

# ADAIR COUNTY COMMISSION MINUTES

TUESDAY, JANUARY 22, 2013

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Sheriff Hardwick asked if the County could issue licenses to individuals temporarily selling merchandise within the County. Mr. Erwin stated the Commission could pass an ordinance regulating their practice. Currently all City and County licenses are being issued through the City of Kirksville.

Commissioner Thompson asked that all elected officials remember to complete a performance evaluation on each employee near their anniversary date. This needs to be given to the County Clerk's office to be added to their employee file. The evaluation will determine the employee's pay adjustment, if applicable, and provide notification to the County Clerk's office for payroll changes.

Keeping a master employee file in the County Clerk's office was discussed. Mr. Wilson stated it was the responsibility of the person hiring and firing in each department to maintain a file on their employees. The Sheriff's office will maintain an employee file for each person employed in the Sheriff's Department; the Commission will be in charge of the employee file for the Road and Bridge Department; and the County Clerk's Office will be responsible for employees of General Revenue. The Clerk's office should, at the very minimum, keep all tax and employee benefit information in a file maintained within the Clerk's office.

Commissioner Thompson stated that the Adair County Employee Handbook will be updated in the near future by Adair County Human Resource/Grant Writer, Beth Platz. All updates will be incorporated into the current handbook. It was requested that documentation of the revisions be sent along with the updates referencing the changes.

Mrs. Smith stated that she will be absent from the Treasurer's office beginning February 18, 2013 due to health related issues. She could be absent for a period up to six weeks.

Commissioner Thompson stated that some of the windows on the second floor would be replaced during 2013.

The Adair County Elected Official's meeting ended at 11:30 a.m.

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

The Adair County Commission adjourned at 4:00 p.m. on January 22, 2013.

ATTEST:

*Dandra Collop*  
County Clerk

*Stanley Pickens*  
Presiding Commissioner