

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

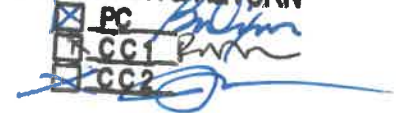
**Greene County Commission
Commission Briefing Minutes**

Tuesday, April 27, 2021

8:45 AM

**Commission Conference Room
1443 N. Robberson, 10th 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.zoom.us/j/90200000000000000000>. 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

Attendees: John Russell, Rusty MacLachlan, Chris Coulter, Megan Applegate Donna Barton and Tina Phillips.

Teleconference Attendees: Adam Humphries, Jim Arnott, Allen Icet, Royce Denny, Phil Corcoran, Jeff Bassham, Crystal Richards, Andrea Stewart, Cindy Stein, Mike Cagle, Jeff Scott, Cheryl Dawson-Spaulding, Jamie Willis, Rick Artman, Rob Rigdon, Justin Hill and Sonya Anderson.

Informational Items

Budget-Jeff Scott

- ERA Update.
- Update on invoice issues.

(EX1) Prosecuting Attorney-Jamie Willis

- Family Justice Center Update
- Highlighting plans for applying for VOCA grant.

Chris Coulter

- Update on ARP funding.
- Jamestown Update.

Donna Barton

- Rotunda update.
- Annual report update.

Items for Consideration and Action by the Commission

(EX2) Discussion and Possible Vote: Grant Application DSSSF, Sheriff's Office

Commissioner Rusty MacLachlan moved to approve the DSSF Grant and leave the vote open for the Presiding Commissioner. Commissioner John Russell seconded the motion and it passed unanimously. Yes: MacLachlan and Russell. Dixon voted yes on 04/29/2020 @ 2:00PM.

EX3 Discussion and Possible Vote: State of Emergency Management Agency: Federal Funding Compliance, Budget Office

Commissioner Rusty MacLachlan moved to approve Presiding Commissioner to sign the State of Emergency Management Agency compliance agreement and leave the vote open for the Presiding Commissioner. John Russell seconded the motion and it passed unanimously. Yes: MacLachlan and Russell. Dixon voted yes on 04/29/2020 @ 2:00PM.

EX4 Discussion and Possible Vote: Monthly Transfers, Budget

Commissioner Rusty MacLachlan moved to approve the monthly transfers as presented and leave the vote open for the Presiding Commissioner. John Russell seconded the motion and it passed unanimously. Yes: MacLachlan and Russell. Dixon voted yes on 04/29/2020 @ 2:00PM.

EX5 Discussion and Possible Vote: ERA Policies and Procedures– Revision, Budget Office

Commissioner Rusty MacLachlan moved to approve the revision of the ERA policies and leave the vote open for the Presiding Commissioner. John Russell seconded the motion and it passed unanimously. Yes: MacLachlan and Russell. Dixon voted yes on 04/29/2020 @ 2:00PM.

EX6 Discussion and Possible Vote: Personnel Policy Manual Chapter 4, Human Resources

Commissioner Rusty MacLachlan moved to approve the Personnel Policy Manual Chapter 4 and leave the vote open for the Presiding Commissioner. John Russell seconded the motion and it passed unanimously. Yes: MacLachlan and Russell. Dixon voted yes on 04/29/2020 @ 2:00PM.

Discussion and Possible Vote: Farm Road 169 Bridge Replacement Construction Contract, Highway

Commissioner Rusty MacLachlan moved to approve the Farm Road 169 Bridge Replacement Construction Contract and leave the vote open for the Presiding Commissioner. John Russell seconded the motion and it passed unanimously. Yes: MacLachlan and Russell. Dixon voted yes on 04/29/2020 @ 2:00PM.

EX7 Discussion and Possible Vote: State Auditor Representation Letter

Commissioner Rusty MacLachlan moved to approve the State Auditor representation letter as presented and leave the vote open for the Presiding Commissioner. John Russell seconded the motion and it passed unanimously. Yes: MacLachlan and Russell. Dixon voted yes on 04/29/2020 @ 2:00PM.

Other:

With no other business the meeting was adjourned.

Bob Dixon
Presiding Commissioner

Rusty MacLachlan
1st District Commissioner

John C. Russell
2nd District Commissioner



Shane Schoeller
Clerk of the Commission

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COUNTY COMMISSION
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Greene County Commission
Commission Briefing Agenda

Tuesday, April 27, 2021
8:45 AM
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Informational Items

Budget
Prosecuting Attorney
Chris Coulter
Donna Barton

Items for Consideration and Action by the Commission

Discussion and Possible Vote: Grant Application DSSSF, Sheriff's Office

Discussion and Possible Vote: State of Emergency Management Agency: Federal Funding Compliance, Budget Office

Discussion and Possible Vote: Monthly Transfers, Budget

Discussion and Possible Vote: ERA Policies and Procedures— Revision, Budget Office

Discussion and Possible Vote: Personnel Policy Manual Chapter 4, Human Resources

Discussion and Possible Vote: Farm Road 169 Bridge Replacement Construction Contract, Highway

Discussion and Possible Vote: Commission Board Appointments

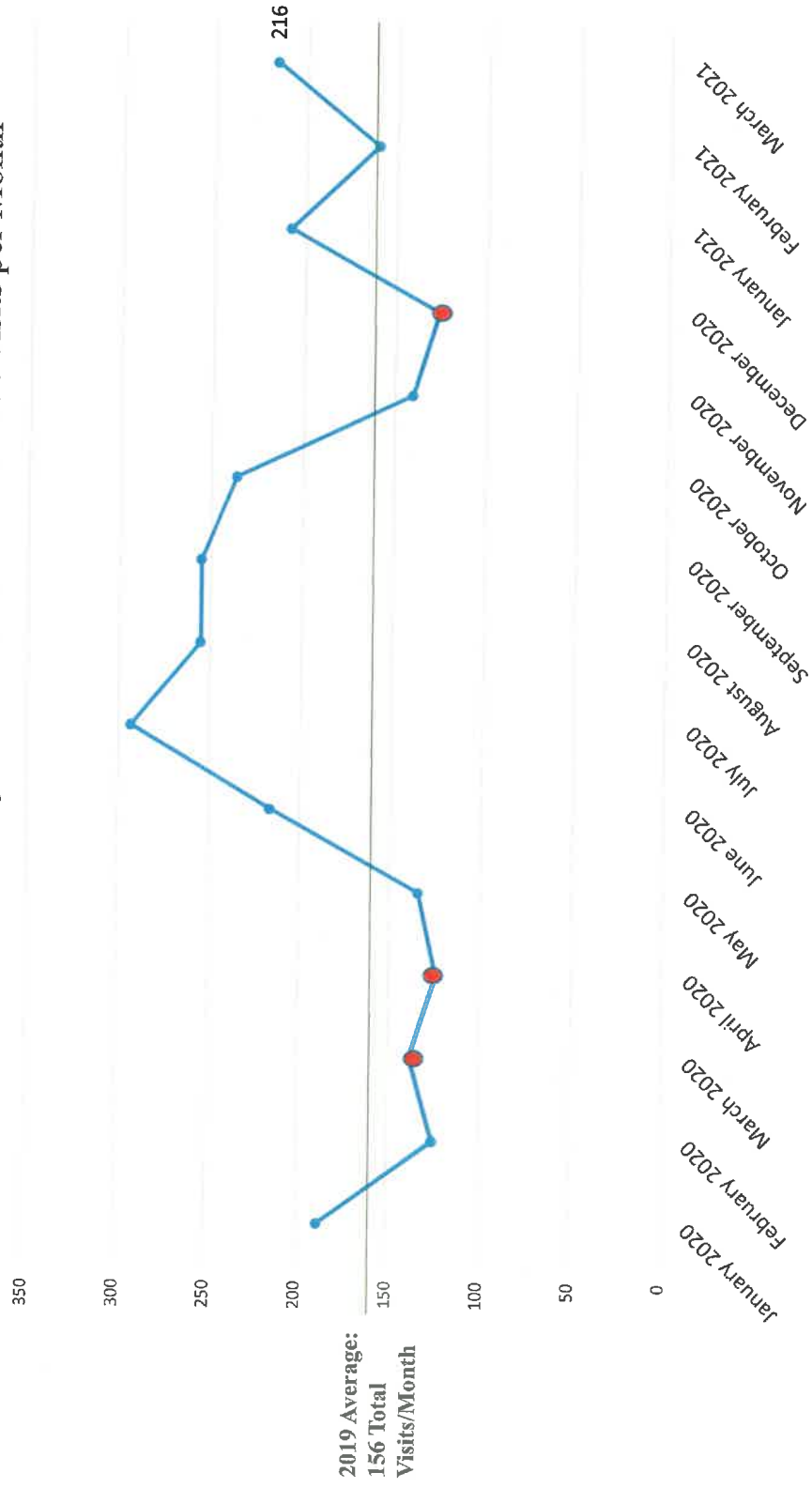
Discussion and Possible Vote: State Auditor Representation Letter

Other:

Cox Medical Tower • 1443 North Robberson Avenue, 10th Floor • Springfield, Missouri 65802
Mailing Address 940 Boonville Avenue • Springfield, Missouri 65802
www.greenecountymo.gov

ex1

Greene County Family Justice Center – Total Adult Visits per Month





**DEPUTY SHERIFF SALARY SUPPLEMENTATION FUND (DSSSF)
SUBAWARD**

Subrecipient Name:		Subrecipient DUNS Number:	
Greene County, Sheriff's Office		095831228	
Funding Opportunity Title:	Project Period Start Date:	Project Period End Date:	
2021 DSSSF	07/01/2020	06/30/2021	
Project Title:		Subaward Number:	
Deputy Sheriff Salary Supplementation Fund		2021-DSSSF-025	
Project Description:			
<p>Pursuant to Section 57.278 RSMo, the Deputy Sheriff Salary Supplementation Fund (DSSSF) was created in 2008 and consists of money collected from charges for service rendered by county sheriffs under subsection 4 of Section 57.280 RSMo.</p> <p>This Subaward shall be used solely to supplement the salaries, and employee benefits resulting from such salary increases (where included in the approved budget), of county deputy sheriffs.</p> <p>The DSSSF program is administered by the Missouri Sheriff Methamphetamine Relief Taskforce (MoSMART) created under Section 650.350 RSMo.</p> <p>* 77 applicants for 2021</p>			
Subaward Total:		CFDA Number and Name:	
\$126,254.79		N/A	
<p>This Subaward is made in the amount and for the project period referenced above to the Subrecipient identified above. This Subaward is subject to compliance with the general conditions governing grants and subawards and any attached Certified Assurances or Special Conditions. This Subaward is subject to compliance with all federal and state laws and all guidelines identified in the above mentioned Funding Opportunity.</p> <p>The undersigned Subrecipient Authorized Official hereby acknowledges he/she is authorized to legally bind the Subrecipient and certifies acceptance of the above-described Subaward on the terms and conditions specified or incorporated by reference above and those stated in the approved application.</p>			
Subrecipient Authorized Official (AO) Name:		Subrecipient Project Director (PD) Name:	
Bob Dixon		Jim Amott	
Subrecipient AO Signature:	Date:	Subrecipient PD Signature:	Date:
	6/18/20		6-16-20
<p>This Subaward shall be in effect for the duration of the project period stated above and funds shall be made available on the Subaward Date with return of this signed document to the Missouri Department of Public Safety and upon full execution by signature of the Authorized Official of the MoSMART Board.</p>			
Authorized Official, MoSMART			Subaward Date
			07/01/2020



Missouri Sheriff Methamphetamine Relief Taskforce

Sheriff Kevin Bond, Chairman
Sheriff Mark Owen, Vice-Chair
Sheriff Randee Kaiser, Secretary
Sheriff Ben Becerra
Sheriff Jim Arnott

June 15, 2020

Ms. Janell Westbrook
1010 N. Boonville Ave
Springfield, MO 65802

Re: Subrecipient Name: Greene County, Sheriff's Office
Subaward Number: 2021-DSSSF-025

Dear Ms. Westbrook:

The status of the above referenced application under the 2021 Deputy Sheriff Salary Supplementation Fund (DSSSF) funding opportunity has changed from "Approved" to "Awarded".

Enclosed are the *Subaward* and *Certified Assurances* pertaining to your subaward. The proper Authorized Official and Project Director, as identified on the forms, must sign each document. The documents may either be original or photocopied signed documents, or electronically signed documents. Manually stamped signatures will not be accepted though!

The following documents must be received by the Department of Public Safety no later than Monday, July 6, 2020.

- ☐ Subaward, signed by both the Authorized Official and the Project Director
- ☐ Certified Assurances, signed by both the Authorized Official and the Project Director
- ☐ Printed copy of your 2021 DSSSF Application, printed from WebGrants via the My Grants module

Please print all documents single-sided. Do not duplex or print on both sides of the paper! Also, please do not staple your documents – use a paper clip or binder clip instead, as desired.

The above referenced documents should be mailed or hand-delivered to:

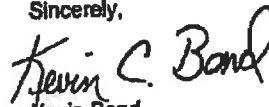
MO Department of Public Safety
Attn: CJ/LE Unit
PO Box 749
1101 Riverside Drive
Jefferson City, MO 65102

The Missouri Department of Public Safety retains the original, signed copy of the subaward documents for its files. A scanned copy of the signed subaward documents will be provided for your records via the "Subaward Documents – Final" component of the grant within WebGrants. If your agency requires an original set, please return an extra original set of the signed documents, and they will be forwarded back to your agency via mail.

If you have experienced a change in personnel affecting the names listed on the *Subaward* and/or *Certified Assurances* document, please notify Laura Robinson by email at laura.robinson@dps.mo.gov or by telephone at (573) 526-1928 so that replacement documents can be forwarded for signature. Do not cross out the names printed or have alternative individuals sign in place of the identified person(s). Signatures different than the names printed will not be accepted!

If you have questions or are unable to meet the return deadline, please contact Joan Dudenhoeffer at (573) 522-1800.

Sincerely,


Kevin Bond
MOSMART Board Chair

COPY

cc: File

Enclosures



FY 2022 Deputy Sheriff Salary Supplementation Fund (DSSSF)

Notice of Funding Opportunity (NOFO)

Grant Issued By:

MoSMART Board

Grant Issued Through:

Missouri Department of Public Safety

Funding Opportunity Title

SFY 2022 Deputy Sheriff Salary Supplementation Fund (DSSSF)

Introduction

The Deputy Sheriff Salary Supplementation Fund (DSSSF) was created pursuant to Section 57.278 RSMo. The DSSSF consists of monies collected from charges for service received by county sheriffs under subsection 4 of Section 57.280 RSMo and deposited into the state treasury. The state treasurer shall be the custodian of the DSSSF, and consequently the monies are deemed state monies.

The DSSSF shall be used solely to supplement the salaries, and employee benefits resulting from such salary increases, of county deputy sheriffs.

The DSSSF program is administered by the Missouri Sheriff Methamphetamine Relief Taskforce (MoSMART) created under Section 650.350 RSMo. Technical assistance through administrative duties is provided to the MoSMART Board by the Missouri Department of Public Safety, Office of the Director, Criminal Justice/Law Enforcement (CJ/LE) Unit.

Period of Performance: 12 months

Projected Period of Performance Start Date: July 1, 2021

Projected Period of Performance End Date: June 30, 2022

All funds must be obligated within this project period. Funds are considered "obligated" when a legal liability to pay a determinable sum(s) for services is incurred, which will require payment during the same or future period.

Funds which have been properly obligated must then be expended no later than the last day of the pay period immediately following the end of the state fiscal year. Funds are considered "expended" when payment is made.

Any funds not properly obligated or properly expended will lapse and will be de-obligated back to the DSSSF account.

Eligible Applicants:

A County Sheriff's Office may apply for monies from the DSSSF to supplement the salaries and subsequent benefits of its full-time county deputy sheriffs.

A County Police Department may apply for monies from the DSSSF to supplement the salaries and subsequent benefits of its full-time officers so long as the officers have all the powers and the ability to perform all of the duties of the county's sheriff.

The applicant agency for DSSSF must be its respective unit of local government.

Eligible Budget Categories:

Pursuant to Section 57.278 RSMo, monies shall be used solely to supplement the salaries, and employee benefits resulting from such salary increases, of county deputy sheriffs. Therefore, applicants may request funding under the following approved budget categories:

☐ **Personnel**

Funds may be used to supplement the salaries of county deputy sheriffs. The county deputy sheriffs must be full-time, licensed peace officers commissioned by the employing law enforcement agency, or be full-time deputies appointed pursuant to the authority set forth in Section 57.530 RSMo.

For purposes of this program, an employee is a full-time employee for a calendar month if he or she averages at least 30 hours of service per week (if paid weekly or bi-weekly), or 130 hours of service in a calendar month (if paid semi-monthly or monthly). Positions classified as part-time within the organization but working at least 30 hours of service per week or 130 hours of service in a calendar month would not be eligible due to their employment status classification of "part-time" within the organization.

☐ **Personnel Benefits**

Funds may be used to supplement the subsequent employee benefits resulting from the supplemental salary of eligible county deputy sheriffs.

Eligible personnel benefits are generally limited to FICA/Medicare, Pension (e.g. LAGERS and/or CERF), and Workers Comp. Other employer benefits, such as Insurance and Unemployment Compensation, are not eligible because their premium/cost is not affected by the increased salary. Insurance premiums are based on the employee's plan and not their salary, and Unemployment Comp is often calculated on a percentage of salary. Therefore, the cost to the employer for either of these fringes is not increased by the supplemental funds.

Unallowable Cost Items:

Supplanting is not allowable. Supplanting is defined as taking the place of or replacing with something else. Supplanting or shifting money to avoid the issue of supplanting is strictly prohibited.

Application and Submission Information**1. Key Dates and Times**

a. Application Start Date: April 1, 2021

b. Application Submission Deadline: April 30, 2021, 5:00 pm CST

2. Agreeing to Terms and Conditions of the Award

By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

Applications will only be accepted through the Missouri Department of Public Safety (DPS) online WebGrants System. <https://dpsgrants.dps.mo.gov/index.do>

A PowerPoint with instructions on how to apply through the WebGrants System will be available on the DPS website, at the following link under Grant Applications and Forms, FY 2022 Deputy Sheriff Salary Supplement (DSSSF) <https://dps.mo.gov/dir/programs/cjle/dsssf.php>

As part of the SFY 2021 DSSSF application, each eligible applicant must complete all application forms and provide all required documents:

- 1. Contact Information Form**
- 2. List of Deputies**
- 3. Certified Assurances**
- 4. Other Attachments**

Contact Information:

Additional information and resources can be located on the Missouri Department of Public Safety website: <https://dps.mo.gov/dir/programs/cjle/dsssf.php>

WebGrants System, application submission site: <https://dpsgrants.dps.mo.gov/index.do>

Department of Public Safety Contacts:**Program Manager –****Joni McCarter**Joni.McCarter@dps.mo.gov**(573) 526-9020****Grant Officer –****Amelia Hentges**Amelia.hentges@dps.mo.gov**(573) 522-4094****Grant Program Supervisor –****Michelle Branson**Michelle.branson@dps.mo.gov**(573) 526-9014****Grant Officer –****Jordan Fletcher**Jordan.Fletcher@dpslmo.gov**(573) 751-5997**



DEPUTY SHERIFF SALARY SUPPLEMENTATION FUND (DSSSF) SFY 2022 CERTIFIED ASSURANCES

The Subrecipient understands the Missouri Sheriff Methamphetamine Relief Taskforce (MoSMART) is the awarding body of the DSSSF monies and the Missouri Department of Public Safety provides technical assistance in the form of financial and progress reporting, as well as monitoring oversight.

The Subrecipient hereby assures and certifies compliance with all the following certified assurances:

General:

1. **Governing Directive:** The Subrecipient assures that it shall comply with the provisions of the "DSSSF Notice of Funding Opportunity" and other applicable state laws or regulations.
2. **Fund Collection:** The DSSSF was created pursuant to Section 57.278 RSMo and consists of monies collected from charges for service received by county sheriffs under Section 57.280 RSMo. The Subrecipient assures that all monies received by the Sheriff under Section 57.280 RSMo have been paid to the County Treasury and the County Treasurer has paid, and will continue to pay, such monies to the State Treasurer.
3. **Compliance Training:** As a recipient of state funds, the Subrecipient is required to participate in the Compliance Training hosted by the Missouri Department of Public Safety. The Compliance Training may be hosted in-person or as a webinar to provide post-award information to include, but not limited to, subaward acceptance, project implementation, reporting requirements, subaward changes, civil rights compliance, monitoring responsibilities, record retention, internal controls, and accounting responsibilities.
4. **Supplanting:** The Subrecipient assures that state funds made available under this subaward will not be used to supplant state and local funds but will be used to increase the amount of funds that would, in the absence of these funds, be made available for the activities of this project. In the event it is determined the Subrecipient is supplanting, the MoSMART Board may take action as deemed appropriate to recover any portion of the grant funds remaining and/or an amount equal to the portion of the grant funds wrongfully used.
5. **Subaward Adjustments:** The Subrecipient understands that any deviation from the approved subaward must have prior approval from the MoSMART Board. No additional funding shall be awarded to a Subrecipient (unless specifically notified by the MoSMART Board or the Missouri Department of Public Safety of additional funding being awarded) but changes from one budget line to another budget line may be possible if the request is allowable and within the scope of the guidelines. Prior approval must be requested via the 'Subaward Adjustment' component of WebGrants.
6. **Monitoring:** The Subrecipient agrees to maintain the records necessary to evaluate the effectiveness of the project. In addition, the Subrecipient assures that all documentation or records relating to this subaward shall be made available to representatives of the Missouri Department of Public Safety/Office of the Director, the Office of Missouri State Auditor, the MoSMART Board, or any of their authorized representatives immediately upon request. The Subrecipient assures that fund accounting, auditing, monitoring, and such evaluation procedures, as may be necessary to keep such records as the MoSMART Board or Missouri Department of Public Safety/Office of the Director shall prescribe, will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this subaward.

7. **Fair Labor Standards Act:** All Subrecipients of state funds will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act
8. **Employment of Unauthorized Aliens:** Pursuant to Section 285.530.1 RSMo, the Subrecipient assures that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri, and shall affirm, by sworn affidavit and provision of documentation, its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Further, the Subrecipient shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

In accordance with Sections 285.525 to 285.550 RSMo, a general contractor or subcontractor of any tier shall not be liable when such general contractor or subcontractor contracts with its direct subcontractor who violates subsection 1 of Section 285.530, RSMo if the contract binding the contractor and subcontractor affirmatively states that the direct subcontractor is not knowingly in violation of subsection 1 of Section 285.530 RSMo and shall not henceforth be in such violation and the contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States.

9. **Uniform Crime Reporting (UCR):** The Subrecipient assures its law enforcement agency is in compliance with the state provisions of Section 43.505 RSMo relating to uniform crime reporting and will remain in full compliance for the duration of the project period.
10. **Racial Profiling:** The Subrecipient assures its law enforcement agency is in compliance with the state provisions of Section 590.650 RSMo relating to racial profiling and will remain in full compliance for the duration of the project period.
11. **Federal Equitable Sharing Funds:** The Subrecipient assures its law enforcement agency is in compliance with the state provisions of Section 513.653 RSMo relating to participation in the federal forfeiture system and the reporting of proceeds received therefrom to the Missouri State Auditor.
12. **Custodial Interrogations:** The Subrecipient assures its law enforcement agency is in compliance with the state provisions of Section 590.700 RSMo relating to custodial interrogations and has adopted a written policy to record custodial interrogations of persons suspected of committing or attempting to commit the felony crimes described in subsection 2 of this section.
13. **DWI Law – Law Enforcement:** The Subrecipient assures its law enforcement agency is in compliance with Section 43.544 RSMo relating to the "DWI Law" and has adopted a written policy to forward arrest information for all intoxication-related traffic offenses to the central repository as required by Section 43.503 RSMo.

Civil Rights:

1. **Unlawful Employment Practices:** The Subrecipient assures compliance with Section 213.055 RSMo in regards to non-discrimination in employment practices as it relates to race, color, religion, national origin, sex, ancestry, age, or disability.
2. **Discrimination in Public Accommodations:** The Subrecipient assures compliance with Section 213.065 RSMo in regards to non-discrimination in public accommodations as it relates to

accommodations, advantages, facilities, services, or privileges made available in place of public accommodations.

Financial:

1. **Fund Availability:** The Subrecipient understands all subawards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is understood and agreed upon that, in the event funds from state sources are not appropriated and continued at an aggregate level sufficient to cover the costs under this subaward, or in the event of a change in state law relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.
2. **Release of Funds:** The Subrecipient acknowledges no funds will be disbursed under this subaward until such time as all required documents are signed by the Subrecipient Authorized Official and Subrecipient Project Director and returned to the Missouri Department of Public Safety/Office of the Director for final review and signature by the MoSMART Board.
3. **Allowable Costs:** The Subrecipient understands that only allowable and approved expenditures will be reimbursed under this subaward. These monies may not be utilized to pay debts incurred by other activities. The Subrecipient agrees to obligate funds no later than the last day of the project period. (Funds are obligated when a legal liability to pay a determinable sum for services or goods is incurred and will require payment during the same or future period.) The Subrecipient also agrees to expend funds no later than the last day of the pay period immediately following the end of the state fiscal year. (Funds are considered to be expended when payment is made.) Any funds not properly obligated and/or expended will lapse.
4. **Financial Reporting Requirements:** The Subrecipient agrees to complete and submit any financial reports required for this program as outlined in the "DSSSF Notice of Funding Opportunity". Failure to submit reports by the deadline dates may result in delay for reimbursement requests and/or cancellation of the subaward.
5. **Audit:** The Subrecipient acknowledges that an audit is required for the agency fiscal year when state financial assistance (which consists of all monies received from the State or state funds passed through state agencies), of \$375,000 or more is expended by the Subrecipient. The Subrecipient assures a copy of the financial audit report will be submitted to the Missouri Department of Public Safety/Office of the Director within 60 days of the project period start date if it has met the requirements to have an audit.
6. **Validity of Costs:** The Subrecipient understands that in the event it is determined the Subrecipient made false statements relating to a position and/or annual salary in order to receive DSSSF monies, the MoSMART Board may take action as deemed appropriate to recover any portion of the grant funds remaining and/or an amount equal to the portion of the grant funds wrongfully used.
7. **Suspension/Termination of Subaward:** The Subrecipient understands that the MoSMART Board reserves the right to terminate any subaward entered into as a result of this application at their sole discretion and without penalty or recourse by giving written notice to the Subrecipient of the effective date of termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the Subrecipient under the subaward shall, at the option of the MoSMART Board, become property of the State of Missouri.

In the event that the MoSMART Board determines a Subrecipient is operating in a manner inconsistent with the provisions of the application or is failing to comply with the applicable state

requirements governing these funds, the MoSMART Board may permanently or temporarily terminate the subaward. In the event a subaward is permanently terminated, the MoSMART Board may take action as deemed appropriate to recover any portion of the grant funds remaining or an amount equal to the portion of the grant funds wrongfully used.

8. **Enforceability:** If a Subrecipient fails to comply with all applicable state requirements governing these funds, the MoSMART Board may withhold or suspend, in whole or in part, funds awarded under the subaward, or recover misspent funds following an audit. This provision is in addition to all other remedies provided to the State of Missouri for recovery of misspent funds available under all applicable state and federal laws.

Programmatic:

1. **Data Reporting Requirements:** The Subrecipient agrees to complete and submit any data or statistical reports required for this program as outlined in the "DSSSF Solicitation". Failure to submit reports by the deadline dates may result in delay for reimbursement requests and/or cancellation of the subaward.
2. **Time Records Requirement:** The Subrecipient assures that all project personnel funded through the subaward will maintain timesheets that detail 100% of their time worked and paid leave time. These timesheets must be signed by both the employee and the appropriate approving official.
3. **Hourly Rate:** The Subrecipient understands that DSSSF monies paid to an individual shall be included with the individual's annual salary when calculating the individual's hourly overtime rate. The individual's hourly overtime rate, as applicable, is not merely based on the county approved annual salary but a combination of the county approved annual salary and supplemental salary, per a decision rendered by the U.S. Department of Labor.
4. **Wage Garnishments:** The Subrecipient understands DSSSF monies paid to an individual may be subject to increased wage garnishments. Some garnishments (e.g. child support) are based on the individual's monthly salary, and as the monthly salary increases, so does the wage garnishment amount.
5. **Pro-Ration of Supplemental Salary:** The Subrecipient understands that individuals in a grant-funded position must continue in a full-time, paid employment status to be eligible for continued supplemental salary. Employees who do not begin employment with the Subrecipient at the start of the payroll period are not eligible for supplemental salary prior to their employment start date. Furthermore, employees who leave employment with the Subrecipient before the end of the payroll period are not eligible for continued supplemental salary after their employment end date. Employees who transfer positions are subject to the supplemental salary approved for the respective position, as applicable, for the time worked in the respective position on a full-time, paid employment status. The Subrecipient shall pro-rate, where applicable, the supplemental salary issued to the employee based on the prescribed format outlined in the "Administrative and Financial Guidelines – Pro-Ration of Supplemental Salary" section of the "DSSSF Solicitation".

pt 3
Michael L. Parson
Governor

Sandra K. Karsten
Director of Public Safety



STATE OF MISSOURI

STATE EMERGENCY MANAGEMENT AGENCY

DEPARTMENT OF PUBLIC SAFETY
PO Box 116, Jefferson City, Missouri 65102
Phone: (573) 526-9100 Fax: (573) 634-7966
E-mail: mosema@sema.dps.mo.gov

James Remillard
Director



April 5, 2021

Jeff Scott
Greene County
940 Boonville
Springfield, MO 65802

FEMA-4490-DR-MO
PA ID #077-99077-00

Dear Mr. Scott:

This letter is to inform you of changes that the Federal Emergency Management Agency (FEMA) has applied to the cost share that is applicable to projects that have been obligated for DR-4490 and, as a participating jurisdiction, how this may impact the eligibility of Public Assistance grant funding that your jurisdiction may receive.

DR-4490 was declared as a Major Disaster on March 26, 2020. The incident period began on January 20, 2020, and is ongoing. Initially, the disaster recovery declaration was established with a cost share designation of 75% (Federal Share) and 25% (Non-Federal Share). However, FEMA has updated the applicable cost share to 100% reimbursement for eligible projects for the DR-4490 declaration. This cost share adjustment will apply to new projects and will retroactively apply to previously obligated projects for DR-4490.

Under the original cost-share obligation (75% Federal/25% Non-Federal), program participants may have chosen to apply Cares Act funding to the Non-Federal Share of their FEMA Public Assistance project(s). Applicants may risk funding eligibility due to the duplication of benefits from two separate Federal funding sources if steps are not taken to correct the accounting and allocation of received Federal funds.


Any funding that has been received from a Federal agency other than FEMA (Cares Act, for example) and applied towards the Non-Federal Share (25%) of a currently obligated project in DR-4490, must be accounted for. These funds must be reallocated towards COVID related necessities that were not claimed in the obligated scope of work for which the jurisdiction is receiving the adjusted cost share. Failure to comply, and sustaining such duplication of benefits, could result in denial of eligibility in part, or in full, from Federal funding through FEMA's Public Assistance grant program.

Applicant jurisdictions should confirm compliance by way of dated signatures, below, from the highest elected official and Authorized Representative. SEMA will process version increment obligations that adjust the Federal Cost Share and issue payments as warranted. Please direct questions to David Burgan, Public Assistance Section Manager, (573) 526-9378 or david.burgan@sema.dps.mo.gov.

 04/29/2021
Highest elected official signature and date

Authorized Representative signature and date

Sincerely,


David L. Burgan II,
Disaster Section Manager
Missouri State Emergency Management Agency



A Nationally
Accredited
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excl



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

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

April 27, 2021

Justin Hill
Greene County Treasurer

Cindy Stein
Greene County Auditor

Justin and Cindy:

Please transfer the following amounts for the month of April 2021 for future principal, interest and trustee payments on the indicated bonds.


FROM		
\$ (118,135.89)	101-96-49612	Transfer from Other Funds: Series 2020
\$ (206,590.91)	102-96-49100	Transfer from Other Funds: 2021A
\$ (74,370.91)	102-96-49100	Transfer from Other Funds: 2021B
\$ (284,994.87)	102-96-49100	Transfer from Other Funds: Series 2018
<u>\$ (45,248.54)</u>	207-96-49100	Transfer from Other Funds: Dan Kinney 2020A
\$ (729,341.12)	Total	

TO		
<u>\$ 729,341.12</u>	301-96-49100	Transfers from Other Funds
\$ 729,341.12	Total	

If you have any questions, please contact Jeff Scott at extension 1446. Thank you.


Bob Dixon
Presiding Commissioner


Rusty MacLachlan
Commissioner District 1


John C. Russell
Commissioner District 2

2x5

Greene County Emergency Rental Assistance

Policies and Procedures

Version: 04132021 Draft

The following listing clarifies the County's efforts to comply with Federal Award Number ERA0293. Nothing in this policies and procedures document is meant to provide direction contrary to the terms and conditions of the grant award or requirements provided for in current and future Treasury guidance and frequently asked questions documents. In all cases, grant and Treasury requirements supersede directions provided here within and allowable to the sub-recipient.

The general structure of the Greene County Emergency Rental Assistance program places the County in the role of a coordinator, while community agencies, with Federal rental assistance experience, collaborate with the County to provide direct services to our residents. This partnership is formed by the execution of a sub-recipient agreement. Each sub-recipient is asked to accept the same terms and conditions of the grant that the County has accepted and to do what is necessary to assist the County in complying with the requirements. No additional requirements are placed on sub-recipient members.

These policies and procedures have been developed by the entire Community Partnership Group, herein referred to as CPG. The CPG has made an effort to meet virtually weekly since January 26, 2021 and will attempt to do so throughout the program. All questions and any recommended changes to policies and procedures will be communicated and agreed upon during these CPG meetings. Since the Greene County Commission is the official grant recipient, all recommendations will be brought to the Commission for final approval. The Greene County Commission has appointed Budget Officer Jeff Scott to represent the County within the CPG. The CPG has elected said Budget Officer as the Chairperson of the group to coordinate the group efforts and meetings.

The CPG has met and established initial capacity assessments for the ability to provide services to our citizens. Each of the six sub-recipient groups, herein referred to as partners, has determined a volume of applications they could process. Further, based on a four-month average amount of rent and utilities, the partners have confirmed that they can perform this activity within the up to 10% guidelines for administrative services.

On February 9, 2021, Commission approved the initial capacity assessments of the CPG and a funding commitment for each of the partners amounting to 83.5% of the grant funds. This approval included the initial funding amounts for each partner, totaling 33% of the grant funds, and established replenishment triggers based on partner undocumented remaining funds. The remaining 16.5% of funds are held in reserve and will be allocated based on a review of partner progress on the initial application volume goals. Three of the six partners have indicated an ability to expand capacity to distribute the remaining funds.

The County's award equates to 45% of the per capita proportional share of the Funds allocated to the State of Missouri. The remaining 55% of our citizen's share of funds were awarded to the State of Missouri. It is the County's goal to disburse the majority of our award as quickly as possible. The County's desire is to be able to continue our program using the 55% of funds that were awarded to the State of Missouri. If the County cannot become a sub-recipient of those funds, then we will work toward creating a smooth transition to allow Greene County Citizens to apply for State Funds and allow local agencies to apply to execute case management services on behalf of the Missouri Housing Development Commission (MHDC). The MHDC is the sub-recipient of the \$323M+ funds the State of Missouri was awarded.

The County has developed a secure web interface for reporting, collecting, and checking for duplication of services. The interface will report the primary applicant name, unit address, household income and other statistics, amounts of award per category, time frame the award represents, and other minimum required information as outlined by the US Treasury in FAQ #14.

The County Commission will be provided status reports on a weekly basis. These reports will consist of a summary of the information entered into the interface, any administrative claims documented by partners, a recap from the County's Project Accounting module delineating the amount of funds distributed to partners, the amounts of funds disbursed by partners, and the resulting remaining funds held by partners. This weekly summary will be made available to the public on the Greene County Emergency Rental Assistance website <https://www.greenecountymo.gov/era>. In addition, the County Budget Office will be using the web interface information to upload files necessary to regularly update the MHDC. This will keep local residents eligible to participate in State awarded emergency rental assistance funds. The County's Budget Office will also utilize this information to comply with US Treasury reporting requirements. This information is kept in a secure manner and any release of information, other than to the MHDC or US Treasury, will be subject to review and redaction by the County Clerk's Office.

The partners, while being comprised of six different agencies, will be using CPG approved materials in administering their allocation of funds. This approach is necessary for the coordination and standardization of the disbursement process.

Policy issues related to US Treasury Frequently Asked Questions Revised February 22, 2021

FAQ #1 This point directs grantees to document their policies and procedures for determining a household's eligibility. Eligibility is determined based on the terms and conditions of the grant award, US Treasury guidance, and specific policy decisions listed under FAQ #3 and FAQ#5. **Procedures for determining the prioritization of households.** Issues concerning prioritization of households are addressed below in FAQ #22. **Controls to ensure compliance and prevent fraud.** Weekly aggregation of data and reporting to the County Commission and community. Reporting to the US Treasury and the MHDC, the State sub-recipient. Independent Single Audit of the program by the County's external auditor. **When attestations from the applicant, without further documentation, is allowed to determine any aspect of eligibility or the amount of assistance.** Only instances specifically allowed in US Treasury frequently asked questions dated February 22, 2021 and instances specifically addressed in this policy under FAQ #3 and FAQ #5.

FAQ #3 This point directs that policies include procedures addressing how they will determine the presence of unsafe or unhealthy living conditions and what evidence of risk to accept in order to support their determination that a household satisfies this requirement. The County recognizes that these funds are not only provided to keep families in their households, but that the funds are allowed to help transition eligible families from unsafe environments to safe living conditions. The following conditions can be considered unsafe or unhealthy living conditions: improper building construction or poor maintenance of living quarters, buildup of animal or human waste, insect and/or vermin infestations, non-functional utilities such as water, gas, or electricity, or broken appliances such as furnaces and stoves.

FAQ #5 This point directs that policies include examples of other reasonable documentation of rental amounts in lieu of a written lease and the amount due. The County prefers a signed lease either provided by the applicant or the landlord. In the absence of a lease, an attestation of the regular rent amount needs to be provided by the applicant and/or the landlord but preferably both. The attestation must be supported by any of the following documents that evidence the amount of the rental payment: bank statements or check stubs showing past payments made. Without documentation the grantee is only authorized to pay assistance up to a monthly maximum of 100% of the greater of the Fair Market Rent for the area in which the applicant resides, as available at <https://www.huduser.gov/portal/datasets/fmr.html> . The amount of rental arrearages will be attested to in the application and confirmed by the attestation of the landlord on the landlord voucher.

FAQ #7 This point directs grantees to adopt policies that govern in what circumstances when covering of internet services would be appropriate. In many cases, internet service is a vital service. In those cases where such service is considered vital, partners are allowed to disburse for internet services if evidence of the bill, invoice, or payment to the provider is retained. Internet services are deemed vital when they are the only method available for distance learning, telework, telemedicine, or obtaining government services. The specific reason for the determination must be stated in the Assistance Approved section of the application and the amount while being included as part of the utility totals will also be separately noted on the application. These requests will be treated on an exception basis and not be part of the general public education about the use of funds.

FAQ #22 This point requires a prioritization of assistance for households with incomes less than 50% of area median income or households with one or more individuals that have not been employed for the 90-day period preceding the date of application. As previously stated, the County's goal is to get the awarded funds to those that qualify for assistance as quickly as possible. Further, the County desires to be allocated the remaining 55% per capita share of funding from either the State of Missouri or the MHDC to continue our program. If the County cannot become a sub-recipient of those funds, then we will work toward creating a smooth transition to allow Greene County Citizens to apply for State Funds and allow local agencies to apply to execute case management services on behalf of the Missouri Housing Development Commission (MHDC). This does not mean that the County is willing to ignore this point of prioritization of assistance. To this end, the County will report on the status of awards to households with incomes less than 50% of area median income. If the level of participation by this group is considered too low, the CPG will implement marketing efforts specifically targeted to increase participation.

The Median Family Income is released by HUD for the [Springfield, MO HUD Metro FMR Area](#) and is updated at least annually (typically in April of each year). The County will adopt newly published rates as of the first day of the month following notification of any such change in Median Family Income for our fair market rents area.

Policy issues related to US Treasury Frequently Asked Questions Revised March 26, 2021

FAQ #26 Use of Financial Assistance funds for hotels or motels. The guidance allows for payments for hotels or motels to be included in financial assistance (90% category) as other expenses related to housing incurred. Guidance further states that it must be COVID-19 related, a temporary or permanent displacement without a residence elsewhere. In addition, total months of assistance still cannot exceed 12 months (plus an additional three months if necessary to ensure housing stability), and the documentation of the hotel or motel stay is provided and meets Treasury guidance and County policy. The cost of the hotel/motel stay cannot include incidental expenses charged to the room. The County incorporates the following policy guidelines in addition to Treasury guidance.

A plan must be documented for the transition from hotel/motel stays to a stable rental environment. This plan should be limited to up to two months of hotel/motel stays. The client should enter case management to ensure adherence to the plan. Hotel/motel stay expenses are to be reported as Other Expenses under financial assistance, while case management expenses will be reported as Housing Stability.

FAQ #29 This policy recognizes and interprets the Treasury's changes in the initial terms of the contract. Total Administrative Costs are limited to no more than 10% of the awarded amount. In addition, when administrative costs are separately allocated to Financial Assistance and Housing Stability Services, total Housing Stability Services and related administrative costs are limited to no more than 10% of the awarded amount. The allocation method will be based on actual use of resources and in cases where use cannot be determined 90% of administrative costs will be allocated to Financial Assistance and 10% of costs will be allocated to Housing Stability Services.

This document is meant to be a living document and updates and clarifications will be provided as issues and needs arise. In particular, updates in requirements from the US Treasury and MHDC will be addressed as they are issued. The County also recognizes that as our partners open up the application process, other policies and procedures may need to be developed.

Adopted by Greene County Commission on:

Chapter 4: APPLICANTS AND ORIENTATION

Job Postings

Employment Applications

Reference Checks

Criminal & Driving Record Checks

Medical Examinations

Disqualification

Hiring Authority

Orientation

Section 4 – 1: Job Postings

A) Policy

Opportunities for employment at Greene County will be posted online and applications will be submitted via an applicant tracking system. Elected officials or department administrators have the authority to fill vacancies without electronic posting notices.

B) Employee Responsibility

Employees are responsible for monitoring job vacancies and for submitting completed electronic applications by the designated posting end date. To be considered for a posted position, an employee must meet the minimum hiring specifications; be capable of performing the essential functions of the job, with or without a reasonable accommodation; and be an employee in good standing in terms of overall work record. Employees are not required to notify their supervisor when submitting an application for a posted position; however, if an employee is a finalist for a position, their supervisor may be notified through the reference check process.

Section 4 – 2: Employment Applications

Greene County relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Applications must be submitted by the designated posting end date. All applications shall be electronically signed and the truth of the statements contained therein certified by electronic

signature. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment, or if the person has been hired may be terminated from employment. Confirmation of education, experience, and other claims as appropriate may be required. Applications will remain on file with the county for a minimum of one year.

Section 4 – 3: Reference Checks

A) Applicants for Employment.

To ensure applicants for employment meet the requirements and qualifications for an open position, employment and education reference checks may be conducted prior to the conditional offer of employment to an applicant.

B) Inquiries from Other Employers.

Human Resources or the department's designated representative will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No subjective information of any kind will be disseminated by any other employees. Only factual information will be released.

Section 4 – 4: Criminal & Driving Record Checks

Criminal and driving records checks may be conducted after the conditional offer of employment for all employees. Applicants may be subject to dismissal if a background check reveals a criminal conviction that has a bearing on the work to be performed for the county or if they pose a risk of harm or loss to the public.

Section 4 – 5: Medical Examinations

Applicants considered for employment may be subject to a medical examination to determine fitness for duty. Employees must continue to meet fitness for duty requirements throughout the duration of employment with Greene County, with or without reasonable accommodation.

Section 4 – 6: Disqualification

An applicant may be disqualified from being considered for employment for any of the following, but not limited to, reasons:

1. does not meet the minimum requirements of the position;
2. is unable to perform the essential functions of the job, with or without reasonable accommodation;
3. tests positive to drug or alcohol tests;
4. has made a false statement on an application;
5. has failed to submit the application correctly or within the prescribed time limits;
6. has previously been dismissed from a position in the county service or has resigned while charges for dismissal were pending;
7. has otherwise willfully violated the provisions of these policies;
8. has established an unsatisfactory employment or personnel record as evidenced by a reference check of such a nature as to demonstrate unsuitability for employment;

9. has a criminal history that may expose other employees or the public to a risk of harm or loss.

Section 4 – 7: Hiring Authority

The elected official or his/her designee will be the hiring authority for their office or department, unless provided otherwise by Missouri law. Vacancies will be filled based on the person's qualifications and experience as outlined in the position's job description.

Section 4 -- 8: Orientation

A) Onboarding

All newly hired employees will complete necessary pre-employment forms via an electronic onboarding system. The onboarding system will also include information regarding county fringe and legal benefits, employment policies, and mandatory new hire training.

B) Departmental Orientation

New employees will receive important information regarding the performance requirements of their position, basic departmental policies, safety, compensation and other information necessary to acquaint them with their job at the county.

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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

April 26, 2021

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 Commission for the three years ended December 31, 2019. We confirm, to the best of our knowledge and belief, as of April 26, 2021, 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 Greene County Commission's funds, programs, and activities; all minutes of Greene 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. Except as made known to you, we have no knowledge of:
 - a. Any fraud or suspected fraud affecting the Greene County Commission 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 Greene County Commission 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. Except as made known to you, there have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial or other practices.
7. We are responsible for the Greene County Commission'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. Except as made known to you, 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.

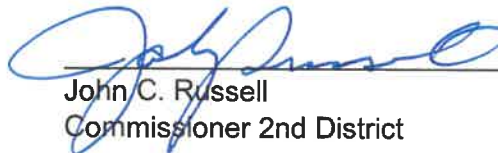
To the best of our knowledge and belief, no events have occurred subsequent to your audit period and through the date of this letter that should be disclosed to you because they would be relevant to your audit.



Bob Dixon
Presiding Commissioner



Rusty MacLachlan
Commissioner 1st District



John C. Russell
Commissioner 2nd District

Cindy S. Stein, CPA
Greene County Auditor