

TERM OF COMMISSION: August Session of the August Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center
Commission Chambers

PRESENT WERE: Presiding Commissioner Keith Schnarre
District I Commissioner Karen M. Miller
District II Commissioner Skip Elkin
Deputy County Clerk Shawna Victor

The meeting was called to order at 9:30 a.m.

Subject: Purchasing Department

Marlene Ridgway, Purchasing Department Buyer, was present on behalf of these items.

A. Second Reading and Award of Bid 53-04AUG03 (Dee Woods Right of Way Restoration)

Marlene Ridgway stated this is a recommendation for award to C. L. Richardson Construction except for the alternate bid, pipe section and mail box relocation. The total contract amount is \$55,040.90.

Commissioner Miller moved to award bid 53-04AUG03 for the Dee Woods Right of Way Restoration to C. L. Richardson Construction Company.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 407-2003**

B. Second Reading and Approval of Cooperative Contract 186/2003

Marlene Ridgway stated this is a recommendation to approve a contract for six Heart Start Onsite units. The total contract amount is \$9,900.00. There was a meeting with Bob Perry, Court Administrator, to discuss the concerns he had with this purchase.

Commissioner Elkin stated he, Carol Wilson and Mr. Perry had a meeting last week and had all of Mr. Perry's concerns worked out.

Commissioner Elkin moved to approve the City of Columbia Cooperative Contract 186/2003 for Automatic External Defibrulators.

Commissioner Miller seconded the motion.

Commissioner Elkin noted one will be located in each County building.

Marlene Ridgway stated training for these units will be done by a physician from Boone Hospital Center.

There was no further discussion and no public comment.

The motion passed 3-0. **Order 408-2003**

Subject: Sheriff’s Department

A. Second Reading and Public Hearing for Approval of Budget Amendment

Commissioner Miller stated the substation will be located in the same building as the new Southern Boone County fire station, on property the County received from the State. The County in turn dedicated the land to the Fire District. This will be located on Zumwalt Road.

Commissioner Miller moved to approve the following budget amendment:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT INCREASE
2540-91210: Sheriff Civil Charges Fund – Leasehold Improvements	\$36,900.00

Said budget amendment is to establish a budget for the construction of the Southern Boone County Substation for the Sheriff’s Department.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 409-2003**

B. Second Reading and Approval of Boone County Sheriff’s Department Substation Lease Agreement

Commissioner Miller moved to approve the Boone County Sheriff’s Department Substation Lease Agreement with the Southern Boone County Fire Protection District. Said Lease Agreement shall be recorded in the Boone County Recorder of Deeds Office.

Commissioner Elkin seconded the motion.

Commissioner Miller asked why the lease is to be recorded. Sheriff Boehm stated it was requested by John Patton, County Counselor, because it is a 50 year lease.

There was no further discussion and no public comment.

The motion passed 3-0. **Order 410-2003**

Commissioner Elkin asked what the status is for the north substation. Sheriff Boehm stated the department is still waiting for word from the Missouri Highway Commission.

C. First Reading of Budget Amendment

Sheriff Ted Boehm was present on behalf of this request.

Sheriff Boehm stated this budget amendment is to establish a budget for the purchase of three Tasers that will be placed in the three pods of the jail. These Tasers create a non-lethal electrical shock that does not allow someone to have control over their muscles. The amount of this budget amendment is \$3,313.00.

There was no further discussion and no public comment.

Commissioner Schnarre stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading after the required 10 day waiting period with an appropriate order for approval.

Subject: Public Works

A. Second Reading and Approval of Contract with Boone Electric Cooperative (Liberty Lane Utility Relocation)

Commissioner Elkin moved to approve the Utility Relocation Agreement with Boone Electric Cooperative for the Liberty Lane project.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0-1 as follows: Commissioner Schnarre – Abstain, Commissioner Miller – Yes, Commissioner Elkin – Yes. **Order 411-2003**

B. Second Reading and Approval of Contract with Water District #4 (Heller Road Utility Relocation)

Commissioner Elkin moved to approve the Water Line Relocation Cost Allocation Agreement for the Heller Road Storm Sewer Improvements.

Commissioner Miller seconded the motion.

Commissioner Miller asked if the road would be closed. Commissioner Elkin stated he was not sure but would find out.

There was no further discussion and no public comment.

The motion passed 3-0. **Order 412-2003**

Subject: First Reading of Recommendations from Job Classification Committee

Betty Dickneite, Human Resources Director, was present on behalf of this item.

Betty Dickneite stated the Job Classification Committee has held several meetings to discuss the recommendation from the Consultant. The Committee has two requests to bring forward today; the remainder will be addressed at a later date. The reason the Committee would like these two to be addressed at this time is because there has been turn over in these positions, one position is in the Information Technology Department, and the other position is the Registered Nurse at the Sheriff's Department.

The Job Classification Committee held a meeting August 21, 2003 and is recommending approval to move forward on the recommendation for the Information Technology Department position.

The Information Technology Department has requested the PC/Network Analyst position be reviewed. The following is the recommendation from the Consultant:

“This position has changed significantly since our original study. The job reviewed in 2001 was focused primarily on personal computers and the desktop applications. Seventy percent (70%) of the updated position is committed to managing the County networks, including servers, systems operating on the servers, and the security and e-mail systems. The job is responsible for configuring, monitoring and managing the hardware and software for the LAN/WAN environment. The job also provides second-tier helpdesk support and other technical support for departments.

“As it has been revised, the job represents a different specialty but a level of duties, responsibilities, and qualifications that are closer to the two supervisory job classes in the Information Technology Department. Therefore, we recommend, on the basis of internal equity, that the job be re-titled Network Administrator and be assigned to salary range 47.”

The Consultant has also recommends the Fair Labor Standards Act (FLSA) status be changed for this position from non-exempt to exempt.

The second request is for the Registered Nurse position at the Sheriff's Department. The Consultant has written a letter regarding this position. The Consultant believes the job classification is appropriate as a Registered Nurse. The Consultant recommends this position be moved from salary range 41 to range 43. This would provide a mid-point that is 5% higher than the current mid-point. The new mid-point of \$47,088 is close to the mid-point at the City of Columbia and is significantly higher than those at Boone Hospital or University Hospital.

The Consultant is also recommending the status of this position be changed from exempt to non-exempt. Currently this position is not eligible for overtime. The Consultant has communicated that most health care organization require shift pay for Registered Nurses as a non-exempt position.

Mrs. Dickneite stated as an employer, it is the County's choice whether or not to change the status. It would be above and beyond the requirements of the Fair Labor Standards Act but in order to compensate the employee for work after hours it would allow the person in this position to be paid time and a half overtime in excess of 40 hours in a given work week.

Commissioner Miller asked if this would be for call backs. Mrs. Dickneite stated if the Registered Nurse is called back to the facility outside of normal work hours and sees an inmate, they would be paid for those additional hours.

Commissioner Elkin stated it is to his understanding that the Registered Nurse is called back all the time.

Sheriff Boehm stated this would be for emergency situations only, when the Registered Nurse is asked to leave their residence and come to the facility.

Commissioner Schnarre asked if the Registered Nurse is on call by phone all the time. Sheriff Boehm stated there are two separate issue, one is overtime the other is being on call. The Consultant is recommending changing this position to non-exempt so the Registered Nurse can be paid for when they are called back to the facility. The Consultant recommends continuing the same practice for on call pay.

Commissioner Miller stated this should help keep people on staff and reduce the turn over.

Mrs. Dickneite requested the Commission waive the second reading and approve the recommendations today. The Sheriff has hired a Registered Nurse and that person was hired above the existing pay range. They would request this be approved to move the pay range. The Information Technology Department would also like to have their recommendation approved today so they can move forward and hire someone for this position.

Commissioner Elkin stated he does not believe the Information Technology Department has hired a person for their position.

Commissioner Schnarre stated these two items were discussed thoroughly by the Job Classification Committee.

There was no objection by the Commissioners to waive the second reading and approve the recommendations at this time.

There was no further discussion on this item.

Commissioner Schnarre moved to approve the following recommendations from the Job Classification Committee:

- Information Technology Department: Change the title of the PC/Network Analyst to Network Administrator, Change the Range of said position from Range 41 to Range 47, and change said position from non-exempt to exempt,
- Sheriff's Department: Change the Range of the Registered Nurse position from 41 to 43 and change said position from exempt to non-exempt.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 413-2003**

Subject: Information Technology – First Reading to Hire Above the Base of the Range

Michael Mallicoat, Information Technology Department, was present on behalf of this item.

Michael Mallicoat stated this is a request to hire a Network Administrator, which was just reclassified from a PC/Network Analyst, at \$25.86 per hour. This is 103.5% above the mid-point for this position. The form submitted to the Commission includes a detailed justification for supporting this proposed compensation for this particular applicant, the Auditor's Certification that funds are available within the existing salary and wage appropriation, and the Human Resource Director's recommendation and approval.

The applicant has requested to remain confidential until this request is approved.

The department also requests the second reading of this item be waived and move forward with approval.

Commissioner Elkin noted this is a vacant position.

Commissioner Miller stated this position is necessary because this position supports all County offices.

There was no objection by the Commissioners to waive the second reading and approve the request at this time.

Commissioner Elkin moved to approve the request to hire a Network Administrator for the Information Technology Department at 103.5% above the mid-point salary.

Commissioner Miller seconded the motion.

Commissioner Miller stated the applicant is currently employed by a company the County has a contract with. Sometimes that does not allow the County to hire people from companies like this. Mr. Mallicoat stated there is no agreement in place that would prevent the County from moving forward. The applicant came to the County and the County did not seek out the applicant.

There was no further discussion and no public comment.

The motion passed 3-0. **Order 414-2003**

Subject: Treasurer's Office – First Reading of Budget Amendment

Commissioner Schnarre stated this budget amendment is to establish a budget for the Courthouse Square Block of Time project. These are the name plates on the wall next to the Courthouse.

Commissioner Miller stated this is a good program. When this program was closed last time, the Treasurer kept receiving requests from people who wanted to have a block.

There was no further discussion on this item.

Commissioner Schnarre stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading after the required 10 day waiting period with an appropriate order for approval.

Subject: Authorize Presiding Commissioner to Sign Change Orders for Health Facility/Family Health Center

Commissioner Schnarre stated since he is the Liaison Commissioner for the construction of the new health facility with the City of Columbia, there may be change orders coming

through. This would give him the authority to sign change orders, up to \$5,000, without coming forward for Commission approval. This has been done in the past with other projects the County has been involved in.

There was no further discussion on this item.

Commissioner Miller moved to authorize the Presiding Commissioner as lead Commissioner and owner representative, on the architectural project related to the Health Facility and Family Health Center and to approve change orders with his signature at a level not to exceed \$5,000.00.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 415-2003**

Subject: Authorize Use of Commission Chambers/Courthouse Grounds

A. MoDOT I-70 Incident Management Workshop

Commissioner Elkin moved to authorize the use of the Commission Chambers of the Roger B. Wilson Boone County Government Center on October 3, 2003 from 1:00 p.m. to 5:00 p.m. for the I-70 Incident Management Workshop.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 416-2003**

B. MU Department of Theatre

Commissioner Miller moved to authorize the use of the Courthouse Grounds on Wednesday September 10, 2003 from 9:00 a.m. to 10:00 a.m. for a Class in Theatre History sponsored by the MU Department of Theatre.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 417-2003**

Commissioner Report

Commissioner Schnarre

No reports at this time.

Commissioner Miller

No reports at this time.

Commissioner Elkin

Petition to Pave (Graybill Road, Sturgeon)

Commissioner Elkin stated he received a petition from residents on Graybill Road requesting the road be paved. This petition has been forwarded to the Public Works Department. A copy of this petition is available in the County Clerk's Office.

Commission Elkin noted Senator Kit Bond would be holding a press conference in Jefferson City at 10:00 a.m. to announce the Mid-Missouri Regional Planning Commission has been awarded the Economic Development District (EDD) status. This status will allow the Planning Commission to access Department of Economic Development funds.

There was no public comment.

The meeting adjourned at 10:01 a.m.

Attest:

Wendy S. Noren
Clerk of the County Commission

Keith Schnarre
Presiding Commissioner

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner