

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 25, 2023
9:00 AM
Commission Conference Room
1443 N. Robberson, 10th Floor



Meeting Information

Meeting link: <https://qcmo.webex.com/join/mapplegate> Access code: 2499 501 7983

More ways to join

Join by phone: +1-415-655-0001 Access code: 2499 501 7983

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

Teleconference Attendees: Allen Icet, Cindy Stein, Deiter Duff, Jamie Willis, Jenny Hayward, Justin Hill, Mailyn Jeffries, Michael Summers, Mike Cagle, Phil Corcoran, Royce Denny and Tina Phillips.

Informational Items

Budget-Tina Phillips

- Municipality project updates.

Human Resources-Mailyn Jeffries

- Currently 33 positions are posted on our website.
- 1134 current active employees

Prosecuting Attorney-Dan Patterson and Jamie Willis

- Update on space needs.
- Position opening updates.
- FJC is finishing up capital expenses for ARPA grant
- 3 of 6 navigator positions open.
- Upcoming FJC conference.

Chris Coulter

- Wilson Creek Market place update.
- Fellows Lake siren update.
- Radio Training reminder

Public Information Office-Jenny Hayward

- Working on social media posts
- Working on Rotunda.

Items for Consideration and Action by the Commission

Discussion and Possible Vote: Personnel Policy Manual Section 3-13: Tobacco Free Campus, HR
Commissioner MacLachlan moved to table the request. Commissioner Russell seconded the motion and it passed. Yes: Dixon, MacLachlan and Russell.

Discussion and Possible Vote: Budget Adjustment Request for the Medical Examiner's Department Budget

Commissioner MacLachlan moved to approve the budget adjustment in the amount of \$48,692.00 as presented for the medical examiner's office as presented. Commissioner Russell seconded the motion and it passed. Yes: Dixon, MacLachlan and Russell.

Commissioner Russell moved to approve the budget adjustment of \$3,921.00 as presented for the medical examiner's office as presented. Commissioner MacLachlan seconded the motion and it passed. Yes: Dixon, MacLachlan and Russell.

Other:

With no other business the meeting was adjourned.

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**Greene County Commission
Commission Briefing Agenda**

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Informational Items

Budget

Human Resources

Prosecuting Attorney

Chris Coulter

Public Information Office

Items for Consideration and Action by the Commission

Discussion and Possible Vote: Personnel Policy Manual Section 3-13: Tobacco Free Campus, HR

Discussion and Possible Vote: Budget Adjustment Request for the Medical Examiner's Department, Budget

Other:

CHAPTER 3 GENERAL EMPLOYMENT POLICIES

Section 3 – 13: Tobacco Free Campus

Redline Version

~~Tobacco use is a significant risk factor that impacts both employee wellness and is hazardous to non-tobacco users, absenteeism, and health insurance costs. To maintain a safe and comfortable environment, tobacco use of any kind will be strictly prohibited within the entire campus of Greene County and all Greene County vehicles. To encourage better health for our employees, tobacco use will no longer be allowed on the Greene County Campus, and designated smoking areas will no longer be available. This policy covers any tobacco product, including use of a vaping pen or e-cigarettes, and applies to both employees and non-employee visitors of Greene County.~~

~~Tobacco use will be strictly prohibited within the entire campus of Greene County and all Greene County vehicles. This includes the prohibition of smoking in privately owned vehicles parked on county property.~~

~~A. This policy applies to all employees, contractors, and visitors.~~

~~B. Tobacco use will not be allowed on any paid break time.~~

Procedure

~~A. Signs will be posted on the Greene County Campus and in all county-owned vehicles.~~

~~B. Any violation of this policy will result in verbal warning and a second violation will be handled through standard disciplinary procedures.~~

Recommended – Needs Commission Approval

Section 3 – 13: Tobacco Free Campus

Tobacco use is a significant risk factor that impacts both employee wellness and is hazardous to non-tobacco users. To maintain a safe and comfortable environment, tobacco use of any kind will be strictly prohibited within the entire campus of Greene County and all Greene County vehicles. This policy covers any tobacco product, including use of a vaping pen or e-cigarettes, and applies to both employees and non-employee visitors of Greene County.

Recommend Removing Section - Redundant

CHAPTER 15 EMPLOYEE CONDUCT AND GENERAL WORK RULES

Section 15 – 14: Smoking/Tobacco Use

The use of tobacco or smoking poses a significant risk to the health of employees. In addition, there is increasing evidence that smoking is also hazardous to nonsmokers. To maintain a safe and comfortable working environment and to ensure compliance with applicable laws, the members of the Greene County Commission have approved a "No Tobacco" policy on our campus. This policy will apply to all employees and visitors in all Greene County-owned buildings, stairwells, and attachments thereof. Employees smoking or using tobacco in any nonsmoking/nontobacco area may be subject to disciplinary action.

Budget Adjustment Request Form



4/17/23
Date

Medical Examiner's Office
Department

Deller Duff
Requested By

Budget adjustments are for unplanned emergency expenses that fall outside the appropriated budget. Adjustments can be made to the budget by using unencumbered balance from another account, excess expense funds within the same fund, by unanticipated revenues, or by contingency. Submitting a request does not automatically ensure that your budget will be increased. Each submission is reviewed on a case-by-case basis by Commission, Budget Department, and Auditor's Office. All lines must be completed in order to be considered.

Added to Account #: 101-53-416-56611

Amount of Request: \$ 48,692.00

Funded From:

Expenditure # _____

Prior Year Source (Provide Explanation below)

Unanticipated Revenue # 101-92-45621

Contingency for first 10 months of

Reason for Request/Explanation:

ARPA funding awarded for capital expenditures as follows:
2023 Ford Transit van - \$44,792
Link floor tray for van - \$3,000
Lights + airhorn for van - \$500
Graphics for van - \$400

I certify that the item(s) listed above is/are appropriate and necessary for the operation of this office/department and that there are sufficient funds to cover the requested cost.

Signature of Requester: [Signature] Date: 4/17/23

CERTIFICATION OF BUDGET DEPARTMENT & AUDITOR

I certify that the budget transfer request is within the purpose of the appropriation to which it is to be charged and that there is an unencumbered balance of anticipated revenue appropriated for payment of same.

[Signature]
Budget Officer Certification

4/18/23
Date

[Signature]
Auditor Certification

4/18/2023
Date

APPROVAL OF GREENE COUNTY COMMISSION

Date _____

[Signature]
Presiding Commissioner

[Signature]
Commissioner 1st District

[Signature]
Commissioner 2nd District

Budget Adjustment Request Form



4/17/23
Date

Medical Examiner's Office
Department

Deiter Duff
Requested By

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Added to Account #: 101-13-442-54436

Amount of Request: \$ 3,921.00

Funded From:

Expenditure # _____

Prior Year Source (Provide Explanation below)

Unanticipated Revenue # 101-92-45621

Contingency See first 10 months pdf

Reason for Request/Explanation:

ARPA funding awarded for Morgue building improvements as follows:
Framed 1/2"-thick glass barrier at reception desk (materials and installation) - \$3,921.00

I certify that the item(s) listed above is/are appropriate and necessary for the operation of this office/department and that there are sufficient funds to cover the requested cost.

Signature of Requester: [Signature] Date: 4/17/23

CERTIFICATION OF BUDGET DEPARTMENT & AUDITOR

I certify that the budget transfer request is within the purpose of the appropriation to which it is to be charged and that there is an unencumbered balance of anticipated revenue appropriated for payment of same.

[Signature]
Budget Officer Certification

4/18/23
Date

[Signature]
Auditor Certification

4/18/2023
Date

APPROVAL OF GREENE COUNTY COMMISSION

Date _____

[Signature]
Presiding Commissioner

[Signature]
Commissioner 1st District

[Signature]
Commissioner 2nd District