southwest Missouri (IISMO) site manager explained to the Commission the services her office provides to the refugees of Greene County and why the letter is important. Commissioner John Russell moved to table the request until a letter has been created for the Commission's review. Harold Bengsch seconded the motion and it passed unanimously. YES: Dixon, Bengsch and Russell. No: none Abstain: none. Absent: none.

**(EX1) State Form 4379, Budget Office:** Commissioner Harold Bengsch moved to approve the Commission to sign state form 4379. Commissioner John Russell seconded the motion and it passed unanimously. YES: Dixon, Bengsch and Russell. No: none Abstain: none. Absent: none.

**(EX2) Management Representation Letter, Commission Office** Commissioner John Russell moved to approve Presiding Commissioner Bob Dixon to sign the letter as presented. Commissioner Harold Bengsch seconded the motion and it passed unanimously. YES: Dixon, Bengsch and Russell. No: none Abstain: none. Absent: none. \*\* Note: County Auditor Cindy Stein, County Clerk Shane Schoeller and County Treasurer Justin Hill also signed the letter.\*\*

**Cox Medical Tower • 1443 North Robberson Avenue, 10<sup>th</sup> Floor • Springfield, Missouri 65802**  
**Mailing Address 940 Boonville Avenue • Springfield, Missouri 65802**

**[www.greenecountymo.gov](http://www.greenecountymo.gov)**



Other:

With no other business the meeting was adjourned.



Bob Dixon  
*Presiding Commissioner*

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**Greene County, Missouri**  
**(417) 868-4112**

**Greene County Commission  
Commission Briefing Agenda**

**Tuesday, December 31, 2019**

08:45 AM  
Historic Courthouse  
Room 212  
940 N Boonville

Informational Items

HR  
Budget  
Chris Coulter  
Donna Barton

Items for Consideration and Action by the Commission

State Form 4739, Budget Office

Support Letter: Refugee Resettlement Consent, Commission Office

Management Representation Letter, Commission Office

Other:





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**COUNTY COMMISSION**  
**Greene County, Missouri**  
**(417) 868-4112**

December 30, 2019

Honorable Nicole R. Galloway, CPA  
Missouri State Auditor  
P.O. Box 869  
Jefferson City, MO 65102

Dear Madam:

We are providing this letter in connection with your audit of the Greene County for the year ended December 31, 2018. We confirm, to the best of our knowledge and belief, as of 11/22/2019, the following representations made to you during your audit.

1. We have made available to you, if and to the extent requested by you, all financial records and related data for all of the county's funds, programs, and activities; all minutes of County Commission meetings; and all correspondence files. We have not knowingly withheld from you any records that in our judgment would be relevant to your audit.
2. There are no significant transactions that have not been properly recorded in the accounting records.
3. We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud (intentional misstatements or omissions of amounts in financial records or misappropriation of assets).
4. We have no knowledge of:
  - a. Any fraud or suspected fraud affecting the county and involving administrative officials; employees who have significant roles in internal control (e.g., processing transactions or safeguarding assets); or others.
  - b. Any allegations of fraud or suspected fraud affecting the county and received in communications from employees, former employees, regulators, or others.
5. Any related party transactions and resulting effects have been properly recorded or disclosed to you.





6. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial or other practices.
7. We are responsible for the county's compliance with provisions of laws, regulations, contracts, and grant agreements applicable to it; and we have identified, and disclosed to you, all such provisions that we believe have a significant effect on operations. We have complied with all aspects of laws, regulations, contracts, and grant agreements that would have a significant effect on operations in the event of noncompliance.

To the best of our knowledge and belief, no events have occurred subsequent to your audit period and through the date of this letter that should be disclosed to you because they would be relevant to your audit.

  
Presiding Commissioner  
Bob Dixon

  
County Auditor  
Cindy Stein

  
County Clerk  
Shane Schoeller

  
County Treasurer  
Justin Hill





Missouri Department of Revenue  
**Request for Information or Audit of Local  
Sales and Use Tax Records**

Sections [32.057](#) and [144.121, RSMo](#), allow the Missouri Department of Revenue to release local sales and local use tax information to cities, counties, and districts that have imposed a sales tax or local option use tax. The Department has made this information available in three free reports; the Open Business Locations Report, The Financial Sales Distribution Report, and the Financial Use Tax Distribution Report.

The Department has made these reports available on a secure portal, MyTax Missouri. Please log onto the MyTax Missouri portal at <https://mytax.mo.gov> and sign up for access as a Government User. Each individual with the political subdivision listed on Form 4379 will need to register separately on MyTax Missouri as a Government User. Each Government User will receive an e-mail with their temporary password at which time they may log into MyTax Missouri and set up a series of security questions and make any changes to their user profile. Once you have requested access complete Form 4379 and submit it to the Department. We will validate the information provided on the form and grant access as requested.

Instructions

**Confidentiality Statement**

The reports you will receive contain confidential information. All persons listed on the form and any attachments are subject to the provisions of Section 32.057, RSMo. Those listed can only access the information in performing their official duties related to the administration of the tax and cannot disclose this information to the public or any other official who is not authorized to receive it.

**Individuals Authorized to View and Download Reports**

Please print the names of anyone that will be authorized to view the reports. Each person listed must sign and date the form. If you need to authorize additional persons please include an attachment stating such, including the same information in this section. If you need to change who is authorized to view your reports you must complete and submit a new Form 4379. All persons listed on this form will receive a user ID and password to log into the MyTax Missouri portal and access to the secure reports. If the person listed is also authorized to download and view reports for another city, county or district, that person will have a different user ID and password for each political subdivision.

**Chief Executive Authorization**

Please print the name and title of the chief executive of the city, county, or district making this request. If a city, this would be the mayor or equivalent. If a county, this would be the presiding commissioner. If a district, this would be the chairman of the district or a board member of the district. The person listed here must also sign and date the form.

The political subdivision of County of Greene (name of city, county, or district) Missouri, according to the provisions of Sections 32.057 and 144.121, RSMo, formally requests to inspect or audit any and all records requested below pertaining to the administration, collection, and enforcement of its sales tax or local option use tax.

List below the individuals needing access to the MyTax Missouri portal. Each user will need to have a unique e-mail address. Please print.

Authorization For Access

Name <b>Jeffery Scott</b>	Title <b>Budget Officer</b>	Signature 	Date (MM/DD/YYYY) <b>1 2 / 3 1 / 2 0 1 9</b>
E-mail Address <b>jscott@greencountymo.gov</b>		User ID <b>JScott123</b>	
Name	Title	Signature	Date (MM/DD/YYYY)
E-mail Address		User ID	
Name	Title	Signature	Date (MM/DD/YYYY)
E-mail Address		User ID	
Name	Title	Signature	Date (MM/DD/YYYY)
E-mail Address		User ID	

Signature

Under penalties of perjury, I declare that the above information and any attached supplement is true, complete and correct. As chief executive of the city, county, or district I authorize and hereby confirm that the individual(s) named on this form and any attachments will receive and perform the inspection or audit on behalf of the city, county, or district. We have reviewed and will comply with Sections 32.057, 144.121, and [144.122, RSMo](#), pertaining to the strict confidentiality of all records of the Missouri Department of Revenue to which access has been granted.

Print Name <b>Bob Dixon</b>	Title <b>Presiding Commissioner</b>	Signature 	Date (MM/DD/YYYY) <b>1 2 / 3 1 / 2 0 1 9</b>
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**Mail to:** Taxation Division  
P.O. Box 3380  
Jefferson City, MO 65105-3380

**Phone:** (573) 751-4876  
**Fax:** (573) 522-1160  
**E-mail:** [localgov@dor.mo.gov](mailto:localgov@dor.mo.gov)

Form 4379 (Revised 08-2017)



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## Continuation



**Missouri Department of Revenue**  
**Request for Information or Audit of Local**  
**Sales and Use Tax Records**

The political subdivision of County of Greene (name of city, county, or district) Missouri, according to the provisions of Sections 32.057 and 144.121, RSMo, formally requests to inspect or audit any and all records requested below pertaining to the administration, collection, and enforcement of its sales tax or local option use tax.

Please list below the person(s) who will be given access to view reports after they have been downloaded. If more than three people will have access, please attach a list of the additional persons, signed and dated by each.		
Print Name	Signature	Date (MM/DD/YYYY)
Bob Dixon		1 2 3 1 2 0 1 9
Harold Bengsch		1 2 3 1 2 0 1 9
John Russell		1 2 3 1 2 0 1 9
Chris Coulter		1 2 3 1 2 0 1 9
Cindy Stein		1 2 3 1 2 0 1 9
Justin Hill		1 2 3 1 2 0 1 9
Tina Phillips		1 2 3 1 2 0 1 9
Michael Cagle		1 2 3 1 2 0 1 9

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Print Name	Title	Signature	Date (MM/DD/YYYY)
Bob Dixon	Presiding Commissioner		1 2 3 1 2 0 1 9

