

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**

**Thursday, July 14, 2022**  
9:30 AM  
Commission Conference Room  
1443 N. Robberson, 10<sup>th</sup> 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/GCCommissionOffice>. 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, Kylie Young, Jenny Hayward and Robert Jehle.

**Teleconference Attendees:** Ruth Martinov, Jim Arnott, Mike Cagle, Kevin Barnes, Allen Icet Justin Hill, Andrea Stewart, Tina Phillips, Royce Denny, Jeff Bassham, Phil Corcoran, Fred Lizama, Cindy Stein, Bill Prince, Rance Burger and Rob Rigdon .

**Informational Items**

**Resource Management-Kevin Barnes**

- Update on Family Justice Center roof project
- Judicial water pump has went down.
- 911 remodel update.
- Circuit Clerk refresh in the works.
- Replacement of jury flooring is next upcoming project.

**Sheriff-Jim Arnott**

- Updated on technology issues.
- Internal applicants for detention K-9 handler.
- Issues in hiring Clerk I positions.
- 92 openings

**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)**

- Staffing update.
- Jail release update.

Juvenile-Bill Prince

- Update on new office dog.

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

Discussion and Possible Vote: Appointment of Harold K. Bengsch to Hearing Examiner for Administrative Hearings Regarding Animal Issues

Commissioner John Russell moved to appoint Harold K. Bengsch to hearing examiner for administrative hearings regarding animal issues. Commissioner Rusty MacLachlan seconded the motion and it passed. Yes: Dixon, MacLachlan and Russell.

Discussion and Possible Vote: Contract to Approve Tim Smith for Greene County Leadership Academy

Commissioner Rusty MacLachlan moved to approve the contract for Tim Smith for Greene County Leadership Academy. Commissioner John Russell seconded the motion and it passed. Yes: Dixon, MacLachlan and Russell.

Discussion and Possible Vote: Jury Supervisor Position and Salary for the Court, Court Administrator

Commissioner John Russell moved to table the item. Commissioner Rusty MacLachlan seconded the motion and it passed. Yes: Dixon, MacLachlan and Russell.

Discussion and Possible Vote: TAP Grant for City of Walnut Grove

Commissioner Rusty MacLachlan moved to approve the TAP grant support letter. Commissioner John Russell seconded the motion and it passed. Yes: Dixon, MacLachlan and Russell.

**Other:**

With no other business the meeting was adjourned,

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Informational Items  
Resource Management  
Sheriff  
Juvenile

Items for Consideration and Action by the Commission

Discussion and Possible Vote: Appointment of Harold K. Bengsch to Hearing Examiner for Administrative Hearings Regarding Animal Issues

Discussion and Possible Vote: Contract to Approve Tim Smith for Greene County Leadership Academy

Discussion and Possible Vote: Jury Supervisor Position and Salary for the court

Discussion and Possible Vote: TAP Grant for City of Walnut Grove

Other:

### Greene County Jury Supervisor Vacancy

Green County Last year the jury office sent out 35,000 jury summons conducted 38 "High maintenance Trials". A total of 54 Civil trials and 52 Criminal jury trials were completed. Greene county held the second highest number of trials in the state. The only county conducting more was Jackson County.

The court appreciates the decisions the county made in regard to the salary increases within this last year.

With the increases in salary, the Court has been placed in a unique situation Which is starting salary for the Jury Supervisor position at a Grade 10 Step 3-4 was going to be less than:

The Full-time staff person Ellen Wilson at Grade 10 Step 11 at \$20.00/hour

The part-time staff person Holly Ryan at a Grade 10 Step 9 at \$19.42/hour

Proposal: Anthony Rodebush expected sick/vacation buyout will be 124 vacation hours and 146 sick hours (1/2 of total sick pay per the employee handbook). Assuming his retirement occurs after his step is increased with this period's payroll, his gross pay for the payout will be \$6,277.50. Adding in FICA, LAGERS, and the WC costs associated with the wages, total cost for the buyout will be \$7,264.04.

After meeting with the Budget Office, the current S&B savings for Courts through 13 pay periods is \$46,780.65. Based on the planned (off-book) vacancy savings-to-date of \$42,324.43, savings in excess of what was planned is \$4,456.22.

The expected savings of hiring a grade 11/step 8 \$20.64/ hour in place of Anthony (who was budgeted as a grade 11/step 16 for the second half of 2022) is \$2,942.43.

Adding the two savings numbers above, current savings in excess of plan plus the expected savings in Anthony's position is  $\$4,456.22 + \$2,943.43 = \$7,398.04$ . This is greater than the expected cost of Anthony's payout.

Conclusion: Even with Anthony's payout taken into consideration, the current Court vacancy savings plus the expected savings in his position through the end of the year end will not only remain under budget, but should remain better than the vacancy savings that was expected at the beginning of the year. The court is asking for the Posting of the Jury Supervisor to be at a Grade 11 step 8



## Greene County Position Description



Position Title: Jury Supervisor	Department: Circuit Court
Reports to: Court Administrator	Grade: 11
Date Revised: June 2022	FLSA: Non-Exempt

### Purpose of Position

The purpose of this position is to manage jury pool selection, room and board arrangements, records and communications for Greene County.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Reports directly to the Presiding Judge.

Prepares management reports regarding the jury office.

Prepare reports to monitor the operations of the jury office.

Meets with the Court en Banc.

Maintain jury computer software and related records. Develop jury summons and related forms. Drafts juror informational materials and form correspondence.

Manage jury pool availability based on court needs. Operate jury pool selection system based on state laws and court procedures. Collect court schedules and assembles master calendar.

Prepares weekly juror payroll.

Responsible for the recruitment, supervision and training of the part-time and full-time jury staff.

Responsible for conducting the performance appraisal of county jury employees.

Reviews, approves, and submits payroll of jury staff within the Executime software.

Responsible for using Civic HR software to post job openings, manage applications, and hiring.

Reviews the jury office organization structure, methods and procedures, Jury system records management, and space and equipment utilization.

Processes invoices of goods and services used by the jury office.

Submit recommendations for the procurement of equipment for the jury office.

Calculate annual and weekly jury pool needs. Update and review source lists.

Prepares jury office annual budget and submits requisitions to the Court Administrator for payment of services and purchases.

Prepare and print juror summons for pending trials. Prepare jury trial report for State Court Administrator and Southwest Missouri Jury Verdict Reporter.

Prepare and print juror summons for pending trials. Prepare jury lists for trials and distributes to court personnel.

Update records messages for jurors to confirm or cancel service needs.

Check in jurors and calculates attendance. Print certifications of service from computer records.

Orient potential jurors on selection day. Answer jurors' questions and directs jurors. Implement ADA requirements to accommodate jurors with disabilities.

Assist judges and attorneys with communications during deliberations such as delivering exhibits and written questions/answers.

Arrange juror room and board. Order food and refreshments during deliberations.

Oversee data entry for mail received, print excusal letters, and update addresses. Enter data to computer records.

Prepare and print Grand Jury summons. Assist during Grand Jury selection. Print lists, make arrangements, prepare payroll and direct Grand Jurors.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Open and sort daily mail.

Enter data to computer records.

Mail correspondence to potential jurors.

Prepare coffee and other refreshments for jurors. Assist jurors as needed.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Associate's degree as a Paralegal or related field, college-level training in communications and management, one to two years court or legal office experience with extensive public contact, proficiency in word processing and basic data base management and or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives.

Ability to persuade, convince, and/or train others, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as summons, juror lists, directories, budget, billing statements, jury activity reports, court calendars, juror orientation materials service certificates, payroll reports, requisition forms, expense reports, computer software operation manuals, court policies, statutes, procedures, guidelines and non-routine correspondence.

Ability to communicate orally and in writing with Judges, attorneys, law enforcement personnel, Juvenile Officer and Deputies, court support personnel, clients, Family Services personnel, mental health personnel, medical personnel, school personnel, victim/witness advocates and client family members.

### **Mathematical Ability**

Ability to calculate percentages, fractions, decimals and ratios. Ability to interpret basic descriptive statistical reports.

### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

### **Physical Requirements**

Ability to operate a variety of office equipment including computer terminal, telephone, calculator/adding machine, camera, tape recorder, video equipment, and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing slightly-skilled movements such as computer keyboard use.

Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors and non-verbal behavior associated with job-related objects, materials and tasks.

### **Environmental Adaptability**

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as violence, irate individuals and intimidation may cause discomfort and poses a risk of injury.

**Condition of Employment**

Employee will be required to demonstrate continued knowledge of this position’s current regulations and requirements. Sustained satisfactory performance is required. Employee must meet the requirements of the full job description as stated throughout the duration of employment with Greene County.

Candidate must meet the requirements of the full job description as stated throughout the duration of employment with Greene County.

**Disclaimer**

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee’s Signature	Date
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Supervisor’s Signature	Date
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Last Updated: 7/11/2018  
 Comments/Sections Updated: Format and Grade.



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July 13, 2022

Missouri Department of MoDOT

Transportation Alternatives Program

RE: City of Walnut Grove Transportation Alternatives Program Application

Dear TAP Grant Board,

The Greene County Commission supports the City of Walnut Grove's efforts to obtain Transportation

Alternatives Program funds to construct Pedestrian Improvements.


The City of Walnut Grove, which Highway 123 runs directly through, seeks to improve bicycle and pedestrian facilities throughout the city. This project will provide needed sidewalks along Washington Street (Hwy 123), Main Street, and a walking trail in the city park. These improvements will allow children and our patrons safer ADA compliant routes. This project will help connect the City Park, City Hall, the School, and Dollar General with residences and businesses bringing the city more together.

On behalf of the City of Walnut Grove, we encourage the award of funds for this project and we want the selection committee to know that we support the efforts of the City to obtain Transportation Alternatives Program funds to assist with the safety of pedestrians and cyclists in Walnut Grove.

Sincerely,

  
Bob Dixon  
Presiding Commissioner

  
Rusty MacLachlan  
Commissioner Dist. 1

  
John C. Russell  
Commissioner Dist. 2