

TERM OF COMMISSION: April Session of the April Adjourned Term

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

PRESENT WERE: Presiding Commissioner Keith Schnarre
District I Commissioner Karen Miller
District II Commissioner Skip Elkin
Deputy County Clerk Kerry Patton

The meeting was called to order at 9:31 a.m.

Commissioner Schnarre welcomed the following 4H Good Government Day Students. Zak Shern, Columbia; Kris Rankin, Columbia; Gordon Blodgett Peter Walker, Columbia; Timothy Klippel, Ashland; Sterling, Sappington; Lesleah Roberts, Hallsville; Dawn Chappell, Columbia; Johnathan Christiansen, Hallsville; Amber Beeler, Columbia; Morgan Small, Ashland; Cortney Calvert, Centralia; Joanne Cowan, Columbia; Diana Duncan, Columbia; and Jim Ronald, Columbia

1. Second Reading for sub-grant agreement for the Columbia Homeland Security Response Team.

Commissioner Miller moved that now on this day the County Commission of the County of Boone does hereby accept the sub-grant agreement, 2005-GE-T5-0022, for the Columbia Homeland Security Response Team from September 1, 2005 – August 30th, 2006. Project funds of \$150,000.00. It is further ordered that the Presiding Commissioner be hereby authorized to sign the agreement.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment

The motion passed 3-0 **Order 144-2006**

2. First Reading of Purchase Requisition for Connie Hendren' new Deputy Public Administrator Position

Mike Mallicoat from IT and Connie Hendren from Public Administrator were present on behalf of this item.

Mr. Mallicoat stated Connie Hendren and her Deputy Clerk, Wayne Turley, were sharing a computer system between two desks. Not only is the system older, but for work efficiently they would like to add another computer system to the office.

Connie Hendren concurred and explained originally it had been suggested, with the new position, a computer would be needed. However, she thought the department could get away with sharing a system rather than spend the money. Now she realizes another system would work better and is requesting one at this time.

There was no 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 at the next available meeting with an appropriate order for approval.

3. Adopt a Roadway Application

Commissioner Miller moved that now on this day the County Commission of the County of Boone does hereby approve the request by Melanie Cheney on behalf of “The River Folk of Cooper’s Landing” to adopt one mile of Old Plank Road from Route K to Smith Feed Mill for litter control.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment

The motion passed 3-0 **Order 145-2006**

4. Human Resources – First Reading of personnel Advisory Committee recommendations for “Flexible Transfer Policy” and ‘Request to Transfer above ATS”

Betty Dickneite from Human Resource was present on behalf of this item

Ms. Dickneite stated this proposed policy and form were drafted by the Job Classification Committee and voted on at the April 6th, 2006 Personnel Advisory Committee. The Personnel Advisory Committee members present at the April 6th meeting unanimously agreed to recommend this policy and form to the County Commission for adoption.

Definitions:

“Transfer” is defined as the movement of an employee from one position to another position on the same range, a higher pay range, or a lower pay range.

“ATS” (Authorized Transfer Salary) is defined as the current salary of an employee or the mid-point of new pay range, whichever is greater.

Policy: In order to provide Administrative Authorities with the flexibility to compete for highly qualified individuals and to compete where the desired job skills are scarce, Boone County will utilize a flexible transfer policy. Under the policy, an Administrative Authority is authorized to establish an employee’s salary resulting from a transfer in accordance with the provisions outlined below. However, the salary must fall within the minimum and maximum of the new pay range.

<u>Position in Salary Range</u>	<u>Approval Level</u>
A. May award up to “ATS”	Administrative Authority
B. Anything above “ATS”	Human Resource Director Review/ County Commission Approval

In summary, steps for County Commission approval are:

The Administrative Authority shall complete the form **“Request to Transfer above ATS”** and prepare a schedule that demonstrates funding is available within the salary and wage appropriation (account #10100) and calculates the amount for a budget revision, if needed. The Administrative Authority shall submit the form, the schedule and the budget revision (if needed) to the Auditor for certification of fund availability.

The Auditor certifies fund availability, approves budget revision (if applicable), returns form to the Administrative Authority, and forwards a copy to the Human Resource Director.

The Human Resource Director will review the request and provide recommendations regarding the proposed starting salary to the Administrative Authority.

The Administrative Authority will schedule the request for approval by the Commission and provide the Commission with the Human Resource Director’s recommendation. The County Commission will review all requests for starting salary above the “ATS” and will either approve or deny the request. After approval/denial, the County Commission will return the request form to the Administrative Authority.

The Administrative Authority will attach a copy of the approved **“Request to Transfer above ATS”** form to the Personnel Action Form and submit to the Auditor’s office.

There was no 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 at the next available meeting with an appropriate order for approval.

5. Commission Reports

Commissioner Schnarre

Nothing to report at this time.

Commissioner Miller

Commissioner Miller stated that she had met with John Watkins, NID Coordinator discuss the progress of the Neighborhood Improvement Districts.

Commissioner Elkin

Nothing to report at this time.

6. Public Comment

The Commissioners explained the process and duties of the County Commission. They fielded questions and then thanked the 4-H group for visiting.

The meeting adjourned at 10:00 a.m.

Attest:

Keith Schnarre
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner.