

TERM OF COMMISSION: April Session of the April Adjourned Term

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

PRESENT WERE: Presiding Commissioner Dan Atwill
District I Commissioner Fred Parry
District II Commissioner Janet Thompson
Buyer Robert Wilson
Director Community Services Joanne Nelson
Director Human Resources Jenna Redel
Director Purchasing Melinda Bobbitt
Senior Buyer Liz Palazzolo
Deputy Clerk Michelle Thompson
Senior Administrative Assistant Diane Buchmann

The meeting was called to order at 1:31 p.m.

Conference Call Information:
Number: 701-801-1211 Access Code: 758-401-651

Human Resources

1. First & Second Reading; Amendments to County Policies 2.6, 4.5, and 5.8

Jenna Redel explained that the temporary policy changes reflected in the proposed order continue the policy of holding employees harmless as much as possible from the economic impact of the stay at home order and takes into account the usage of sick leave over the last several weeks in which the new policies have been in place, the Families First Coronavirus Response Act, and the CARES Act.

There were no comments or questions from the Commission.

Commissioner Parry moved now on this day, the County Commission of the County of

Boone does hereby approve the attached additional temporary amendments to Boone County Personnel policies 4.5 and 2.6, replacing the temporary amendments contained in Commission Order 136-2020. (Updated language is in bold)

The County also hereby creates an additional temporary personnel policy 5.8.1 COVID Care Leave, attached hereto, that will be in effect from April 27, 2020 through December 31, 2020.

4.5 Emergency Closing of County Services and Buildings

If the Boone County Commission makes the decision to close County offices and departments, or recommends offices and departments go to minimum/essential staffing levels, for any reason or circumstance deemed appropriate or necessary, all employees will receive **either**:

- 1) One (1) hour additional sick leave for each hour County operations are suspended up to a maximum of eight (8) hours per normally scheduled workday for full time employees (and a proportional amount for employees in positions budget at less than full-time). Employees in Offices and Departments that are required to stay open, or employees who are designated by their Administrative Authority as essential for minimum staffing level purposes, will receive the same amount of sick leave hours added to their balances.

Or,

- 2) **Paid administrative leave sufficient to makeup a shortfall between the number of hours an employee is able to work (either remotely or on-site), in the relevant workweek, and their regularly scheduled hours for the same workweek.**

The Commission will determine which leave option(s) it will utilize for any relevant time period.

In addition, employees who are in Offices and Departments that close have the options listed in County policy 4.4 Inclement Weather. This policy does not apply when the

offices and departments are closed for official paid holidays.

2.6: Sick Leave

Employees may use sick leave under the following conditions:

1. The employee is unable to perform his or her duties due to illness or injury.
2. Medical or dental care of an employee or dependent (immediate family).
3. The employee has been exposed to a contagious disease(s) and may endanger others through contact.
4. Illness of employee's spouse, child, mother, father, brother, sister, legal wards, mother-in-law, and father-in-law requiring the employee to attend or care for such individual under the directives of a licensed physician.
5. Pre-natal and post-natal care under the directives of a licensed physician.
 - a. Additional Temporary COVID-19-Related Conditions:
6. To offset a shortfall in hours worked when the employee's Administrative Authority has decreased office staffing levels and ordered the employee to not report to work.
7. When the employee self-quarantines while awaiting COVID-19 testing results or due to their status as a person at higher risk of harm due to a chronic medical condition like heart or lung disease, diabetes, or advanced age (age 70+).
 - While under self-quarantine, employees are expected to stay home, except to take care of necessary activities such as grocery shopping, health care, or pharmacy visits and to avoid non-essential contact with others.
8. Due to an employee's current diagnosis of COVID-19 infection, quarantine as instructed by a health care provider, to care for another person who has COVID-19 or is under a health care directed order to quarantine due to COVID-19.

These temporary policies will remain in place until rescinded through a subsequent Commission order.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #178-2020**

2. First & Second Reading; Amendments to Commission Orders 137-2020 and 168-2020 regarding Boone County Government offices staffing levels

Jenna Redel explained that Boone County will be extending the minimum/essential staffing levels currently in effect through 11:59 pm on Friday, May 1, 2020, and further explained the impact upon the policy of the Families First Coronavirus Response Act and the CARES Act. Redel noted that she had consulted with the other elected officials and had had no negative feedback from them on these policies.

There were no comments or questions from the Commission.

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby further extend the recommendation made in Commission Orders 137-2020 and 168-2020 that Boone County Government offices and departments go to minimum/essential staffing levels, to include the time period from 12:00 am Monday April 20, 2020 through 11:59 pm on Friday, May 1, 2020.

For the period from 12:00 am April 20, 2020, through 11:59 pm on Sunday, April 26, 2020, all regularly scheduled non-13th Judicial Circuit, County employees will receive one (1) hour additional sick leave for each hour County operations are suspended up to a maximum of eight (8) hours per normally scheduled workday and forty (40) hours per workweek, for full time employees (and a proportional amount for employees in positions budget at less than full-time).

For the period from 12:00 am April 27, 2020, through 11:59 pm on Friday, May 1, 2020, all regularly scheduled County employees will receive paid administrative leave sufficient to

makeup any shortfall between the number of hours the employee is able to work (either remotely or on-site) in the relevant workweek, and their regularly scheduled hours for the same workweek.

Employees who are using eFMLA during the period this essential/minimum staffing level Order is in effect will not receive additional sick or administrative leave during this period but will instead receive eFMLA leave, pursuant to the Families First Coronavirus Response Act and the CARES Act.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #179-2020**

Purchasing

3. First & Second Reading; Emergency Purchase Agreement: 16-30SEP20E - COVID-19 Response Plan - Mental Health

Melinda Bobbitt read the following memo:

Attached for signature is a contract for a non-bid, emergency services contract: 16-30SEP20E - COVID-19 Response Plan - Mental Health.

The purpose of this contract is to increase access for immediate, brief support for Boone County children, youth and families through existing mental health providers using telehealth modalities. Cost of service is \$80.00/hour for up to 1,250 hours.

Contract is with the Curators of the University of Missouri (on behalf of the Missouri Prevention Science Institute) of Columbia, Missouri. Total cost of agreement is \$121,850.00 (\$100,000 for service and \$21,850 for administrative

costs) and will be paid from department 2161 - Community Children's Services Funding Opportunities, account 71100 - Outside Services. We currently have a remaining budget of \$750,000.

Commissioner Parry asked how this was related to the COVID-19 crisis.

Joanne Nelson explained that the stressors on children and families because of the crisis had demonstrated the need for assistance and they are trying to be proactive with this. This will be short-term, and FACE will pay for up to six 2-hour sessions for those who need them.

Commissioner Parry asked if these would be invoiced.

Nelson said yes. Services will be billed for as incurred.

There were no more comments or questions from the Commission.

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby approve the attached Agreement for Purchase of Services between Boone County and The Curators of the University of Missouri (on behalf of the Missouri Prevention Science Institute) for COVID-19 Response Plan: Mental Health.

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 #180-2020**

4. First & Second Reading; Emergency Purchase Agreement: 16-30SEP20E -

Childcare Subsidy for Essential Employees in Boone County

Melinda Bobbitt read the following memo:

Attached for signature is a contract for a non-bid, emergency services contract:
16-30SEP20E - Childcare Subsidy for Essential Employees in Boone County.

This contract will provide emergency respite to key and essential personnel in Boone County during this COVID-19 emergency (i.e. healthcare workers, law enforcement and those providing vital services to our community). Childcare subsidy cost is \$12.20/hour with up to 5,040 hours included in the contract.

Contract is with Child Abuse & Neglect Emergency Shelter, Inc. of Columbia, Missouri. Total cost of agreement is \$61,488.00 and will be paid from department 2161 - Community Children's Services Funding Opportunities, account 71100 - Outside Services. We currently have a remaining budget of \$750,000.

There were no comments or questions from the Commission.

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the attached Agreement for Purchase of Services between Boone County and Child Abuse & Neglect Emergency Shelter, Inc. for Childcare Subsidy for Essential Employees in Boone County.

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 Parry seconded the motion.

The motion carried 3 to 0. **Order #181-2020**

**5. First Reading; Cooperative Contract: MODOT Contract 60520CO0509 –
Excavators**

Robert Wilson read the following memo:

Road & Bridge requests permission to utilize the MODOT cooperative contract 60520CO0509 – Excavators to purchase one (1) 2020 John Deere 85G Excavator from Martin Equipment of Ashland, Missouri.

Cost of the purchase is \$125,657.84 and will be paid from department 2040 – PW Maintenance Operations, account 92300 – Replacement Machinery & Equipment.

This is a replacement purchase and the 2020 budgeted amount was \$115,000.00. Savings from other purchases will cover the budget to actual price variance. Estimated sale value is \$40,000.00.

The Purchasing department requests permission to dispose of the following surplus by sale: 2012 Kubota KX080-3 Mini Excavator, fixed asset tag 18224.

Commissioner Atwill said this is the first big item that has come up since the COVID-19 crisis began and wondered if the purchase was necessary under the circumstances and said the Commission should speak with Greg Edington to discuss any possible consequences of delaying the purchase. The financial status of the County is very uncertain right now so some things may be delayed, especially in the purchasing area. This will get scheduled for a second reading at a future meeting and in the meantime, the Commission will speak with Greg Edington.

There were no more comments or questions from the Commission.

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; Cooperative Contract: 32/2017- Towing Services - Term and Supply

Robert Wilson read the following memo:

Purchasing requests permission to utilize the City of Columbia cooperative contract 32/2017 to purchase towing services from I-70 Towing, LLC.

This is a county-wide term and supply contract.

There were no comments or questions from the Commission.

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. First Reading; Cooperative Contract: CC181185004 – Automatic External Defibrillator and Accessories Countywide Term & Supply (Co-op contract – State of Missouri)

Liz Palazzolo read the following memo:

The Purchasing Department requests permission to award contract CC181185004 for Automatic External Defibrillators and Accessories with Philips Healthcare of

Nashville, Tennessee. This is a cooperative contract established by the State of Missouri using a NASPO Valuepoint contract.

The contract runs through October 04, 2020 and it has two (2) one-year renewal options available.

This is a countywide term and supply contract.

There were no comments or questions from the Commission.

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.

8. First Reading; Transfer of County Property from Sheriff's Department to Facilities Maintenance: UTV and Snowplow, fixed asset tags 18408 & 18413

Melinda Bobbitt read the following memo:

Attached are Disposal Forms for a Kubota utility vehicle (UTV), asset tag 18408 and a snowplow, asset tag 18413. These are currently located in the Sheriff's Department and are being transferred to Facilities Maintenance.

The equipment was originally purchased by the Sheriff's Department for use during special events and for snow removal. After the Boone County Sheriff's Department's maintenance needs re-integrated into Facilities Maintenance, it was determined that Facilities Maintenance has a greater need for this equipment and uses it more than the Sheriff's Department Staff.

There were no comments or questions from the Commission.

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

Commission

9. Public Comment

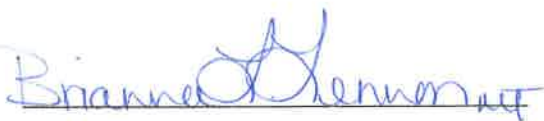
None

10. Commission Reports

None

The meeting adjourned at 1:52 p.m.

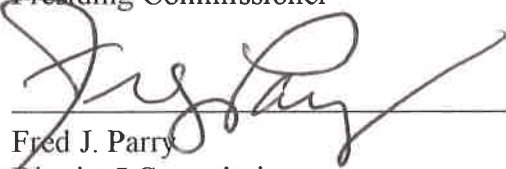
Attest:




Brianna L. Lennon
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Fred J. Parry
District I Commissioner



Janet M. Thompson
District II Commissioner