JOPLIN CITY COUNCIL
INFORMAL MEETING
MONDAY, MAY 5, 2025
5TH FLOOR COUNCIL CHAMBERS
602 S. MAIN ST.
5:15 PM

This meeting can be livestreamed at http://www.joplinmo.org/182/Video-Multimedia

AGENDA

1. New Budget Process Update
2. Time and Attendance Update
3. Health Department Update

Notice posted at 12:00 p.m. on this 1st day of May 2025. (RSMo 610.020)

The City of Joplin is committed to comply with the Americans with Disabilities Act. The Joplin City Council Chambers is wheelchair accessible. Request for reasonable special accommodations must be made 48 hours prior to the meeting. Please email the City Clerk's office at hnagy@joplinmo.org or call (417) 624-0820 ext. 1220 for assistance.

Ad Omnia Parata



UPDATED BUDGET PROCESS

COJ Team | April 2, 2025

UPDATED BUDGET PROCESS

Former Budget Process

- Key to budget is to use it as an operations plan and manage workloads
- Finance Department compiled the Payroll Budget and Revenue Budget
- Departments compiled and entered their expenditure budgets for Estimated Actuals and Budget Requests, including any requests for new operational and capital items

UPDATED BUDGET PROCESS

Former Budget Process

- Department Heads and Supervisors met with Finance Director
- These meetings focused on Operational line items for Estimated Actuals and Budget Requests, as well as any needed replacement of existing Capital items to develop base budget
- Second set of meetings between City Manager, Department Heads and Finance Director

UPDATED BUDGET PROCESS

Former Budget Process

- These meetings focused on Key Initiatives and New Requests for Personnel, Operational and Capital Items
- If proposed Key Initiatives needed updated, it was essentially too late to update the budget requests properly and did not allow for advance input by City Council
- Step Increases and any Inflation Adjustments were contemplated last

UPDATED BUDGET PROCESS

Former Budget Process

- This process:
  - Did not properly align the City Council's Goals and the City Manager's Action Plans with the budget process
  - Did not match the funding priorities of the City
  - Did not allow Departments to properly focus on needed replacement items and new items
  - Created extra and unnecessary work for Departments and Finance Staff

UPDATED BUDGET PROCESS

Updated Budget Process

- Process will begin ***in April*** with Departments updating current Key Initiatives and setting any new ones for the upcoming year
- Department Heads will meet with City Manager and Finance Director to discuss Key Initiatives (April)
- Key Initiative status update *and* upcoming Key Initiatives will be presented to City Council at ***May*** Work Session for Council input

UPDATED BUDGET PROCESS

Updated Budget Process

- City Council will have opportunity to discuss upcoming Key Initiatives at beginning of Budget Process

- By end of May, Finance Department will build:
  - Payroll budget
  - Revenue budget
  - Base Budget for Estimated Actuals
  - Base Budget for upcoming year

UPDATED BUDGET PROCESS

Updated Budget Process

- Departments will focus on following items (April to May 30):
  - Key Initiatives
  - Any needed replacement of Existing Capital Items
  - New requests for Personnel, Operational Items, and Capital Items which should be related to Key Initiatives
  - Capital Projects
  - Will be submitted on an Excel form with comments required

- Departments will no longer be required to enter every operational item!!

UPDATED BUDGET PROCESS

Updated Budget Process

- Base budget will be sent to Departments for their review
- Department Heads and Supervisors will meet with Finance Director to discuss base budget and any requests for replacement of existing capital, along with any new requests (June)

UPDATED BUDGET PROCESS

Updated Budget Process

- New requests will be presented to Management Team for discussion (June)
- Department Heads will meet with City Manager and Finance Director to discuss and finalize proposed budget (July)

UPDATED BUDGET PROCESS

Updated Budget Process

- Focus of Updated Budget Process is on Funding Priorities in this order:
  - Funding Current Services (Current Staffing & Operations)
  - Step Increases
  - Replacement of needed Existing Capital
  - Inflation Adjustments
  - New Operational Items (Personnel, Operational or Capital Items) related to Key Initiatives

UPDATED BUDGET PROCESS

Updated Budget Process

FY 2026 DATE	DESCRIPTION
April 2, 2025	Budget Packets delivered to Departments
April 16, 2025	Departments return completed Worksheet #1 – Key Initiatives
April 21 – 25, 2025	Key Initiative meetings with City Manager
May 12, 2025	City Council Work Session to discuss Status of FY 2025 Key Initiatives and FY 2026 Key Initiatives
May 30, 2025	Departments submit Budget Packets to Finance Department
June 16 – 24, 2025	Budget meetings with Finance Director
August 4, 2025	Estimate of Needs due
August 11, 2025	Budget Work Session with City Council

UPDATED BUDGET PROCESS

Updated Budget Process

FY 2026 DATE	DESCRIPTION
August 18, 2025	Public Hearing Presentation at City Council meeting
August 25, 2025	Public Hearing/Set Property Tax Rate
Sept 22 – 24, 2025	Council Budget Work Sessions
October 20, 2025	Adopt FY 2026 Budget

UPDATED BUDGET PROCESS

Updated Budget Process

- Anticipate small changes will be made to process as this is implemented this year
- Strive for continuous improvements to process
- Welcome feedback on improving process

QUESTIONS?





TIME AND ATTENDANCE IMPLEMENTATION UPDATE

COJ Team | May 5, 2025

TIME AND ATTENDANCE IMPLEMENTATION UPDATE

Implementation Process

- Biweekly meetings between City staff and Time Clock Plus (TCP) Project Team

- Implementation Phases:
  - Initiation Phase (Complete)
  - Discovery Phase (Complete)
  - Planning Phase (Complete)
  - System Setup Phase (Underway)
  - Transition Phase (Underway)

TIME AND ATTENDANCE IMPLEMENTATION UPDATE

Implementation Process

- System setup continued through September 2024
- IT began enrolling the Pilot Group (Finance Department) in the biometric time system (fingerprint)
- Pilot Group Training for Employees and Supervisors occurred on September 27th
- Biweekly meetings moved to addressing issues identified during piloting

TIME AND ATTENDANCE IMPLEMENTATION UPDATE

Implementation Process

Main Piloting Issues Identified:

- Access Issues:
  - Restrict Users from editing own time
  - Time Clocks, Web Access, App Access
  - Non-Exempt Supervisors ability to approve own time
  - Restrict Payroll from editing own time

- Setup Corrections:
  - Leave Request Manager Setup
  - User Role Setup
  - Holiday Hours Setup
  - Leave Time Setup

TIME AND ATTENDANCE IMPLEMENTATION UPDATE

Implementation Process

Main Issues Identified:

- Additional Training Issues:
  - Correcting Missed Punches
  - Resolving Exceptions
  - Configuration and Training for Employees electing Compensation Time Earned Allocation rather than Regular Hours
  - Canceling an Approved Leave Request

TIME AND ATTENDANCE IMPLEMENTATION UPDATE

Implementation Process

Main Issues Identified:

- Technical Issues:
  - Setup for employees without email access
  - Mail Settings (TCP with IT Staff) for Leave Time Requests Resolved end of January 2025

TIME AND ATTENDANCE IMPLEMENTATION UPDATE

Implementation Process

- Payroll Training occurred in October 2024
  - Export a test file from TCP to Central Square
  - Move employees to No Schedule in Central Square
  - Figure out how to deal with Exempt Employees only requesting leave time through TCP
  - Required Reports for Payroll Processing
  - Process after Payroll for Record Retention

- Hours Export didn't work:
  - Programming coordination between Central Square and TCP was required

TIME AND ATTENDANCE IMPLEMENTATION UPDATE

Implementation Process

- Hours Export became operational January 2025:
  - Payroll went live with Pilot Group January 25, 2025
  - Exported Hours February 2025
  - Finance Department stopped using timesheets in March 2025

- While Export file was in process, Auto Import from Central Square to TCP also did not work
  - Same employees in multiple positions
  - Issue with employee key field between TCP and Central Square

TIME AND ATTENDANCE IMPLEMENTATION UPDATE

Implementation Process

- Auto Import also required programming coordination between TCP and Central Square
  - Two key items are needed in the Auto Import from Central Square to TCP
    - New employees or changes to employees
    - Accrual Information
- New employee information file was resolved in April 2025
- Accrual Information is still underway
  - Can’t pilot any additional groups until this issue is resolved

TIME AND ATTENDANCE IMPLEMENTATION UPDATE

Implementation Process

- While programming coordination has been ongoing between TCP and Central Square, progress has continued:
  - Developing Training Groups
  - Reviewing TCP Training Manuals and Powerpoint Presentations
  - Reviewing TCP Training Videos
  - Developing internal process for Supervisors
  - Developing any Joplin specific guides for Supervisors
  - Building different work schedules in TCP
  - Building geofencing in TCP
  - Identifying best timekeeping methods for each type of employee group and the different clock in/out methods

TIME AND ATTENDANCE IMPLEMENTATION UPDATE

Implementation Process

PROGRESSION	TIMELINE (TO DATE)
Biometric Clock Enrollment by IT Department	August 2024
System Setup	Through September 2024
Pilot Group Training: Employees & Supervisors	9/27/2024
Continued Biweekly Training to address Piloting Issues	September 2024 to January 2025
Programming of TCP Hours Export into Central Square	October 2024 to January 2025
Payroll Go Live! Payroll Export TCP Hours File	1/25/25; February 2025
Programming of Central Square Auto Import to TCP	November 2024 to May 2025
Develop Training Materials and Review Training Guides and Videos	January 2025 to May 2025

TIME AND ATTENDANCE IMPLEMENTATION UPDATE

Implementation Process

- It is critical to ensure:
  - The system is set up correctly
  - Time system works as anticipated for the various uses and schedules across the City
  - The time system interfaces correctly with the payroll system and ultimately generates accurate paychecks for the employees
  - Employees and Supervisors are properly trained on the new system

TIME AND ATTENDANCE IMPLEMENTATION UPDATE

Next Steps

- Complete the Auto Import Process

- Begin Piloting/Go Live Schedule
  - Install Biometric Time Clocks – IT Department
  - Enroll employees in the biometric time system – IT Dept
  - Finalize Training Materials
  - Finance Department Staff Train Employees and Supervisors by Group by September/October 2025

TIME AND ATTENDANCE IMPLEMENTATION UPDATE

Next Steps

- Piloting begins for each group immediately following Training Sessions
- Continue the biweekly TCP meetings to address Piloting Issues of Each Group
- Go Live with Each Group once the piloting issues have been resolved
- Continue to update the City Manager and Management Team on the progress and milestones

TIME AND ATTENDANCE IMPLEMENTATION UPDATE

Next Steps: Training Groups

DEPARTMENTS/DIVISIONS	EMPLOYEES	TRAINING GROUP
Finance	17	Group 1
City Manager, Communications, City Clerk, City Attorney, HR, IT, CVB	35	Group 2
Building Regulations, Neighborhood Services, Planning, PW-4th Floor	45	Group 3
Police, Emergency Communications	178	Groups 4-8
Fire, Emergency Management	112	Groups 9-12
Health, Prosecutor, Municipal Court	54	Groups 13-14
Garage, SWM, Stormwater, Streets, Traffic, Transit, CIST, Airport, Sewer	150	Groups 15-18
Parks	175	Groups 19-22

QUESTIONS?





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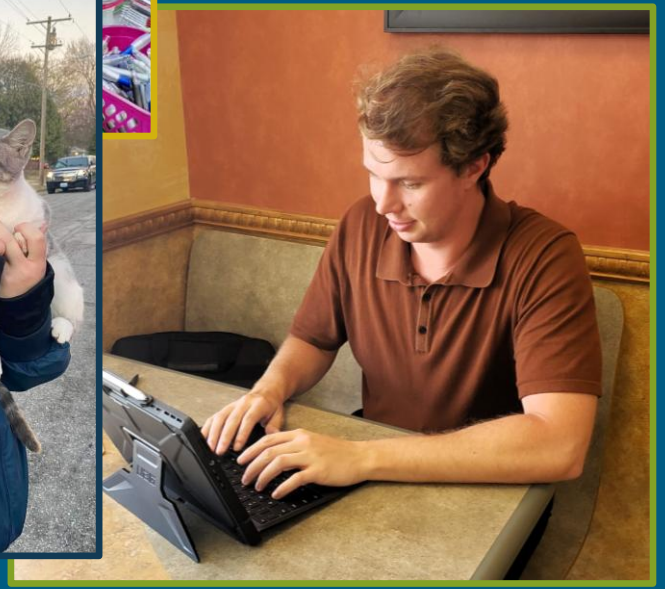
HEALTH DEPARTMENT UPDATE

HD Team | May 2025









JOPLIN

HEALTH DEPARTMENT

HEALTH DEPARTMENT UPDATE

Health Department Overview: **History**



- History
  - Department dates to 1889
  - Early focus was on milk inspections
  - Records show that early Sanitary Officers in 1900's received a salary of $75 per month ($900 year) and had to provide their own horse
  - Several locations over the years: 201 Joplin Street, 1052 Main Street, 513 Kentucky Avenue

Current location since 2006:
321 East Fourth Street

HEALTH DEPARTMENT UPDATE

Health Department Overview:

Key Statistics

DESCRIPTION	FY 2022	FY 2023	FY 2024	% increase (in past year)
Animal Control Service Calls	4,720	5,186	5,447	**5%**
Vaccinations Provided	3,529	2,025	2,056	**2%**
Vital Records Issued	7,382	8,183	8,478	**4%**
Environmental Health Inspections	1,084	1,379	1,519	**10%**
WIC Clients	26,238	28,084	29,419	**5%**
Total	**42,953**	**44,857**	**46,919**	

HEALTH DEPARTMENT UPDATE

Health Department Overview:

Key Functions

Public Health
Prevent. Promote. Protect.
Joplin Health Department

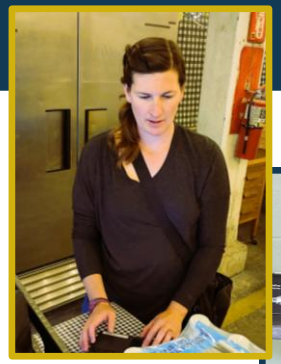
- Article VIII of the City of Joplin's Charter details specific duties of the Health Director and the Health Department:
  1. Enforce the laws of the state and City relating to public health and welfare.
  2. Conduct programs necessary for preserving and promoting public health.
  3. Make and enforce reasonable polices for preserving and promoting public health.
  4. Provide oversight of general cleanliness.
  5. Prevent the spread of contagious and infectious disease.

HEALTH DEPARTMENT UPDATE

Health Department Overview:

Key Functions

- **Environmental Health:** Inspections (Food, Lodging, Daycare, Tattoo, Pools), Commercial Plan Reviews, Mosquito Fogging, Education
- **Animal Control:** Strays, Dangerous, Animal Welfare, Bite Investigations, Nuisance Complaints, Trapping, Wildlife Complaints, Education, Spay/Neuter Financial Assistance









HEALTH DEPARTMENT UPDATE

Health Department Overview:

Key Functions

- **Medical:** Vaccinations, Communicable Disease Investigations, Pregnancy Testing, STI, TB Testing, Hepatitis C Testing, CPR Training, Education
- **WIC (Women Infants and Children):** Income Based Supplemental Food and Education for Pregnant and Postpartum Women, Infants and Children Under 5 Years Old, Lactation Support







HEALTH DEPARTMENT UPDATE

Health Department Overview:

Key Functions

- **Emergency Preparedness:** Develops Emergency Response Plans, Coordinates with Hospitals and MODHSS, Participates in Local Coalitions, Grant Funded
- **Worksite Wellness:** Designs and Implements Worksite Wellness Programs for City Staff, Positively Impacts Employee Physical and Mental Health, Reduces Health Care Costs for Employees and City







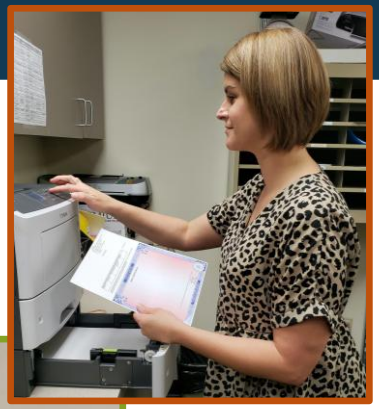
WELLNESS WORKS

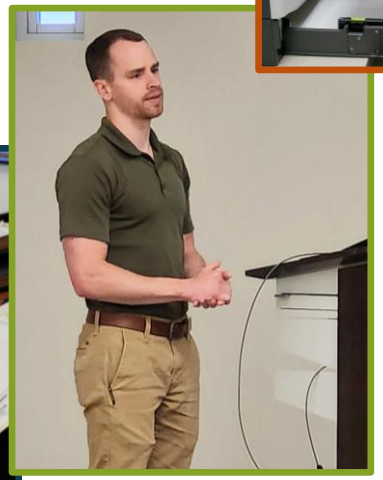
HEALTH DEPARTMENT UPDATE

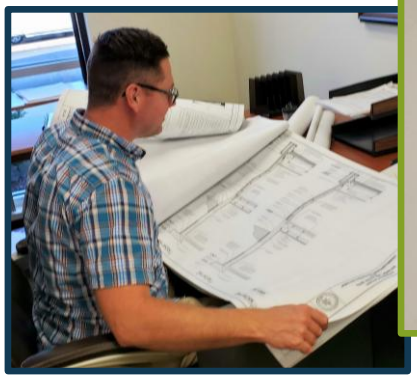
Health Department Overview:

Key Functions

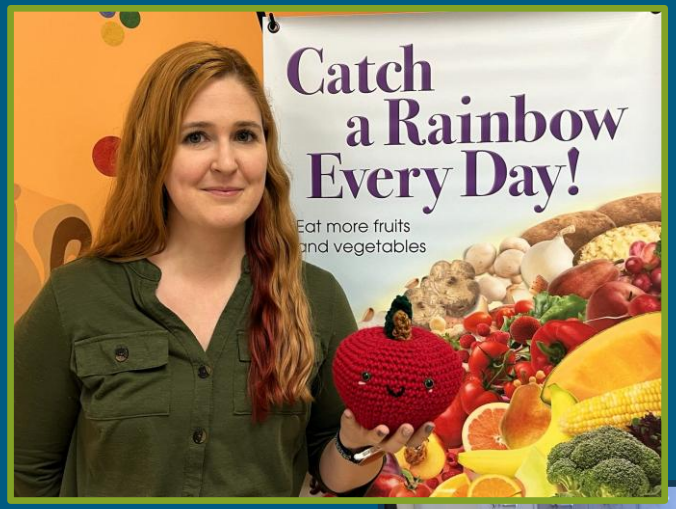
- **Administrative:** Birth and Death Records, Health Education, Liaisons and Coalitions, Contract and Grant Management, Community Health Needs Assessment and Improvement Plan, General Departmental Oversight and Direction

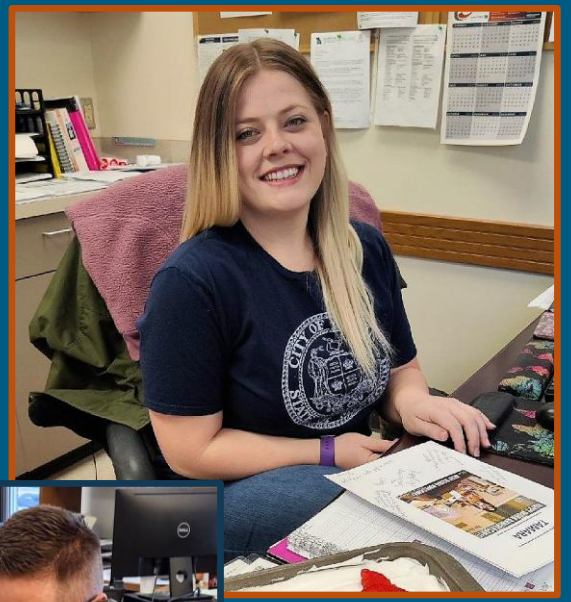








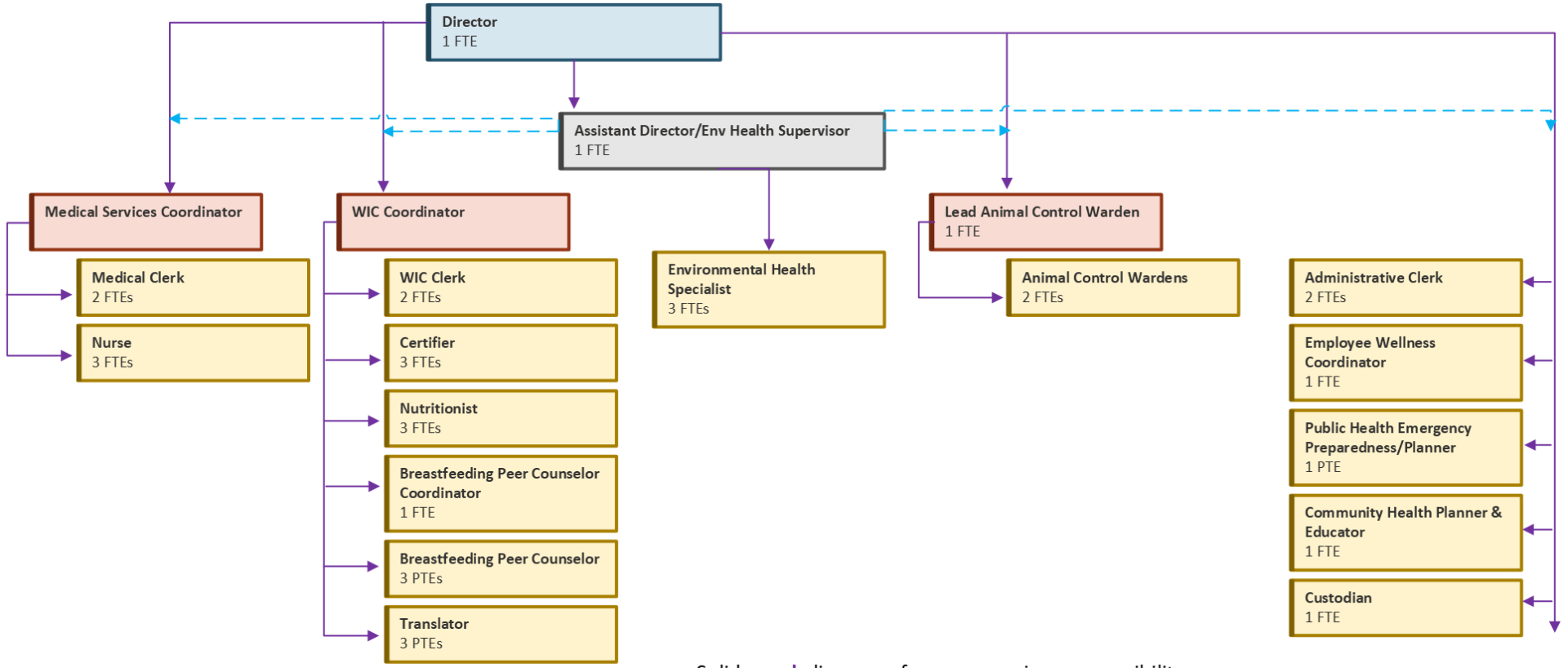

Catch
a Rainbow
Every Day!
Eat more fruits
and vegetables




JOPLIN
HEALTH DEPARTMENT



HEALTH DEPARTMENT



Solid **purple** line = performance review responsibility

Blue **dashed** line - general oversight and involvment with daily operations

HEALTH DEPARTMENT UPDATE

Staffing Update:

All positions are currently filled

NAME	POSITION	DOH	YOS
Ryan Talken	Health Director	2/28/2005	20
Devin Blankenship	Assistant Health Director	4/20/2015	10
Lisa Black	Custodian	11/27/2017	7
Patrick Boyer	Administrative Assistant	10/2/2019	5
Kayla Campbell	WIC Certifier	3/27/1995	30
Maranda Carroll	Animal Control Officer	2/16/2021	4
Wrandi Clayton	Regional Response Planner	12/27/2022	2
Rosita Davis	Administrative Assistant	1/24/2011	14
Joyce Doty	WIC Services Coordinator	9/30/1994	30
Annie Duff	Environmental Public Health Specialist II	12/11/2023	1
Therasia Duplichan	Nutritionist I	10/16/2023	1
Misty Hammer	Medical Services Coordinator	8/24/2020	4
Angela Jobes	Breastfeeding Peer Counselor Coord.	12/31/2012	12
Jared Laster	Environmental Public Health Specialist I	6/27/2022	2
Sara Lewis	WIC Certifier	1/03/2023	3
Kit Loveland	Community Health Nurse RN	1/9/2023	2
Julie Martin	Administrative Assistant	4/27/2006	19

HEALTH DEPARTMENT UPDATE

Staffing Update:

All positions are currently filled

NAME	POSITION	DOH	YOS
Suzan Morang	Community Health Planner/Educator	4/23/2012	13
Haley Pence	Administrative Assistant	4/22/2024	1
Angie Queen	Administrative Assistant	3/7/2017	8
Megan Saba	Wellness Coordinator	1/08/2024	1
Eva Sarver	Nutritionist I	7/6/2023	1
Ryan Starchman	Environmental Public Health Specialist I	12/12/2022	2
Tamara Waterman	Community Health Nurse RN	2/4/2020	5
Mary White	Administrative Assistant	4/26/1971	54
Martin White	Lead Animal Control Officer	3/4/1996	29
Miranda Willhite	WIC Certifier	1/8/2024	1
Kristina Wirths	Community Health Nurse RN	8/28/2023	1
Brent Woirhaye	Animal Control Officer	1/31/2011	14
Emma Woolever	Nutritionist I	3/17/25	1
Jennifer Patterson	Peer Counselor Part Time	1/5/2023	2
Trista Gardner	Peer Counselor Part Time	5/03/2023	2
Viviana Junge	Interpreter Part Time	9/20/2016	8
Stephanie Tillman	Peer Counselor Part Time	8/30/2021	3

HEALTH DEPARTMENT STAFF

Animal Control:

Brent, Maranda, Martin, and Lucky the dog!



HEALTH DEPARTMENT STAFF

Medical Services:

Tamara, Kristi, Patrick, Angie, Kit, Misty



HEALTH DEPARTMENT STAFF

WIC (Women, Infant and Children):

Front row: Eva, Julie, Vivi, Kayla, Joyce
Back row: Miranda, Trista, Angie, Therasia, Sara, Jennifer, Stephanie, Haley



HEALTH DEPARTMENT STAFF

Administration, Worksite Wellness, Custodial, Emergency Prep, Health Education, Environmental Health

Devin, Jared, Suzan, Ryan, Mary Megan, Wrandi, Lisa



HEALTH DEPARTMENT UPDATE

2025 Key Initiatives

1. Complete Departmental Operations Assessment currently in early phase.
2. WIC job description changes. New job descriptions developed, mandatory staff training. Changes mandated by contract. In Process
3. Evaluate and review MOU's with neighboring county health departments to provide mutual aid assistance. Completed

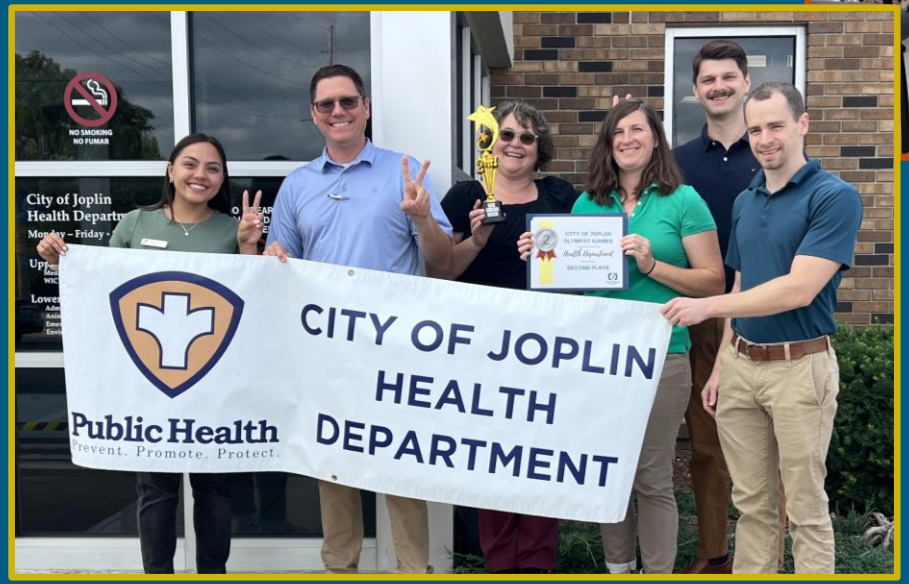
HEALTH DEPARTMENT UPDATE

Additional FY2025 Projects and Major Tasks

- Environmental Health Inspection Software Updated
- Hepatitis C Testing
- H5N1 (Bird Flu); Measles Preparation / Planning
- Finalization and Dissemination of CHNA (Community Health Needs Assessment); Development of CHIP (Community Health Improvement Plan)
- GAP Analysis Project Completion
- Grants and Contract Management

Questions?


CITY OF JOPLIN
HEALTH
DEPARTMENT
Public Health
Prevent. Promote. Protect.


NO SMOKING
NO FUMAR
CITY OF JOPLIN
HEALTH
DEPARTMENT
Public Health
Prevent. Promote. Protect.