

Bob Dixon  
Presiding Commissioner

Rusty MacLachlan  
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, November 16, 2021**  
8:45 AM  
Commission Conference Room  
1443 N. Robberson, 10<sup>th</sup> Floor

PLEASE CHECK & RETURN

PC  
 CC1  
 CC2

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/GCCCommissionOffice>. 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

PLEASE BE AWARE: Cox Health has adopted a universal masking policy for all their properties. Masks are to be worn entering and exiting their facilities and medical office buildings as well as when in any interior common areas such as a lobby, hallway, shared bathroom, elevator, and stairwell.

WARNING Under Missouri law, any individual entering the premises or engaging the services of Greene County waives all civil liability against the individual or Greene County for any damages based on inherent risks associated with an exposure or potential exposure to COVID-19, except for recklessness or willful misconduct.

**Attendees:** Bob Dixon, Rusty MacLachlan, John Russell, Chris Coulter, Megan Applegate, Robert Jehle,

**Teleconference Attendees:** Jeff Scott, Tina Phillips, Cindy Stein Rob Rigdon, Jeff Bassham, Kevin Barnes, Jim Arnott and Mailyn Jeffries.

**Informational Items**

**Budget-Jeff Scott**

- ERA1 and ERA2 update.

**Human Resources-Mailyn Jeffries and Kami Johnson**

- Highlighted Greene County Work Comp Claims from 08/2021-11/2021

**Chris Coulter**

- Staff attending upcoming Sunshine Law conference.

**Public Information Office**

- Update on various projects that office is working on.

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

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)



**EX1) Discussion and Possible Vote: Commission Board Appointments**

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

Commissioner John Russell moved to appoint Paden Chambers 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: Policy Manual: Chapter 3-8: Personal and Business Relationships among Employees, Human Resources**

Commissioner John Russell moved to table the policy manual:chapter 3-8: Personal and Business Relationships among Employees. Commissioner Rusty MacLachlan seconded the motion and it passed unanimously. Yes: Dixon, MacLachlan and Russell.

**Other:**

With no other business the meeting was adjourned.



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Informational Items

Budget  
Human Resources  
Chris Coulter  
Public Information Office

Items for Consideration and Action by the Commission

Discussion and Possible Vote: Commission Board Appointments

Discussion and Possible Vote: Policy Manual: Chapter 3-8: Personal and Business Relationships among Employees, Human Resources

Other:



**Greene County Work Comp Claims 8.1.21- 11.8.21**

Est. Incurred	Medical Paid	Comp Paid
\$123,094.55	\$15,999.34	\$1,097.37

Est. Incurred	Medical Paid	Comp Paid	LostDays Paid	Claimant Occupation	Accident Cause	Accident Date
\$90.95	\$88.00	\$0.00	0	Detention Officer	Absorption, ingestion, or inhalation, miscellaneous	3-Aug-2021
\$4,140.00	\$4,140.00	\$0.00	0	Detention Officer	Struck or injured by fellow worker; patient (not in act of a crime)	3-Aug-2021
\$0.00	\$0.00	\$0.00	0	Detention Officer	Caught in, under, or between object handled	4-Aug-2021
\$0.00	\$0.00	\$0.00	0	Detention officer	Struck or injured by fellow worker; patient (not in act of a crime)	7-Aug-2021
\$1,141.19	\$410.00	\$708.34	9	Detention Officer	Includes disease epidemic that has spread across a large region.	7-Aug-2021
\$477.03	\$88.00	\$389.03	4	Detention Officer	Includes disease epidemic that has spread across a large region.	11-Aug-2021
\$56,531.47	\$1,916.76	\$0.00	0	Deputy	Strain or injury by miscellaneous	12-Aug-2021
\$633.74	\$594.95	\$0.00	0	Detention Officer	Fall, slip, or trip injury on stairs	15-Aug-2021
\$602.34	\$572.95	\$0.00	0	Detention Officer	Includes disease epidemic that has spread across a large region.	17-Aug-2021
\$88.00	\$0.00	\$0.00	0	Detention Officer	Strain or injury by miscellaneous	24-Aug-2021
\$88.00	\$0.00	\$0.00	0	Detention Officer	Includes disease epidemic that has spread across a large region.	24-Aug-2021
\$849.60	\$827.20	\$0.00	0	Maintenance	Fall, slip, or trip injury, miscellaneous	25-Aug-2021
\$88.00	\$88.00	\$0.00	0	Detention Officer	Includes disease epidemic that has spread across a large region.	26-Aug-2021
\$88.00	\$88.00	\$0.00	0	Detention Officer	Includes disease epidemic that has spread across a large region.	26-Aug-2021
\$88.00	\$88.00	\$0.00	0	Detention Officer	Includes disease epidemic that has spread across a large region.	29-Aug-2021
\$88.00	\$88.00	\$0.00	0	Detention Officer	Includes disease epidemic that has spread across a large region.	30-Aug-2021
\$4,698.22	\$4,492.30	\$0.00	0	Deputy	Miscellaneous - other than physical cause of injury	2-Sep-2021
\$88.00	\$0.00	\$0.00	0	Detention Officer	Absorption, ingestion, or inhalation, miscellaneous	3-Sep-2021
\$88.00	\$0.00	\$0.00	0	Detention Officer	Includes disease epidemic that has spread across a large region.	10-Sep-2021
\$0.00	\$0.00	\$0.00	0	Detention Officer	Includes disease epidemic that has spread across a large region.	13-Sep-2021
\$92.58	\$92.58	\$0.00	0	Detention Officer	Includes disease epidemic that has spread across a large region.	14-Sep-2021
\$88.00	\$0.00	\$0.00	0	Detention officer	Includes disease epidemic that has spread across a large region.	15-Sep-2021
\$88.00	\$0.00	\$0.00	0	Deputy	Absorption, ingestion, or inhalation, miscellaneous	15-Sep-2021
\$88.00	\$0.00	\$0.00	0	Kitchen Supervisor	Contact with hot objects or substances	17-Sep-2021
\$8,225.46	\$1,510.40	\$0.00	0	Detective	Fall, slip, or trip injury on stairs	18-Sep-2021
\$0.00	\$0.00	\$0.00	0	Maintenance Crew Worker	Rubbed or abraded, miscellaneous	21-Sep-2021
\$88.00	\$0.00	\$0.00	0	Detention Officer	Cut, puncture, scrape, injured by miscellaneous	28-Sep-2021
\$0.00	\$0.00	\$0.00	0	Deputy	Fall, slip, or trip injury on same level	29-Sep-2021
\$0.00	\$0.00	\$0.00	0	Deputy	Fall, slip, or trip injury on same level	29-Sep-2021
\$19,867.58	\$239.20	\$0.00	0	Patrol Officer	Struck or injured by animal or insect	30-Sep-2021
\$0.00	\$0.00	\$0.00	0	Detention officer	Struck or injured by fellow worker; patient (not in act of a crime)	5-Oct-2021
\$0.00	\$0.00	\$0.00	0	Detention Officer	Fall, slip, or trip injury from liquid or grease spills	6-Oct-2021
\$0.00	\$0.00	\$0.00	0	Deputy	Absorption, ingestion, or inhalation, miscellaneous	7-Oct-2021
\$15,688.39	\$675.00	\$0.00	0	Detention Officer	Strain or injury by pushing or pulling	18-Oct-2021
\$0.00	\$0.00	\$0.00	0	Maintenance Crew Worker	Struck or injured by animal or insect	18-Oct-2021
\$0.00	\$0.00	\$0.00	0	Deputy	Natural disasters (earthquake, hurricane, tornado, etc.)	18-Oct-2021
\$9,000.00	\$0.00	\$0.00	0	Corporal	Includes disease epidemic that has spread across a large region.	18-Oct-2021
\$0.00	\$0.00	\$0.00	0	Operator	Strain or injury by pushing or pulling	1-Nov-2021
\$0.00	\$0.00	\$0.00	0	Detention Officer	Struck or injured by animal or insect	1-Nov-2021





Ex/a.)



County of **GREENE** State of Missouri

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

DATE ISSUED: November 16, 2021

SUBJECT: Appointment to the Greene County Historic Sites Board

The members of the Greene County Commission hereby appoint Teddy Fleck to the Greene County Historic Sites Board, this appointment will be effective 11/16/2021 to 11/16/2024.

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 1<sup>st</sup> District

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

6/13/20

**Bob Dixon**  
Presiding Commissioner

**Rusty MacLachlan**  
Commissioner 1<sup>st</sup> District

**John Russell**  
Commissioner 2<sup>nd</sup> District

Ex 1 b.)



County of **GREENE** State of Missouri

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

DATE ISSUED: November 16, 2021

SUBJECT: Appointment to the Greene County Historic Sites Board

The members of the Greene County Commission hereby appoint Paden Chambers to the Greene County Historic Sites Board, this appointment will be effective 11/16/2021 to 11/16/2024.

THE GREENE COUNTY COMMISSION

Bob Dixon  
Presiding Commissioner

Rusty MacLachlan  
Commissioner District 1

John C. Russell  
Commissioner District 2

NO. 20-BCD

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Commissioner 1<sup>st</sup> District

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

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Commissioner 1<sup>st</sup> District

**John Russell**  
Commissioner 2<sup>nd</sup> District

### 3-7.5 Personal and Business Relationships among Employees

#### Purpose and Scope

The purpose of this policy is to ensure effective supervision, safety, security, performance, assignments and discipline while maintaining positive morale by avoiding actual or perceived favoritism, discrimination, or other actual or potential conflicts of interest by or between employees. These employment practices include: recruiting, testing, hiring, compensation, assignment, use of facilities, access to training opportunities, supervision, performance appraisal, discipline, and workplace safety and security.

#### Objective

Greene County believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is necessary for effective operations. Although this policy does not prevent the development of friendships or personal relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Individuals in supervisory or managerial roles, and those with authority over others' terms and conditions of employment, are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions.

This policy does not preclude or interfere with the rights of employees protected by the National Labor Relations Act or any other applicable statute concerning the employment relationship.

#### Definitions

- **Business relationship** - Prohibited relationships are on-going business or financial relationships between supervisors and subordinates, such as entering into a landlord-tenant relationship, lending money, and sales where money is paid back over time. One-time transactions, such as the sale of an automobile or a piece of furniture, may be allowed, but only after the supervisor involved in the pending transaction receives written approval from the Human Resources Director (email is sufficient).
- **Conflict of interest** - Any actual, perceived, or potential conflict of interest in which it reasonably appears that an employee's action, inaction or decisions are or may be influenced by a personal or business relationship between employees.
- **Inappropriate relationship** – Personal or business relationships between persons in inherently unequal positions where one party has real or perceived authority, influence, or power over the other's conditions of employment or has the ability to directly impact the other's career progression, which includes formal and informal supervisory relationships. Such relationships are prohibited if they have an actual, perceived, or potential for perceived influence over the professional relationship or workplace.

- **Personal relationship** - Includes marriage, cohabitation, dating, sexual or any other intimate relationship between employees beyond mere friendship or the appearance thereof.
- **Public official** - A supervisor, officer, or employee who is vested with authority by law, rule, or regulation, or to whom authority has been delegated.
- **Subordinate** - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.
- **Supervisor** - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation, and/or performance of a subordinate employee in their professional roles.

### **Employee Conduct**

1. During working time and in working areas at all times, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.
2. During nonworking time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in nonwork areas (for example break rooms) should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
3. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on county premises, whether during working hours or not.
4. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. Exceptions to this principle, however, are personal and business relationships between supervisors and subordinates, which is prohibited and must be disclosed.
5. Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to Greene County's disciplinary policy, including counseling for minor problems. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
6. Employees shall conduct themselves during work time and during non-work time in accordance with Greene County sexual harassment policy set forth in the Employee Personnel Manual.
7. Prosecuting Attorney, Sheriff, Courts, and Juvenile Office.
  - a. To avoid actual or perceived conflicts of interest, employees of the Prosecuting Attorney, Sheriff, Courts, or Juvenile Office shall refrain from developing or maintaining personal or business relationships with victims, witnesses, or other individuals during the course of, or as a direct result of, any official contact.

b. Except as required in the performance of official duties or in the case of immediate relatives, employees shall not develop or maintain personal or business relationships with any individual they know or reasonably should know is under criminal investigation, or is a convicted felon, parolee, fugitive, registered offender or who engages in intentional violations of state or federal laws.

## **Procedures**

### **1. Notification of Relationships**

Any department head, supervisor, manager, executive, attorney, or other public official must disclose the existence of a personal or business relationship with another co-worker in the same county office or county department. Disclosure may be made to the individual's immediate supervisor or the director of human resources (HR). The elected office holder or department head will review the circumstances to determine whether any conflict of interest or potential risk to the organization exists. Failure to disclose a relationship in violation of this policy may be deemed insubordination and result in disciplinary action up to and including termination.

### **2. Supervisor Responsibilities**

Upon being notified of or becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to mitigate or avoid such violations whenever reasonably possible. Supervisors shall also promptly notify the Office Holder or Department Head of such actual or potential violations.

### **3. Conflict Resolution.**

a. When a conflict-of-interest or appearance of a conflict is identified due to an employee's personal or business relationship with a co-worker, the Office Holder or Department Head will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, training, firing, promotions, performance management, compensation decisions and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer of one or both parties to other positions or departments. A transfer will only be an option if an open position exists and the transferring party is qualified for the position. If one or both parties refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation.

b. Failure to cooperate with the Office Holder or Department Head to resolve a conflict or problem caused by a personal or business relationship between co-workers or among managers, supervisors or others in positions of authority may be deemed insubordination and result in disciplinary action up to and including termination.

### **Miscellaneous Provisions**

1. The provisions of this policy apply regardless of the sexual orientation of the parties involved.
2. Where doubts exist as to the specific meaning of the terms used above, employees should make judgments based on the overall spirit and intent of this policy.
3. Any concerns about the administration of this policy should be addressed to the Office Holder, Department Head, or Human Resources Director.

***Sheriff's Office employees should consult the Sheriff's Office Policy and Procedure Manual for more details regarding Nepotism and Employment Conflicts applicable to their department.***

DRAFT