

TERM OF COMMISSION: August Session of the July Adjourned Term

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

PRESENT WERE: Presiding Commissioner Dan Atwill  
District I Commissioner Fred Parry  
District II Commissioner Janet Thompson  
Captain Gary German  
Director Resource Management Stan Shawver  
Director Purchasing Melinda Bobbitt  
Health Environmentalist Kris Vellema  
Employee Recognition Committee Kelle Westcott  
Director Information Technology Aron Gish  
Deputy County Clerk Mike Yaquinto

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

### **Health Department**

- 1. 1<sup>st</sup> & 2<sup>nd</sup> reading; Abatement of a property located at 167 E. Cedar Court, parcel #11-619-24-01-258.00 01**

Kris Vellema said the owner called her yesterday and left a message. No one is living in the house. She has gotten someone to partially mow the lawn and she has no idea where the car came from. We will assist and get the Sheriff's Department to tag the vehicle so it can be towed. We will work with her on the clean-up, but since she does not live in the area, we would like to proceed with the order.

Commissioner Parry confirmed that it is just the unlicensed vehicle and tall grass.

Ms. Vellema said that is correct. The vehicle also has a broken window.

There were no further comments or questions.

Commissioner Parry moved on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the attached Finding of Public Nuisance and Order for Abatement of a public nuisance located at 167 E. Cedar Court, parcel #11-619-24-01-258.00 01.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #354-2017**

### **Information Technology**

#### **2. Presentation: Boone County Named Top Ten by Center for Digital Government**

Aron Gish said annually, we enter a survey answering a long list of questions about what we do with our technology in the county. Over the years, it has developed into more of a survey about what we do as a community, technology wise, along with our web site and internal programs.

We also have moved up a couple of categories in the last several years putting us with stiffer competition. Last year we were a 4<sup>th</sup> place county and this year we are a 10<sup>th</sup> place county and we will continue to bounce up and down. A lot of this has to do with our department heads and elected officials being very progressive in what they want us to do, so everyone shares in this award.

Commissioner Atwill presented the award plaque to Aron Gish and said the county continues to receive awards, nationally, which is really impressive and we are very proud of the work done by all county employees.

**Employee Recognition Committee**

**3. Employee of the Quarter, 2<sup>nd</sup> Quarter 2017**

Kelle Westcott announced the following:

**Zachary Haverly** – Public Works Department was recognized as the Employee of the Quarter, 2<sup>nd</sup> Quarter 2017.

The Employee Recognition and Suggestion Committee would also like to recognize the following nominees:

**David Alexander** – Technology Research Ops Analyst – Boone County Sheriff's Dept.

**Alex Bodine** – Deputy Sheriff – Boone County Sheriff's Dept.

**Sonja Boone** – Public Administrator – Public Administrator's Office

**Greg Edington** – Director – Public Works

**Ryan Irish** – Systems & Support Manager – Information Technology

**Christy Johnson** – Account Specialist III – Treasurer's Office

**Elijah Koyn** – Detention Officer – Boone County Jail

**Julie Miller** – Deputy Collector – Boone County Collector's Office

The Commission thanked each nominee for their service to the County.

**Resource Management**

**4. First reading; Road & Bridge Improvement/Repair Cooperative Agreement with  
Town of Harrisburg**

Stan Shawver said this is one of our contracts we enter into with the smaller entities in Boone County as part of the Sales Tax Sharing Program. We have an annual contract where they agree to comply with using the funds for road and transportation improvements in their community. This is for Harrisburg and the amount is \$13,450.21.

Commissioner Parry asked if Harrisburg lets these funds accumulate.

Mr. Shawver said they do not have a full-time staff, so they will accumulate the funds until they have a project.

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.

**Purchasing**

**5. First reading; Bid Award 31-20JUL17 – Roof Replacement for the Johnson  
Building**

Melinda Bobbitt read the following memo:

31-20JUL17-Roof Replacement – Johnson Building opened on July 20, 2017. Two (2) bids were received. Facilities Maintenance recommends award by low bid to Watkins Roofing, Inc. of Columbia Missouri.

Cost of the contract is \$58,000.00 which will be paid from department 6200 – Capital Repairs and Replacements, account 60110 – Major Building Repairs and Replacements. The budget was \$43,538.00.

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.

**6. First reading; Award Recommendation 02-25MAY16 – Detainee Commissary Goods and Services for the Boone County Jail**

Melinda Bobbitt read the following memo:

*Request for Proposal 02-25MAY16- Detainee Commissary Goods and Services for the Boone.*

*County Jail* closed on May 25, 2016. Five proposal responses were received. The evaluation committee consisted of the following:

Gary German, Captain, Sheriff Department

Keith Hoskins, Detention Director, Sheriff

Department Jennifer Basham, Account Specialist

III, Sheriff Department Leasa Quick, Budget

Administrator, Sheriff Department

The evaluation committee recommends award to CBM Managed Services of Sioux Falls, South Dakota for offering the best solution for Boone County per their

attached evaluation report.

There is no cost to the County. CMB Managed Services will make a twice a week order/delivery for 32% commission. The prices for the commissary products are based on a convenience store index for this area resulting in an inmate paying the same price through commissary as the price of a candy bar at a convenience store.

Captain German said we need to look at what Commissary actually is. We meet the basic needs; dietary, medical and things like that. Commissary is needs vs. wants. One needs to think paper in terms of our current process. If someone requests assistance or needs to talk to a deputy, they fill out a piece of paper and eventually it makes it way up front. If they have a grievance, again, its paper. The Commissary order form is paper.

When we were looking at different systems and what CBM offered, they not only have kiosks that mount to the wall, they have tablets. Peer pressure is a big thing and this is something that can be taken away. From our understanding and talking to references, most of the time the detainees don't want to lose the benefit. They like having the tablet if they are in one of the housing units that have access to it.

The idea is we can work a little bit smarter, not harder. If there is a medical request, it automatically goes to the medical staff. If there is a problem with Commissary, it gets channeled up and the Commissary company can actually answer the questions while we monitor.

Also, a detainee might wonder how much is on the books, what do I have going on? Will I get charged for medical, what is available to me? Right now, they either bother the detention officer or bother other support staff. This is an opportunity to work smarter and again, it is wants vs. needs. It also frees up some of Captain Hoskins' staff to deal with more important issues other than someone complaining about a bag of chips. Other things we are looking at are the ability for video visitation and making tablet usage an incentive based process.

Commissioner Atwill asked how this actually works.

Captain German said this is a lock down system, they don't necessarily have access to the internet. They can purchase e-mail usage, getting sign-on information. We currently budget \$1,500/year on handbooks, etc. and these costs can be reduced by putting it on the kiosk. CBM is very flexible depending on the housing unit. It could be a wall mounted kiosk or it may just be a phone and both carry security protocols. We are looking at wall mounted kiosks, phones, and tablets.

Currently, the Commissary is a one-time a week order. We will start out that way and hopefully get to ordering twice weekly. If an order is placed with the Commissary, they will know their balance and will be able to see the item, with a picture shown, of the purchase as well as the cost. The order would be placed with CBM, sent to the warehouse, and then shipped to the detainee. We will review the order and then pass it out to them.

Commissioner Atwill asked what the time is between order and receipt.

Captain German said 48 hours.

Commissioner Thompson asked about those that can't read. Does it have something they can listen to? A lot of these folks have limited reading skills.

Captain German said that is one of the reasons we wanted pictures.

Commissioner Thompson said she was speaking more about the rules of the house and whether there is something they can listen to.

Captain German said that can be an option to download a video.

Commissioner Thompson said they will need a mechanism to agree to what they have heard.

Captain German said they may be circumstances where staff will have to sit down with them and explain the rules.

Commissioner Thompson said it would be nice to have this feature.

Captain German said it is customizable.

Commissioner Thompson asked if someone is released and they still have money on the books, how do they get it back?

Right now, a check is cut after we look at any deductions that they may have i.e. medical costs. This system can do that but we are looking at pre-loading a debit card which will be issued to the person. The Treasurer has advised that they could use these cards at a bank.

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.



**7. Second reading; Contract Amendment #1 to C315144006 – Verbal Language Interpretation Services (1<sup>st</sup> read 8-10-17)**

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the attached Contract Amendment #1 to C315144006 – Verbal Language Interpretation Services.

The terms of the amendment are stipulated in the attached Amendment. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Amendment #1 for Verbal Language Interpretation Services.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #355-2017**

**8. Second reading; Sole Source Approval 139-123117SS – Prime Alert Radio Systems with Locution Systems (1<sup>st</sup> read 8-10-17)**

Commissioner Parry moved on this day the County Commission of the County of Boone does hereby approve Sole Source Contract 139-123117SS – Prime Alert Radio Systems with Locution Systems and Agreement for the Sale of the Prime Alert CAD/Voice System.

The terms of the Agreement are stipulated in the attached agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Sole Source Fact Sheet and Agreement for the Sale of the Prime Alert CAD/Voice System.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #356-2017**

**Human Resources**

**9. Second reading; County Office closed for eclipse on 8/21/17 pursuant to County Policy 4.5 (1<sup>st</sup> read 8-10-17)**

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby authorize, pursuant to County Policy 4.5, closing of County Offices on August 21, 2017 from Noon to 1:00 p.m. to allow county employees to take their lunch hour together and from 1:00 p.m. to 2:00 p.m. in response to the total solar eclipse that is anticipated to occur during that period of time.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #357-2017**

**10. Second reading; Adoption of Departmental Policy – County Vehicle Use (1<sup>st</sup> read 8-10-17)**

Commissioner Parry moved on this day the County Commission of the County of Boone does hereby adopt the attached County Vehicle Use Policy. The policy is applicable to all departments supervised by the County Commission of the County of Boone.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #358-2017**

**Sheriff's Department****11. Second reading; Budget Revision to establish a budget for the Jail Accreditation Agreement (1<sup>st</sup> read 8-10-17).**

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the following budget revision for the Sheriff's Department to establish a budget for the Jail Accreditation Agreement.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2900	86800	Law Enforcement Sales Tax	Emergency	4,040	
2902	71100	Correction LE Sales Tax	Outside Services		4,040
				4,040	4,040

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #359-2017**

**12. Second reading; Jail Accreditation Agreement – National Institute for Jail Operations (1<sup>st</sup> read 8-10-17)**

Commissioner Parry moved on this day the County Commission of the County of Boone does hereby approve the attached Jail Accreditation Agreement between Boone County and the National Institute for Jail Operations.

The terms of the Agreement are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Jail Accreditation Agreement.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #360-2017**

**Commission**

**13. Public Comment**

None

**14. Commissioner Reports**

None

The meeting adjourned at 10:17 a.m.

Attest:



Taylor W. Burks  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner



Fred J. Parry  
District I Commissioner



Janet M. Thompson  
District II Commissioner