

**ADAIR COUNTY COMMISSION MINUTES
WEDNESDAY OCTOBER 26, 2022
9TH DAY OCTOBER REGULAR**

The Adair County Commission convened at 8:30 a.m. on October 26, 2022, at their temporary office located in the records storage building at the Adair County Road and Bridge complex. All Commissioners were present.

At 9:00 am, the Commission reviewed a contract for a salary scale and HR policy consultant. Also present was Heather Kelley, Adair County HR & Grant Writer employee. Commissioner Shahan moved to approve the contract. Commissioner Thompson seconded the motion. All Commissioners voted in favor.

At 10:00 am, the Commission held interviews for an appointment to the Adair County Library Board. Also present was Adair County Library President, Laurie Griego. The schedule of interviews is as follows:

10:00 am—Gerry Shoop

10:30 am—Julie Henderson

11:00 am—Lisa Buck

11:30 am—Kelsey Aurand de Razo

The applicants were all asked the same five questions which were:

1. What experiences or strengths do you have that you feel will be beneficial as a library board member?
2. What role does the Board of Trustees play in library operations?
3. What are the responsibilities of the Executive Director?
4. What is your vision for the library while serving on the Board of Trustees?
5. How much time can you commit as a board member?

The interviews ended at 11:55.

At 12:00 pm, the Commission attended a Northeast Missouri Regional Planning Commission held at Truman State University. The meeting ended at 1:00 pm.

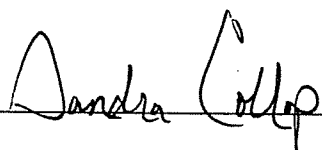
The Adair County Commission adjourned at 4:00 pm on October 26, 2022.

Unscheduled public walk-ins and other non-agenda items for October 26, 2022

NONE

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ATTEST:



County Clerk



Presiding Commissioner, Mark Shahan

**ADAIR COUNTY COMMISSION MINUTES
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IN REF. ORDER NO 12 Salary Survey Project Proposal

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for 90 days from the date of this proposal:

Service Provided	Project Price	Comments
Develop and conduct a Salary Survey for Adair County Missouri	\$2,950.00	
One site visit, Adair County, Missouri **	Included	Date TBD as mutually agreed
Travel time and mileage	Included	
Policy Review	400.00	Review and offer suggestions or comments on existing sick, vacation policies, including carryover options) and donated sick leave policies as well as offering suggestions on potential PTO and sick leave bank policy.
Total	\$ 3,350.00	Payment schedule: ½ due upon agreement of the proposal, remaining amount due upon completion and delivery of final project.

** Any additional "in person" visits will be billed travel time at \$150.00 per round trip, plus mileage at the applicable IRS approved rate and all preapproved consulting fees. If necessary, Adair County will cover reasonable hotel expenses. Adair County will have final prior approval on any additional expenses billed.

All additional administrative hours will be billed "actual used", subject to client approval, at the rate of \$150.00 per hour. Adair County will have final prior approval on any additional hours billed.

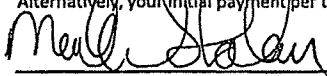
Again, thank you very much for your consideration.

Best Wishes,

Sue

Suzanne L. Kmet, MSM, SPHR, GPHR, SHRM-SCP,
President, Kmet Consulting
Vice President, Missouri Employment Conference
Kmetconsulting.com
MissouriEmploymentConference.com
Human Resources and Training Consulting
Specializing in Missouri and Iowa

Your signature below indicates your acceptance of this proposal and the terms and conditions herein. Alternatively, your initial payment per the terms above will also represent acceptance of this proposal.



10-26-2022

Accepted Signature

Date

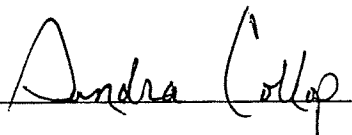
Prepared for County of Adair Missouri Only

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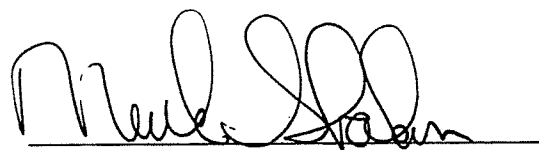
Kmet Consulting
370 Lake Horizon Dr
Gravols Mills, Mo, 65037
www.kmetconsulting.com

Above minutes as presented to the County Clerk:

ATTEST:



County Clerk



Presiding Commissioner, Mark Shahan

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