

TERM OF COMMISSION: January Session of the January Adjourned Term

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

PRESENT WERE: Presiding Commission Daniel Atwill
District I Commissioner Karen Miller
District II Commissioner Janet Thompson
Senior Buyer Amy Robbins
Human Services Manager Steve Hollis
Deputy County Clerk Mike Yaquinto

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

Purchasing

1. First reading; Cooperative Contract 3-130918TV – 2014 Ford Transit Connect for Animal Control

Amy Robbins read the following memo:

Purchasing and Animal Control request permission to utilize the Missouri Department of Transportation cooperative contract 3-130918TV for one (1) 2014 Ford Transit Connect Cargo Van with Joe Machens Ford of Columbia, Missouri.

Total cost of contract is \$19,313.00 and will be paid from department 1730 – Animal Control, account 92400 – Replacement Auto / Trucks. \$21,056.00 was budgeted for this vehicle.

The Purchasing Department requests permission to dispose of the following surplus:
2007 Ford Windstar Mini-Van, fixed asset tag 15650.

Attached is the Disposal Form for signature.

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 03-07JAN14 – Juror Hotel Accommodations Term & Supply

Amy Robbins read the following memo:

The Request for Bid for *03-07JAN14 – Juror Hotel Accommodations Term & Supply* closed on January 7, 2014. One bid was received and Court Administration recommends award by low bid to Holiday Inn Executive Center.

This is a term and supply contract and invoices will be paid from department 1230, Jury Services & Court Costs, account 84000, Food/Lodging for Juries.

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.

3. First reading; Sole Source Approval 113-033114SS – Upgrade to Door Locking System at the Juvenile Justice Center

Amy Robbins read the following memo:

Attached is a Sole Source Request Form for approval from the Juvenile Justice Center for Corsair Controls of Highland, Illinois to provide an upgrade to the door locking system at JJC. Corsair Controls is the sole provider for proprietary parts and maintenance for our existing HMI Control Door System.

Total cost of contract is \$23,550 and will be paid from department 1242 – Juvenile Justice Center, account 92301 – Replacement Computer Hardware. \$23,500 was budgeted for this project. \$24,100 remains in the account at this time.

The intent to purchase as sole source was advertised in the Columbia Missourian on December 25, 2013 and the Columbia Tribune on December 26.

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.

4. First reading; Disposal of surplus equipment

Amy Robbins read the following memo:

The Purchasing Departments requests permission to dispose of the following list of surplus equipment by auction on GovDeals or by destruction for whatever is not suitable for auction.

The tasers are 98-99%infused plastic and are being destroyed by the Sheriff Department by melting.

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.

5. Second reading; Cooperative Contract 3-130918TV to purchase two (2) Silverado Pickup Trucks for Facilities Maintenance (1st read 1-23-14)

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the utilization of the Missouri Department of Transportation Cooperative Contract 3-130918TV to purchase two (2) Silverado Double Cab ½ Ton 4x4 Pickup Trucks from Putnam Chevrolet of California, MO and dispose of one (1) 2002 GMC 4WD Pickup Truck.

The terms of this Cooperative Contract are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement and Request for Disposal form.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #29-2014**

6. Second reading; Computer and Peripheral Surplus Disposal (1st read 1-23-14)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the request by the Purchasing Department to dispose of the attached list of surplus PC & Peripheral equipment through MRC Recycling Center. It is further ordered the Presiding Commissioner is hereby authorized to sign the Request for Disposal forms.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #30-2014**

7. Second reading; WSCA Cooperative Contract 1907 with AT&T to purchase Wireless Voice Service, Wireless Broadband Service, Accessories and Equipment (1st read 1-23-14)

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the utilization of the Western States Contracting Alliance Cooperative Contract 1907 to purchase Wireless Voice Service, Wireless Broadband Service, Accessories and Equipment from AT&T Mobility National Accounts, LLC.

The terms of this Cooperative Contract are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #31-2014**

8. Second reading; Bid Award 50-18DEC13, Freightliner Mechanic Services & OEM Parts Term & Supply (1st read 1-23-14)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby award bid 50-18DEC13 – Freightliner Mechanic Services & OEM Parts Term & Supply to Columbia Freightliner Sales of Columbia, MO.

The terms of the bid award are stipulated in the attached Purchase Agreement. It is further

ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #32-2014**

County Clerk

9. 1st & 2nd reading; Accept Certification of Candidates and authorization of Centralia Special Road District Commissioner Election

Commissioner Thompson moved on this day the County Commission of the County of Boone hereby adopts the following order.

Pursuant to the provisions of 233.040 RSMo., an election will be in the Centralia Special Road District on Tuesday, the 8th day of April, 2014, for the purpose of electing one (1) Commissioner of the Centralia Special Road District of Boone County, Missouri who shall serve for a term of 3 years.

Notice of Election and Sample Ballot for said election shall be as follows:

**NOTICE OF ELECTION
CENTRALIA SPECIAL ROAD DISTRICT**

Notice is hereby given to the qualified electors of the Centralia Special Road District that pursuant to the provisions of 233.040 RSMo. an election to be held in said district on Tuesday, the 8th day of April, 2014, from and between the hours of six o'clock a.m. and seven o'clock p.m. on said day for the purpose of electing one (1) member for Commissioner of the Centralia Special Road District of Boone County, Missouri for a term of 3 years.

The ballot at said election shall be in substantially the following form:

OFFICIAL BALLOT
CENTRALIA SPECIAL ROAD DISTRICT
BOONE COUNTY, MISSOURI
Tuesday, April 8, 2014

FOR COMMISSIONER:

(3 YEAR TERM)

(VOTE FOR 1)

JOHN SELBY

GARY RIEDEL

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #33-2014**

10. 1st & 2nd reading; Accept Certification of Candidate for Hospital Trustee of Boone County

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby accept the attached certification by the Boone County Clerk regarding the election of Hospital Trustee of Boone County. Pursuant to the provisions of 115.124.1 RSMo., no election shall be held for such office and the candidate, Brian Neuner, shall assume the duties of his office at the same time and in the same manner as if he had been elected at the April 8, 2014 election. It is further ordered the Presiding Commissioner is hereby authorized to sign the commission for Brian Neuner to serve as Hospital Trustee of

Boone County for a five year term.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #34-2014**

Treasurer

11. Second reading; Manchester Heights NID Administration (1st read 1-23-14)

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby authorize Commissioner Karen Miller and Commissioner Janet Thompson to sign documents and Presiding Commissioner Dan Atwill to certify documents for the CDBG grant and USDA-RD loan associated with the Manchester Heights Sewer Neighborhood Improvement District.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #35-2014**

Juvenile Division

12. Second reading; Grant application approval – Multidisciplinary Training for Child Welfare Cases (1st read 1-23-14)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the attached grant application for Multidisciplinary Training for Child Welfare Cases.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #36-2014**

Resource Management

13. Second reading; Acceptance of 10-month no-cost project extension for the Hinkson Creek Urban Retrofit Project (1st read 1-23-14)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the attached amended agreement for the Hinkson Creek Urban Retrofit project providing a ten-month project extension from April 30, 2014 to February 28, 2015.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #37-2014**

Commission

14. First reading; Agreement with The Salvation Army to purchase program service: Harbor House Emergency Shelter

Commissioner Miller said that Steve Hollis is here, the administrator of these contracts for the last several years, to give us an update on how the bid awards are granted and what the County receives for the payments to the various services.

Steve Hollis said he is the administrator of these contracts and for the last several years has been able to condense his reports to a two page electronic document with a summary. In the document, will be hyperlinks for deeper reading into policy and process. There is also the

analysis work done and the evaluation of the applicants and then the recommendations for each year.

Mr. Hollis said the process now is each contract is a three year cycle with the option to renew based on performance or other issues. Before the RFP is issued, we now do an in depth analysis of that issue, really looking at what the data says about each particular issue. We look at certain indicators. As an example, the Basic Needs program is broken down into sub-issues; homelessness, food security, domestic violence and also affordable housing because we don't buy affordable housing. The city does make a big investment through CDBG and this is one of the key issues around homelessness.

So the indicators are looked at in those areas, such as in homelessness, we look at the rate of homelessness and then break it down even further into sub-populations – who is homeless, who it affects the most. The same is done with domestic violence. We look at the rate and the data. Based on this information, a RFP is issued with the analysis so the applicant can see what we see. We use that information to assist with the proposal. The proposals are submitted and staff vets those for completeness and responsiveness. Any not completed correctly are eliminated. Once vetted, staff and Commission view the proposals through a sit down work session and write down any comments, questions or concerns about the proposal. It goes back to the applicant for a written response.

Mr. Hollis said hearings are held for the applicants after a work session where the Commission comes together and further discusses the proposal and the responses received from the applicant. Preliminary recommendations are made which are published to the applicants and the public. Then a Public Hearing is conducted accepting comment from the public. After this is done, the Commission comes up with the final recommendations which then go to the County and City Council.

We now use an independent evaluator for the agencies we have contracted with for a number

of years. The process has been beefed up. In the past, an evaluation was done after the contracts were in place, in part, because we don't have an unlimited number of non-profits. We generally contract with a lot of the same agencies from year to year. It now makes more sense to evaluate before we award the contract. The independent evaluator looks at the capacity of the non-profit to do what they say they can do. The evaluation is on the capacity only. They go in with boots on the ground, looking at infrastructure, protocols and manuals. Also, something new is that the Commission now does on-site visits.

We are working with United Way and Kelly here in the County, adding more standardization to the process across the three funders. We are looking at clearly defining which community level outcomes and indicators that we want to affect and which activities we think work with those. Also, we take into consideration if agencies use evidence based, best practices, in delivering these strategies.

Working with The Salvation Army, we are just trying to get people off the street. Women, children, keeping them from freezing in the winter. The Salvation Army will work with them to integrate them into permanent supported housing.

Commissioner Atwill asked what a typical scenario would be for service at Harbor House Emergency Shelter.

Mr. Hollis said there are two types of service; Emergency Shelter, usually 30-60 days and Transitional Shelter up to one year. The common goal is to move them to transitional housing.

Commissioner Atwill asked about the charge for this service.

Mr. Hollis said they are charged per bed/night basis. They are developing a system for standardized measure, comparing apples to apples, where it will show what it costs across

various agencies.

Commissioner Atwill asked if there are separate contracts for the city and county.

Mr. Hollis said there are different contracts. Regarding the Salvation Army, they are losing the Federal contract with the V.A. for homeless veteran services. The V.A. buys beds for homeless vets and due to a disagreement at the national level between the International Salvation Army and the local V.A., these funds will be lost.

Commissioner Thompson asked what the impact is to Boone County.

Mr. Hollis said it would be around \$100,000 and this is part of the discussion that goes into the process when we make decisions on recommendations.

Commissioner Atwill asked how a value is placed on a certain contract.

Mr. Hollis said a unit cost is calculated as part of the proposal and based on the units provided, the cost or amount is determined. Like all proposal, there is not enough money to go around. After all the recommendations are made, all the contracts are reviewed and then an amount is recommended based on the amount available. During the process, Salvation Army proposed more than \$8,000 of County funds. The County had to look at all the other agencies that are being funded and determine what they could afford for the Salvation Army.

Commissioner Atwill asked if there are multiple bids for a RFP.

Mr. Hollis said we do get multiple applicants for each RFP. They are processed through the web based system.

Commissioner Miller said this is a perfect opportunity to get the Federal funders, the County

funds, city funds and United Way to come together and determine how much the Boone County community has spent on community services which would be made available on a yearly report. The public deserves to know how much money is spent. The next big step will be technologically, tracking the individual recipient and their outcomes seeing what service that individual is getting from multiple agencies. This will take some investment. Our Community Services Director will be working with staff to see how we fit into this and our participation with United Way and the city to make this a reality. We will need to know all the variables to be able to make a good decision.

There were no further comments or questions. The commissioners thanked Mr. Hollis for sharing the process and how the system works.

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.

15. Second reading; Agreement with Voluntary Action Center to purchase program service: Meeting Basic Needs (1st read 1-23-14)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the Agreement between Boone County and Voluntary Action Center for the purchase of the service; Meeting Basic Needs. The terms of the agreement are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #38-2014**

16. Second reading; Agreement with The Food Bank for Central and Northeast Missouri to purchase program service: Central Pantry (1st read 1-23-14)

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the Agreement between Boone County and The Food Bank for Central and Northeast Missouri for the purchase of the service; Central Pantry. The terms of the agreement are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #39-2014**

17. Second reading; Agreement with Community Garden Coalition to purchase program service: Community Gardens (1st read 1-23-14)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the Agreement between Boone County and Community Garden Coalition for the purchase of the service; Community Gardens. The terms of the agreement are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #40-2014**

18. 1st & 2nd reading; Office of Emergency Management expenses for December 2013

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the Boone County portion of the December 2013 expenses for the Office

of Emergency Management in the amount of \$15,484.86.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #41-2014**

19. Public Comment

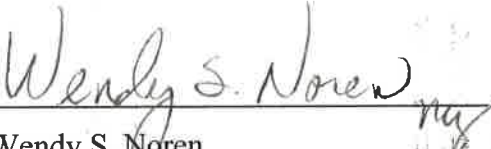
None


20. Commissioner Reports

None

The meeting adjourned at 10:16 a.m.

Attest:


Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner

