

TERM OF COMMISSION: May Session of the April Adjourned Term

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

PRESENT WERE: Presiding Commissioner Daniel Atwill  
District I Commissioner Karen Miller  
District II Commissioner Janet Thompson  
Human Resources Shannon Leigers  
Senior Buyer Amy Robbins  
Director Resource Management Stan Shawver  
Treasurer Nicole Galloway  
Sheriff Dwayne Carey  
Court Administrator Kathy Lloyd  
Assistant Court Administrator Mary Epping  
Deputy County Clerk Mike Yaquinto

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

### **Purchasing**

#### **1. First reading; Cooperative Contract C111207002 – Facilities Supplies, Maintenance, Repair and Operating items**

Amy Robbins read the following memo:

The Purchasing Office requests permission to utilize the State of Missouri Cooperative Contract C111207002 for Facilities Supplies, Maintenance, Repair and Operating Items with Fastenal Company.

This is a county wide term and supply contract available to all departments through February 28, 2014.

There were no comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

**2. First reading; Bid Award 19-22APR13 – Emergency Vehicle Equipment & Electronics/Accessory Installation**

Amy Robbins read the following memo:

19-22APR13 – Emergency Vehicle Equipment & Electronics/Accessory Installation opened on April 22, 2013. Two bids were received. The Sheriff Department recommends award to 911 Custom of Overland Park, KS for submitting the best bid for the County from the standpoint of quality, service, previous experience, and the ability to deliver. Even though the low bid was submitted by Wireless USA of Columbia, MO, they were unable to establish the desired level of certification and experience with the specifications of installation as laid out in the bid document per paragraphs 2.8.13., 2.9., 4.8.5. and 4.8.6. as well as the physical capacity required to meet the Sheriff Department's demand. Further, the Sheriff Department states that the previous contract relationship between the County and Wireless USA did not produce the desired results in regard to service levels.

This is a term and supply contract and invoices will be paid from departments 1251 Sheriff, 2901 Sheriff Operations LE Sales Tax, 1255 Corrections and 2902 Corrections LE Sales Tax, account 60250 – Equipment Installation Charges.

There were no comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County

Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

## **Human Resources**

### **3. First reading; Recruitment Advertising Policy**

Shannon Leigers read the following policy proposal:

Boone County's existing Recruitment Advertising Policy sets specific guidelines for advertising vacant positions. It demands a display ad appear each Sunday in the Columbia Daily Tribune which includes a simple listing of positions referring applicant's to the County's website for more details. No specific details of vacant positions (in effect, a line ad) are to be included unless turnover occurs and creates a newly vacant position or when temporary seasonal positions need to be filled.

The existing policy demands Human Resources take advantage of no cost/low cost advertising opportunities such as postings on university websites and mailers to churches and other similar organizations.

Any recruitment advertising outside of these guidelines must be reviewed and approved by the Boone County Commission on a case-by-case basis.

Human Resources has increasingly received feedback from administrative authorities seeking the ability to post their open positions outside the Tribune or in combination with the Tribune due to the inability of Tribune (or more generally, traditional newspaper) advertising to quickly supply a large enough pool of qualified candidates.

Human Resources respectfully asks the Commission to approve a new Recruitment

Advertising Policy eliminating the Tribune advertising requirement and instead allowing Human Resources and administrative authorities the ability to work together to seek and utilize other advertising sources while remaining in the overall budget.

All advertisements for employment must be nondiscriminatory and in compliance with all applicable laws and regulations.

This Advertising Policy describes the guidelines Boone County human Resources uses for placing advertisements for vacant positions.

1. Human Resources shall confer with department Administrative Authorities on the timing and placement of their recruitment advertising. Human Resources will provide guidance including cost and statistical data and assistance in writing effective advertisements. Ads may be placed with for-pay sources such as newspapers and websites within budget. Any recruitment advertising that will send overall cost outside of budget must be reviewed and approved by the Boone County Commission.
2. Human Resources will continue to seek and take advantage of no cost/low cost advertising opportunities such as posting open positions on university websites and mailers to churches and other similar organizations.
3. All types of advertisements not described above will be reviewed and approved by the Boone County Commission on a case-by-case basis.

Commissioner Miller said this change in policy is for the specialized positions, notably those in Information Technology. The process is slowed down without Human Resources

having the Administrative Authority and this is a reasonable request.

Commissioner Atwill asked if the new policy has been reviewed by the Administrative Authorities.

Ms. Leigers said it has not.

Commissioner Atwill said that this will need to get done before a second reading and requested the Deputy County Clerk to schedule a second reading upon confirmation that the Administrative Authorities have reviewed the policy.

## **Treasurer**

### **4. First reading; Investment Policy**

Nicole Galloway said that the policy presented is a revised and updated Investment Policy from the last issued in 1997. The policy has been cleaned up and changed to reflect changes in statutes since 1997. The Investment Policy mainly outlines the goals of our investment portfolio which is to invest in securities that are legal and safe with liquidity and yield the two most important factors.

The policy outlines the different securities that are legal and available to invest in and then puts limits on those investments so only the highest rated securities are chosen. Additionally, inserted in the policy are conflict of interest provisions, reporting requirements and internal controls.

Commissioner Miller requested that the original date of the Investment Policy be included so when updates are done, such as this one, a tracking mechanism can be available for anyone in the future who may be looking at these documents.

Commissioner Atwill asked if state law requires an Investment Policy due to the statutory provisions that have to be followed.

Ms. Galloway said no. If you do not have an Investment Policy, there is a limit of three years maturity and some additional limitations on what those investments can be. If you have an Investment Policy, the maturity is five years with some flexibility in what those investments can be. If you are not dictated by a policy, then the reporting and internal controls are not in place which limits the investment possibilities.

Not all counties have an Investment Policy. The smaller counties usually get a CD with the local bank. Here in Boone County, we are managing \$45 million and it is prudent to have an Investment Policy. We are reviewed by outside Auditors which provides a check and balance for the County and its investments.

There were no further comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

## **Sheriff's Department**

### **5. First reading; Authorized Transfer Salary for Corrections Corporal**

Sheriff Dwayne Carey said that there has been a promotional process in the jail and that this particular Corporal has received increases as a corrections officer and that the promotional increases have taken his pay to 103% of mid-point. Making sure of internal equity, the Corporals that have been at this position longer, are still above the new pay for Corporal Kidwell.

There were no comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

## **Circuit Court**

### **6. First reading; Budget Amendment to establish 2013 budget for the Veterans Court**

Mary Epping spoke to this item stating that the 13<sup>th</sup> Circuit has worked with the United Veterans Foundation and they have offered \$30,000 for the establishment of a Veterans Treatment Court. The requesting Budget Amendment is to establish a 2013 budget for revenues and expenses to include Veterans Treatment Court Coordinator Salary and Benefits, Veterans Mentor Coordinator and Contractual Services to Reality House for tracking and testing for drugs.

Commissioner Atwill asked what were the considerations in terms of the duration of the grant.

Ms. Epping said that the offer of \$30,000 would be for 2013. The attached Memorandum of Understanding is for an additional \$70,000 which would be for 2014. After that, there is a renewal for 2015 and part of 2016 but we will be applying for other grants and other opportunities so it will be a renewable contribution.

Commissioner Atwill asked if there are known funds by grant from other sources.

Ms. Epping said that OSCA has said that once you start a Veterans Court, you are more likely to get funds to support that Veterans Court. Also, legislation has just passed that

created multi jurisdictional Veterans Courts which the 13<sup>th</sup> Circuit is one of the largest and since we are the only Mid Missouri VA Hospital, we are in a good position to get a larger grant from the Federal Government.

Commissioner Atwill asked if there is a plan B if the Circuit does not go beyond the time frame discussed.

Ms. Epping said that there are several options. The Circuit can use funds from the Veterans Contributions fund, the Drug Court Coordination Commission through OSCA can contribute money for drug testing and tracking, the Drug Court Fund and the possibility of looking at Proposition L as an option as well.

Commissioner Miller said that Veterans Courts across the country have been very successful and it is very worthwhile exploring this within the County but there is no guarantee that the funds will come from the County.

Kathy Lloyd said that the attached Memorandum of Understanding has a deadline of June 1 so she would like the MOU to have a 1<sup>st</sup> reading separate from the Budget Amendment because if it is included with the Budget Amendment, there is no available hearing prior to June 1 to pass the MOU because of the 10 day waiting period on Budget Amendments. The Auditor has confirmed that the approval of the MOU will have no impact since the salary would not become effective until after June 1.

Commissioner Miller said that we will consider the MOU as a 1<sup>st</sup> reading with a 2<sup>nd</sup> reading to occur at the next meeting.

There were no further comments or questions.

Commissioner Atwill said that the Budget Amendment will be up for 2<sup>nd</sup> reading after the



mandatory 10 waiting period and the Deputy County Clerk will prepare a 2<sup>nd</sup> reading for the Memorandum of Understanding at the next available meeting.

**Public Works**

**7. Second reading; Purchase of three (3) 20" LED Monitors (1<sup>st</sup> reading 5-16-13)**

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the purchase of three (3) 20" LED Monitors from Worldwide Technology at a cost of \$104.03 each for the Public Works Department.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #232-2013**

**Resource Management**

**8. 1<sup>st</sup> & 2<sup>nd</sup> reading; Marsh Commercial Plat 2. S3-T48N-R14W. C-G. Joseph-Marian Marsh Trust, owner. Curtis E. Basinger, surveyor**

Commissioner Miller noted that this was on hold pending some things from the surveyor which have been completed.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby receive and accept the following subdivision plat and authorize the Presiding Commissioner to sign it:

- Marsh Commercial Plat 2. S3-T48N-R14W. C-G. Joseph-Marian Marsh Trust, owner. Curtis E. Basinger, surveyor,

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #233-2013**

**9. Second reading; Installation and Maintenance of two (2) rain gardens at 7420 E. Sunny Vale Drive (1<sup>st</sup> reading 5-16-13)**

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the Contract for Cost-Share between the County of Boone and Michael and Janna Watson for the installation and maintenance of two (2) rain gardens at 7420 E. Sunny Vale Drive for the purpose of measuring the impact of the rain gardens on stormwater runoff. The terms of this agreement are stipulated in the attached contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #234-2013**

**10. Second reading; Installation and Maintenance of four (4) rain gardens at 7440 E. Sunny Vale Drive (1<sup>st</sup> reading 5-16-13)**

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the Contract for Cost-Share between the County of Boone and Douglas and Deanna Phillips for the installation and maintenance of four (4) rain gardens at 7440 E. Sunny Vale Drive for the purpose of measuring the impact of the rain gardens on stormwater runoff. The terms of this agreement are stipulated in the attached contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #235-2013**

**Commission**

**11. First reading; Sponsorship of the 2013 Show-Me State Games**

Commissioner Miller said that this was allocated in the budget that was passed in December. Since this is a year-to-year Sponsorship, the County needs to approve the Cooperative Contract on a yearly basis. This year the amount is \$18,000.

There were no further comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

**12. 1<sup>st</sup> & 2<sup>nd</sup> reading; NACO (National Association of Counties) County Delegate Authorization**

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby appoint Karen Miller as the designated Boone County Delegate and Patricia Lensmeyer as the Boone County alternate to the 2013 National Association of Counties Conference.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #236-2013**

**13. Public Comment**

None

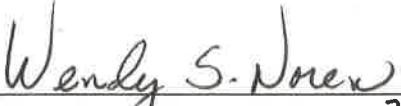
**14. Commissioner Reports**

Commissioner Miller inquired if there was any damage reported by Public Works from the storm last night.

Commissioners Atwill and Thompson said they did not hear of any reported damage.

The meeting adjourned at 9:52 a.m.

Attest:

  
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Wendy S. Noren  
Clerk of the County Commission

  
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Daniel K. Atwill  
Presiding Commissioner

  
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Karen M. Miller  
District I Commissioner

  
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Janet M. Thompson  
District II Commissioner