

**ADAIR COUNTY COMMISSION MINUTES  
MONDAY, DECEMBER 19, 2016  
21ST DAY OCTOBER ADJOURNED**

The Adair County Commission convened at 8:30 a.m. on December 19, 2016 in the Courthouse at Kirksville. All Commissioners were present.

Commissioner Pickens signed documentation from the State of Missouri acknowledging that the employees of the Second Judicial Circuit of Missouri are paid through the Office of State Courts Administration or through the Adair County's Clerk's Office; and that I-9's are completed in the office of the Bruce Normile Juvenile Justice Center and then forwarded to the appropriate department within Adair County for completion and e-verification of employment. The documentation was returned to Pat Williams, Court Services Administrator for the Juvenile Justice Center, for his handling.

Regarding the meeting to Update Codes and Standards for the Road and Bridge Department, 2<sup>nd</sup> District Commissioner Thompson stated that the meeting would have to be put on hold until he gathered additional information.

The Commission spent the rest of the day attending to County business.

The Adair County Commission adjourned at 4:00 p.m. on December 19, 2016.

IN REF. ORDER NO 25 E-Verification Documentation for Juvenile Justice Center

**EXHIBIT A, continued**

*(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)*

**BOX B - CURRENT BUSINESS ENTITY**

I certify that Adair County (Business Entity Name) MEETS the definition of a business entity as defined in section 283.525, RSMo pertaining to section 283.530.

Stan Pickens Authorized Business Entity Representative's Name (Please Print)  
Adair County Business Entity Name  
spickens@adaircemo.com E-Mail Address

Stan Pickens Authorized Business Entity Representative's Signature  
12-19-16 Date

As a business entity, the vendor must perform/provide each of the following. The vendor should check each to verify completion/submission of all of the following:

- Enroll and participate in the E-Verify federal work authorization program (Website: <http://www.msaib.usdoj.gov>; Phone: 811-464-4218; Email: [ecover@illiga.gov](mailto:ecover@illiga.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- Provide documentation affirming said company's individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the vendor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the vendor's name and the MOU signature page completed and signed, at minimum, by the vendor and the Department of Homeland Security - Verification Division. If the signature page of the MOU lists the vendor's name and company ID, then an additional page of the MOU must be submitted; AND
- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

**EXHIBIT A, continued**

*(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)*

**BOX C - PUBLIC UNIVERSITY OR MISSOURI STATE AGENCY**

I certify that Adair County (Business Entity Name) MEETS the definition of a business entity as defined in section 283.525, RSMo, pertaining to section 283.530, RSMo and have enrolled and currently participate in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following:

- The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the vendor's name and the MOU signature page completed and signed by the vendor and the Department of Homeland Security - Verification Division
- A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of Missouri State Agency or Public University\* to Which Previous E-Verify Documentation Submitted:  
Adair County

(\*Public University includes the following five subjects under chapter 28, RSMo: Harris-Kearse State University - St. Louis; Missouri Southern State University - Joplin, Missouri; Western State University - St. Joseph; Northwest Missouri State University - Maryville; Southeast Missouri State University - Cape Girardeau.)

Date of Previous E-Verify Documentation Submission: 4-19-2010

Previous Bid/Contract Number for Which Previous E-Verify Documentation Submitted: \_\_\_\_\_ (If known)

Stan Pickens Authorized Business Entity Representative's Name (Please Print)  
Adair County Business Entity Name  
spickens@adaircemo.com E-Mail Address

Stan Pickens Authorized Business Entity Representative's Signature  
12-19-16 Date  
330249 E-Verify MOU Company ID Number

**FOR STATE OF MISSOURI USE ONLY**

Documentation Verification Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Buyer: \_\_\_\_\_ Date: \_\_\_\_\_

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ATTEST: Andrea Collop  
County Clerk

Mark Thompson  
Presiding Commissioner