

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

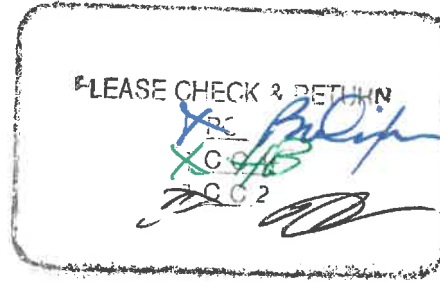
Christopher J. Coulter, AICP  
County Administrator

Megan Applegate  
Executive Assistant

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

**Greene County Commission  
Commission Briefing Minutes**

**Tuesday, July 28, 2020**  
08:45 AM  
Commission Conference Room  
1443 N. Robberson, 10<sup>th</sup> Floor



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.zoom.us/j/9201279136>. 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.

**Attendees:** Bob Dixon, Harold Bengsch, John Russell, Chris Coulter, Megan Applegate, Jan Kraft, Jeff Scott and Donna Barton.

**Teleconference Attendees:** Justin Hill, Jeff Bassham, Phil Corcoran, Royce Denny, Melissa Denney, Tina Phillips, Mike Cagle, Cindy Stein, Rick Kessinger and Jason Wertz.

**Informational Items**

**EX1) Budget Office-Jeff Scott**

- Working on updated 2021 Budget Meetings.

**Tina Phillips**

- MPR funds will be used for a request for an employee who has a medical need for a VERSA desk.

**Chris Coulter**

- Reminded Commission of Greene County Mayor's Meeting on July 30<sup>th</sup>.

**Donna Barton**

- Working on annual report.
- CARES tab on website is up and working.

**Cox Medical Tower • 1443 North Robberson Avenue, 10<sup>th</sup> Floor • Springfield, Missouri 65802**  
**Mailing Address 940 Boonville Avenue • Springfield, Missouri 65802**  
**[www.greencountymo.gov](http://www.greencountymo.gov)**



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

**Greene County Representative for MPR Board, Commission Office**

Commissioner John Russell moved to approve the draft of a letter to the MPR board recommending Jeff Scott for the County Representative to the board. Commissioner Harold Bengsch seconded the motion and it passed unanimously. Yes: Dixon, Bengsch and Russell.

**(EX2) Stafford Act Submission #1, Budget Office**

Commissioner Harold Bengsch moved to approve the Presiding Commissioner to sign the corrected Stafford Act submission. Commissioner John Russell seconded the motion and it passed unanimously. Yes: Dixon, Bengsch and Russell.

**Other:**

**Abilities First Board Update-Jan Kraft**

- Recommendations from the board of reappointments and appointments were discussed.

With no other business the meeting was adjourned.



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*Presiding Commissioner*

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**Greene County Commission  
Commission Briefing Agenda**

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Informational Items

Budget Office  
Chris Coulter  
Donna Barton

Items for Consideration and Action by the Commission

Greene County Representative for MPR Board, Commission Office  
Stafford Act Submission #1, Budget Office

Other:

Abilities First Board Update, Jan Kraft



ex1

## Tentative Dates for 2021 Budget

July 22, 2020 – Position worksheets sent to Office Holders and Department Heads

July 28, 2020 – Discuss budget schedule and potential changes with Commission and later go over schedule with Office Holders

July 31, 2020 – Send out Budget worksheets for non-positions, offer one-on-one training

August 17, 2020 – Deadline for meeting with Courts to discuss and confer

September 1, 2020 – Deadline for Offices and Departments to submit budget requests

September 10, 2020 – Budget required to create budget requests for those that did not submit

September 25, 2020 – 10 am Presentation of Combined Requested Budget

September 28, 2020 – October 2, 2020 – Budget works on finalizing recommended revenues

October 5, 2020 to October 8, 2020 – Budget works on matching recommended revenues to requests and being able to demonstrate the reliance on unallocated revenues

October 9, 2020 – Presentation on Recommended Revenues to Requested Budgets with examination of cash position include impact of Austerity measures and future COVID impact

October 13, 2020 – October 16, 2020 – pre-meetings with Offices and Departments while preparing the recommended budget

October 19, 2020 – October 23, 2020 – Budget on hold to work on finance huddle projections

October 26, 2020 – November 6, 2020 - pre-meetings with Offices and Departments while preparing the recommended budget

November 9, 10, 12 2020 – work on recommended budget presentation

November 13, 2020 – Recommended budget presentation

November 16, 2020 to November 25, 2020 – Office and Department meetings with Commission

November 30, 2020 to December 1, 2020 – Prepare Commission Decisions

December 2, 2020 to December 15, 2020 – Commission Decision meetings

December 16, 2020 to January 8, 2021 – Prepare Budget Book

January 11, 2021 to January 15, 2021 – One on one meetings with Commissioners about budget

January 15, 2021 – Deadline to have Budget book available for public review

January 19, 2021 to January 27, 2021 – Make any changes suggested by Commissioners

January 22, 2021 – Deadline to publish notice of hearing

January 28, 2021 – Prepare budget presentation

January 29, 2021 – Deadline to present, adopt and sign budget

## Ideas to consider for 2021 Budget

Do we budget for potential COVID-19 expenses or just leave a reserve amount to deal with the expected volume of expenses?

Idea to move FICA, LAGERS, Group Insurance, and Worker's compensation to non-departmental in each fund.

Examine contracts in Office Holder lines and move contracts that Commission must sign to non-departmental.

Develop discretionary fund book which includes enabling legislation and how that fund must be considered in the budget process. Collaborate with individual Office Holders to develop an understanding.

Combine LEST 1 and LEST 2 and create a 10 year plan. LEST 1 has had funding issues since 1996. Ask Commission to move enough jail positions to GR 1 to make LEST 1 solvent.

Look at split positions in EDEN and develop a consistent way of handling these positions. Preference is position in one department with funds transfer agreements put in place.

Austerity measures parameters.

Do we look at another Budget bundle this year?

Review of fiscal and hiring policies.

How does Commission want the mid-year step executed?

Adding grade levels to office and department position charts.

Do we want a summary of capital expenditures page?

How do we address the new bond and Jamestown in the budget?

Do we want to keep the departmental organization charts?

Rework the Office information and phone list pages.

Distractions from budget: Huddle Projections, Construction Projects, New Bond, Stafford Act/CARES Act



Revised 7/24/2020

Stafford Act: Submission #1	
FORCE ACCOUNT LABOR REGULAR TIME	\$ -
FORCE ACCOUNT LABOR OVERTIME	\$ -
FORCE ACCOUNT EQUIPMENT	\$ -
MATERIALS	\$ 43,366.98
MEALS	\$ 2,117.65
RENTAL EQUIPMENT	\$ -
CONTRACTS	\$ 70,708.34
DIRECT ADMINISTRATIVE COSTS	\$ -
TOTAL	\$ 116,192.97

25%	29,048.24
Current Match as of 7/1/20	73,894.75
Difference	44,846.51

Materials	Amount	PPE	Cleaning Supplies	Supplies
Building Operations	4,673.86	790.00	3,712.60	171.26
Budget Office	227.35	53.27	-	174.08
Circuit Clerk	908.25	530.08	378.17	-
Commission	237.99	-	-	237.99
Courts	1,308.47	1,248.50	59.97	-
Information Systems	894.52	588.17	306.35	-
Juvenile	2,021.47	504.57	-	1,516.90
OEM	8,666.49	5,505.43	-	3,161.06
PreTrial	69.98	69.98	-	-
Prosecuting Attorney	918.77	918.77	-	-
Purchasing	20,997.98	20,997.98	-	-
Road & Bridge	1,448.85	0.00	1,448.85	-
Resource Management	86.44	-	-	86.44
Sheriff Jail	906.56	906.56	-	-
<b>Total Materials:</b>	<b>43,366.98</b>	<b>32,113.31</b>	<b>5,905.94</b>	<b>5,347.73</b>

Contracts	Amount
Commission	16,151.34
Legal Counsel	11,426.34
Legal Notices	4,725.00
Juvenile	472.77
Zoom	414.77
Community Based Services	58.00
Medical Examiner	125.00
Covid Testing	125.00
OEM	53,959.23
EOC Support	53,660.00
Meetings	199.23
Legal Counsel	100.00
<b>Total Contracts:</b>	<b>70,708.34</b>

x   
 Authorized Signature: Presiding Commissioner, Bob Dixor

