

OFFICIAL MINUTES

**March 17, 2011, 37th DAY OF
THE JANUARY ADJOURN TERM**

The County Commission met in the Commission Hearing Room at 9:47 AM with Ron Houseman absent, Danny Strahan present and Jim Strafuss present. The following proceedings were had and made a matter of record:

Donna Neeley, County Clerk, swore in Commissioner Strahan as Temporary Presiding Commissioner.

RECORDERS FEE APPROVAL

Commissioner Strafuss moved to approve an accounts payable check to pay to the order of the Recorder of Deeds for \$27.00. Commissioner Strahan seconded the motion. Motion passed by vote: Houseman (absent), Strahan (aye), and Strafuss (aye).

**RECESS
9:50 AM**

**RECONVENED
11:02 AM**

The Commission reconvened in the Commissioner's Hearing Room with all Commissioners present.

ADMINISTRATIVE & DEPARTMENTAL FUNCTIONS

HPRP MONTHLY REPORT

Nikki Lawrence presented the HPRP Monthly Report to the County Commission for review.

Commissioner Strafuss moved to approve the February 2011 Expenditure Report for HPRP (Homeless Prevention and Rapid Rehousing). Commissioner Strahan seconded the motion. The motion passed by vote: Houseman (aye), Strahan (aye) and Strafuss (aye).

**HOMELESSNESS PREVENTION AND RAPID RE-HOUSING
MONTHLY EXPENDITURE REPORT (Due to FSD on the 10th of each month)**

Grantee Name: _____ Taney County
Subgrantee Name: _____ Christian Associates

SEND ORIGINAL SIGNED COPY TO:

Missouri Department of Social Services
Family Support Division
Attn: Janet McGiblin
P. O. Box 2320
Jefferson City, MO 65102
See e-mail message

Phone (673) 751-6766
Fax (673) 622-9657
janet.mcginbin@dss.mo.gov

From City or County of:	Taney County	Expenditure Month/Year:	11-Feb
City or County Address:	610 S. Sixth St., Suite #207	Vendor #:	CATRL
P. O. Box:		Contract #:	ER16410047A
City, State, Zip Code:	Branson, MO 65616	Subgrantee Name:	Christian Associa
<small>For Official Use Only</small>			
Reviewed By (State Staff):	Authorization Signature:		
Date:	Title:	Date:	

PART A: EXPENDITURES	Prevention				Rapid Re-Housing			
	Budgeted	Monthly	YTD	Remaining	Budgeted	Monthly	YTD	Remaining
1. Financial Assistance (FA)								
Short-Term Rental Assistance	\$83,756.00	\$6,384.00	\$59,404.45	\$24,351.55	\$22,678.00		\$8,397.89	\$14,280.11
Medium-Term Rental Assistance	\$1,200.00		\$0.00	\$1,200.00	\$0.00			\$0.00
Rental and Utility Arrears	\$10,200.00		\$6,749.31	\$3,450.69	\$0.00			\$0.00
Security and Utility Deposits	\$10,400.00	\$817.00	\$7,717.00	\$2,683.00	\$24,000.00	\$200.00	\$17,881.21	\$6,118.79
Utility Payments	\$1,000.00		\$470.53	\$529.47	\$1,958.89		\$1,285.61	\$673.28
Moving Costs				\$0.00	\$41.01		\$41.01	\$0.00
Hotel/Motel Vouchers				\$0.00				\$0.00
Staff Costs to Issue FA	\$4,982.00			\$4,982.00				\$0.00
Inspections	\$8,000.00		\$4,500.00	\$3,500.00	\$1,000.00			\$1,000.00
Other*				\$0.00				\$0.00
*Other detail:								
Total Financial Assistance	\$119,538.00	\$7,201.00	\$78,841.29	\$40,696.71	\$49,678.00	\$200.00	\$27,555.72	\$22,122.28
2. Housing Reloc. & Stabli. Ser. (HRS)								
Case Management	\$4,000.00		\$2,000.00	\$2,000.00	\$8,982.00		\$4,118.24	\$4,863.76
Outreach and Engagement				\$0.00				\$0.00
Housing Search & Placement				\$0.00				\$0.00
Legal Services				\$0.00				\$0.00
Credit Repair				\$0.00				\$0.00
Other*				\$0.00				\$0.00
*Other detail:								
Total House Reloc & Stabilization	\$4,000.00	\$0.00	\$2,000.00	\$2,000.00	\$8,982.00	\$0.00	\$4,118.24	\$4,863.76

From City or County of:	Feb-11
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Expenditures				
3: Data Collection & Evaluation	Budgeted	Monthly	YTD	Remaining
Staff Salaries				\$0.00
HIMS				\$0.00
Other*				\$0.00
*Other detail:				
Total Data Collection and Evaluation	\$0.00	\$0.00	\$0.00	\$0.00

Expenditures				
4: Administration	Budgeted	Monthly	YTD	Remaining
Cost Allocation/Indirect				\$0.00
HPRP Training				\$0.00
Other*				\$0.00
*Other detail:				
Total Administration	\$0.00	\$0.00	\$0.00	\$0.00

PART B: Certification	
Grantee's Signature: <i>Ronald D. Houseman</i>	Preparer's Signature: <i>Jacelyn Fisher</i>
Typed or Printed Name: Ronald D. Houseman	Typed or Printed Name: Jacelyn Fisher
Title: Residing Commissioner	Title: Program Director
Date: 3-17-10	Phone: 417-739-3200

By signing this document, I certify that to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

ELECTRONIC RECORDS ADMINISTRATION & SUNSHINE POLICY DISCUSSIONS

Bob Paulson, Legal Counsel met with the County Commission to present and discuss Electronic Records, E-Mail Retention Policy, The Sunshine Policy and to define Public Records. Bob Paulson sent an e-mail regarding the Electronic Records Document as well as the Sunshine Policy Document to every department head in the county. The following department heads provided input: Jeff Merrell, Prosecuting Attorney, Gary Morgan, I.S., Donna Neeley, County Clerk and Jimmie Russell, Sheriff. Discussion ensued.

Commissioner Strafuss moved to adopt the Electronic Records Administration Policy as presented with changes. Commissioner Strahan seconded the motion. Motion passed by vote: Houseman (aye), Strahan (aye), and Strafuss (aye).

ELECTRONIC RECORDS ADMINISTRATION

Purpose.

The purpose of this policy is to inform county employees and department management of the requirements and responsibilities for managing, protecting and disposing of electronic records. It pertains to the legality, retention, safeguarding, backing up and future accessibility of electronic records.

Taney County recognizes that electronic records, including electronic messages may constitute a public record like other documents subject to disclosure under Section 610 of the Revised Statutes of Missouri, or other laws, or as a result of litigation.

In addition, electronic messages may constitute county public records subject to the County's Sunshine Policy.

Definition.

Public Record – Any record whether written or electronically stored retained by or of any public governmental body including any report, survey, memorandum, or other document or study prepared for the public governmental body by a consultant or other professional service paid for in whole or in part by public funds including records created or maintained by private contractors under an agreement with the county. The term "public record" shall not include any internal memorandum or letter received or prepared by or on behalf of a member of a public governmental body consisting of advice, opinions and recommendations in connection with the deliberative decision-making process of the public governmental body, unless such records are retained by the public governmental body or presented at a public meeting.

Scope.

The electronic records retention policy set forth herein applies to all employees of the County and applies to all electronic records that are made or received in the transaction of County business. Examples of electronic records include, but are not limited to: electronic messages created using email and other new or emerging communication technologies, word processing documents, spreadsheets and databases.

Electronic Records Policy Statement.

County departments are encouraged, when possible and appropriate, to use all available electronic technologies that increase efficiency, reduce expenses or improve the methods to process, handle, retrieve, transmit and retain County records and information.

General Requirements.

Maintenance and disposal of electronic records, as determined by their content is the responsibility of the creator and/or receiver of the record and must be in compliance with the County's approved records retention and disposition schedules. Failure to properly maintain electronic records may expose the County and individuals to legal risks.

The department head of an office is responsible for ensuring compliance with the County's records retention requirements. When an employee leaves a department or the County, the department head is responsible for ensuring the separating employee's records are properly transferred to a new individual.

Electronic Mail.

Work-related email is a record, and must be treated as such. Each email that does not meet the definition of a record (e.g., personal email, or junk email, etc.) should be deleted immediately from the system.

The County's email servers are NOT intended for long-term records retention. Email messages and any associated attachment(s) may either be retained electronically on retrievable media or printed and filed with their electronic or paper equivalents. The printed copy of the email must contain the following header information:

- Who sent the message
- To whom the message was sent
- Date and time message was sent
- Subject

When email is used as a transport mechanism for other record types, such as word processing documents or spreadsheets, it is possible, based on content, for the retention and disposition periods of the email and the transport record(s) to differ. In this case, the longest retention period shall apply.

Safeguarding/Accessibility of Electronic Records

Departments must safeguard all electronic records to insure that individuals do not alter, erase or in any way change the content of the record for fraudulent purposes. In addition to safeguarding against deliberate tampering with records, departments must also guard against storage media deterioration and rapid technology changes that can leave electronic records inaccessible over a period of time because of hardware or software obsolescence.

To eliminate the possibility of creating a situation where information can no longer be retrieved, departments must make provision for future accessibility by: migrating all electronic records, including email records, when there are major changes to the next

generation of hardware or software; or migrating only current electronic records to new hardware or software, and converting records not migrated to "Human Readable Form."

All County electronic records that are considered vital records, archival records (example: general correspondence), or any other information requiring retention must be retained in such a manner to insure availability to the County for as long as needed in future years.

Electronic Records Backup

County Information Technology departments perform backups on a regular schedule of the email and electronic files stored on central servers for disaster recovery. **These backups are to be used for system restoration purposes only. The IT system administrators are not responsible for the management, retention and disposition of messages or records which may be included in such backups. Furthermore, any documents captured during any such backup of the system are not intended to be retained, nor are said documents being retained at that location by Taney County or any of its entities, and therefore do not constitute public records as defined in this ordinance or in Section 610.010 RSMo.**

To insure the County always has the necessary electronic records available to conduct county business, operations and other functions, County departments will backup all electronic records and databases not backed up by county IT departments at appropriate time periods and in an appropriate manner to insure that electronic records and databases are always protected from accidental or deliberate loss.

Different backup media (floppy diskettes, CDs, DVDs, reels, cassettes, optical disks, disk paks) retain information for different periods of time before deterioration of the information may begin. The longer the backup media will be retained without replacement of information, the more stable the backup media needs to be.

Litigation Holds.

When litigation against the County or its employees is filed or threatened, the law imposes a duty upon the County to preserve all documents and records that pertain to the issue. As soon as County Counsel is made aware of pending or threatened litigation, a litigation hold directive will be issued to the applicable employees. The litigation hold directive overrides any records retention schedule that may have otherwise called for the transfer, disposal, or destruction of the relevant document, until the hold has been lifted by County Counsel. Email and computer accounts of separated employees that have been placed on a litigation hold by County Counsel will be maintained by the Information Technology department until the hold is released.

No employee who has been notified by County Counsel of a litigation hold may alter or delete an electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including dismissal, as well

as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Note: Electronic messages and their attachments are subject to discovery during litigation, governmental investigations, and audits, or if a FERPA request has been made. During litigation, electronic messages and their attachments are subject to discovery in the same way that paper, film, and other information is subject to discovery or access.

Legality of Electronic Records

Missouri Statutes, Chapter 109, Section 109.120 specifically permits the use of electronic records for the retention of public records. Section 109.130 specifies, "Such reproductions of the original record shall be deemed to be an original record for all purposes provided that the reproduction is equal in resolution to microfilm produced under those standards set forth in Subsection 4 of Section 109.241 and shall be admissible in evidence in all courts or administrative agencies." Section 109.241 requires that microfilm images must be able to produce an accurate visible image on demand. Therefore, the same requirement applies to any form of electronic record.

Electronic messaging correspondence as a record is defined by Missouri State and Local Records law, RSMo. 109.200 to 109.310, and public records defined by the Missouri Sunshine Law, RSMo. 610. The Secretary of State's Office has published Guidelines for Managing E-mail Records and makes the following statement: "If an e-mail correspondence is determined to be a record, then it must be maintained within a recordkeeping system. Agencies are strongly encouraged to implement an e-mail policy that covers usage, content, public access, privacy, and records retention."

Application of Policies

All policies applied generally at the County are expressly applicable to the electronic environment. This policy should be read together with the County's Sunshine Policy and should be read consistently with the references set forth below.

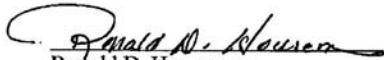
REFERENCES INCLUDE BUT ARE NOT LIMITED TO:


- * Section 109 RSMo: Public and Business Records
- * Section 50.172 RSMo: Documents Approved by Commission
- * Section 50.815 RSMo: Financial Statement
- * Section 51.120 RSMo: Clerk Duties
- * Section 51.130 RSMo: Official Commission Reports
- * Section 610 RSMo: Governmental Bodies and Records
- * Section 610.028 RSMo: Missouri Sunshine Law
- * Taney County Sunshine Policy
- * Missouri Secretary of State's Office: Guidelines, Managing E-Mail Records


Effective Date.

This policy shall take effect immediately upon its passage by the Taney County Commission.

Passed this 17 day of March, 2011.


Ronald D. Houseman
Presiding Commissioner


Jim Strafuss
Western Commissioner


Danny Strahan
Eastern Commissioner

Commissioner Houseman directed Gary Morgan to retire the e-mail log-on anytime an employee leaves service.

Commissioner Houseman directed Bob Paulson to help with the wording of the paragraph in the Retention Policy that dealt with e-mail log-ons and that there would need to be some way to notify all departments when those occurred.

Commissioner Strafuss moved to a definite time of the Sunshine Policy Discussions to 3:15 PM Thursday, March 17, 2011. Commissioner Strahan seconded the motion. Motion passed by vote: Houseman (aye), Strahan (aye), and Strafuss (aye).

RECESS
11:56 AM

RECONVENED
1:10 PM

ADMINISTRATIVE & DEPARTMENTAL FUNCTIONS
PLANNING & ZONING PETITION

Donna Neeley, County Clerk met with the County Commission to report that her staff had just recently completed the petition process for the continuing of Planning and Zoning, that the minimum signatures required were 1,089, that the petition had 1,340 signatures presented and of those 975 total were accepted, 351 total were rejected, 14 total were duplicates, 247 were rejected for being non-residents and 147 were rejected for various reasons.

BOARD APPOINTMENTS

Commissioner Strafuss moved to re-appoint Nathan Easley to a new term on the sewer board. Commissioner Strahan seconded the motion. The motion passed by vote: Houseman (aye), Strahan (aye) and Strafuss (aye).

Commissioner Strahan moved to appoint Jeff Jackson to the BOA. Motion died for lack of second.

AGENDA REQUESTS REVIEW

Nikki Lawrence met with the County Commission to have an agenda requests review.

SOLID WASTE RESOLUTIONS

Commissioner Strafuss moved to approve the Resolution appointing Eddie Coxie as the alternate voting member for the SW MO Solid Waste Management District Executive Board and resolution also authorizing the same. Motion died for lack of a second.

Commissioner Strafuss moved to appoint Danny Strahan to the Executive Board and to name Eddie Coxie as the alternate to the executive board for the SW MO Solid Waste Management District. Commissioner Houseman seconded the motion. The motion passed by vote: Houseman (aye), Strahan (aye) and Strafuss (aye).

Commissioner Strafuss moved to approve the Resolution for the appointment of a representative to the SW MO Solid Waste Management District Council, appointing Danny Strahan, Eastern District Commissioner, and Jim Strafuss, Western District Commissioner, to represent Taney County, and appointing Eddie Coxie as the alternate. Commissioner Houseman seconded the motion. The motion passed by vote: Houseman (aye), Strahan (aye) and Strafuss (aye).



County of **TANEY** State of Missouri

TANEY COUNTY COURTHOUSE
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OFFICE OF
RON HOUSEMAN
PRESIDING COMMISSIONER
JIM STRAFUSS
WESTERN DIST. COMMISSIONER
DANNY STRAHAN
EASTERN DIST. COMMISSIONER

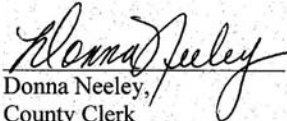
**RESOLUTION FOR THE APPOINTMENT OF A REPRESENTATIVE
TO THE SOUTHWEST MISSOURI SOLID WASTE
MANAGEMENT DISTRICT COUNCIL**

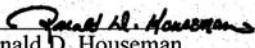
BE IT RESOLVED BY THE COMMISSION OF THE COUNTY OF TANEY, MISSOURI, to appoint Danny Strahan, Eastern District Commissioner and Jim Strafuss, Western District Commissioner to represent TANEY COUNTY on the Southwest Missouri Solid Waste Management District Council and to appoint Eddie Coxie as the alternate to represent TANEY COUNTY when the principal cannot.

PASSED AND APPROVED BY THE COMMISSION OF THE COUNTY OF TANEY, MISSOURI THE 17th DAY OF MARCH, 2011.

ATTEST:

APPROVED:


Donna Neeley,
County Clerk


Ronald D. Houseman,
Presiding Commissioner



County of **TANEY** State of Missouri

TANEY COUNTY COURTHOUSE
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OFFICE OF
RON HOUSEMAN
PRESIDING COMMISSIONER
JIM STRAFUSS
WESTERN DIST. COMMISSIONER
DANNY STRAHAN
EASTERN DIST. COMMISSIONER

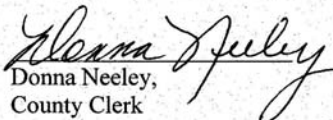
**RESOLUTION FOR THE APPOINTMENT OF A REPRESENTATIVE
TO THE SOUTHWEST MISSOURI SOLID WASTE
MANAGEMENT DISTRICT EXECUTIVE BOARD**

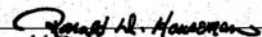
BE IT RESOLVED BY THE COMMISSION OF THE COUNTY OF TANEY, MISSOURI, to appoint Danny Strahan, Eastern District Commissioner to represent TANEY COUNTY on the Southwest Missouri Solid Waste Management District Executive Board and to appoint Eddie Coxie as the alternate to represent TANEY COUNTY when the principal cannot.

PASSED AND APPROVED BY THE COMMISSION OF THE COUNTY OF TANEY, MISSOURI THE 17th DAY OF MARCH, 2011.

ATTEST:

APPROVED:


Donna Neeley,
County Clerk


Ronald D. Houseman,
Presiding Commissioner

COMMISSION MINUTES PROCESS

Donna Neeley met with the County Commission to discuss the commission minutes process and requirements. Any future commission minute changes need to be in red. Discussion ensued.

DATA SHARING AGREEMENT

Commissioner Strahan moved to approve the Data Sharing Agreement for Taney County Digital Geographic Data Sets. Commissioner Strafuss seconded the motion. The motion passed by vote: Houseman (aye), Strahan (aye) and Strafuss (aye).

CATTLE GUARD ROAD ISSUE

Commissioner Strahan explained the Cattle Guard Road Issue to the Commission. The County was asked to build a fence, which it did. The cattle guard needs to be removed, and Road and Bridge has requested to have it removed. It is a safety issue.

The County Commission directed the East Barn to pull out the cattle guard on Beaver Creek Ranch Road and fill it in.

REFUND ABATEMENT & DISCUSSION

Donna Neeley met with the County Commission to discuss refund abatements. Discussion ensued.

Commissioner Strafuss moved to approve personal property refund abatements: 20120008, 20120009, 20120010, 20120011, 20120023, and P.O.W real estate refund abatement 20120035. Commissioner Strahan seconded the motion. The motion passed by vote: Houseman (aye), Strahan (aye) and Strafuss (aye).

RECESS
2:47 PM

RECONVENED
3:18 PM

WORK SESSION – PERSONNEL & COURTHOUSE POLICY AND MEETING & AGENDA PROCESS

SUNSHINE POLICY

Bob Paulson, Legal Counsel and Donna Neeley, County Clerk met with the County Commission to present and discuss open records and the Sunshine Laws. Bob Paulson and the County Commission discussed establishing a sunshine policy. Discussion ensued.

The County Commission decided to re-post the Sunshine Policy for March 28, 2011 at 3 P.M.

ADMINISTRATIVE & DEPARTMENTAL FUNCTIONS

The County Commission discussed making a site visit to the F Hwy Barn to look at the request for a polling place in that area, and the ambulance district facility in the next two weeks. The ambulance district director will be invited to attend.

EXECUTIVE SESSION – PERSONNEL PER SECTION 610.021.3

Commissioner Strafuss moved to go into Executive Session pursuant to RSMo 610.021.3
Commissioner Strahan seconded the motion. The motion passed by roll call vote: Houseman (aye), Strafuss (aye) and Strahan (aye).

EXECUTIVE SESSION 4:21 PM

See Executive Session minutes for actions if any.

Commissioner Strafuss moved to go out of Executive Session. Commissioner Strahan seconded the motion. The motion passed by roll call vote: Houseman (aye), Strafuss (aye) and Strahan (aye).

OUT OF EXECUTIVE 4:55 PM

Commissioner Strahan moved to adjourn. Commissioner Strafuss seconded the motion. The motion passed by vote: Houseman (aye), Strafuss (aye) and Strahan (aye).

ADJOURN 4:58 PM

Minutes were taken and typed by Angelia Edwards, Deputy Clerk.