

TERM OF COMMISSION: November Session of the October Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center
Conference Room 301 / Conference Call

PRESENT WERE: Presiding Commissioner Dan Atwill
District I Commissioner Fred Parry
District II Commissioner Janet Thompson
Senior Buyer Liz Palazzolo
Director of Human Resources Jenna Redel
Deputy County Clerk TeQuila Freeman
District I Commissioner **Elect** Justin Aldred
Prosecuting Attorney Dan Knight
Purchasing Director Melinda Bobbitt

Conference Call Information:

Number: 425-585-6224 Access Code: 802-162-168

The meeting was called to order at 1:30pm

Purchasing

1. **First Reading; Amendment Number Three - 43-17OCT16 - Pest Control Services**
Purchasing Director Melinda Bobbitt spoke to Amendment Number Three - 43-17OCT16 - Pest Control Services. This will add a location of ECC the support building with 4 visits a year; Boone County Jail will go from 12 to 24 visits a year, from January 1, 2021-Dec. 31, 2021.

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; Invitation for Bid Award: 24-06NOV20 – Sale of Scrap Metal**
Purchasing Director Melinda Bobbitt spoke to Invitation for Bid Award: 24-06NOV20 – Sale of Scrap Metal - Opened on Nov. 6, 2020. One response was received from Central Metals LLC, offering \$100.00 per ton. Will be deposited to 2019 Public Works Acct #3830

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; City of Columbia Cooperative Contract; 110/2020-Temporary Employee Services

Purchasing Director Melinda Bobbitt spoke to - City of Columbia Cooperative Contract; 110/2020-Temporary Employee Services. Melinda explained no current need exists but it may be needed in the future.

Commissioner Thompson asked what kind of employees would be provided.

Director Bobbitt gave examples of employees are office clerk, office assistant, administrative assistant, laborer, facilities maintenance, grounds keeper and grounds keeper 2.

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 & Second Reading; Amendment Three to Contract AEPA-017-B– Photocopier with Maintenance Service – Term & Supply

Senior Buyer Liz Palazzolo spoke to Amendment #2 to Contract AEPA-017-B – Photocopier with Maintenance Services – Term and Supply to replace the old copier with a Kyocera 505 3CI color copier pro scanner with 5 year parts and lab warranty paid for by dept. 1131 elections for a cost of \$7,799.00 Buyer Palazzolo asked permission to dispose of old photocopier.

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby approve the attached Contract Amendment #3 AEPA-017-B- Photocopier with Maintenance Service – term and supply. Terms of the amendment are attached. It is further ordered that the Presiding Commissioner is authorized to sign attached contract amendment, done on this 19th day of November 2020.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0 **Order #515-2020**

Human Resources

1. First Reading; Job Classification Committee Recommendation

Director of Human Resources Jenna Redel spoke to Job Classification Committee Recommendation – Creation of Jobs: Radio Network Manager Range 49. This position will be in

Boone County Joint Communications to supervise radio technicians and learn project management. A request to create the position of Payroll Coordinator has also been made. The current payroll employee is retiring in February 2021. Once the new ERP system is up and running, the person in the new position will be responsible for reviewing all payroll before transferring to the Treasurer's office for payment; spot checking and updating new payroll information and changes. Changes to current positions: This has been restructured from 4 tiers to 3 tiers making the starting salary competitive and changing the pay range for sign maintenance specialist/senior sign maintenance specialist and automotive/equipment mechanic positions. The Collective Bargaining agreement notes a 3% raise is to be given anytime someone is promoted. Director Redel would like it noted that in the Road Maintenance department, employees move from similar job titles, but their pay should stay the same as they are lateral moves. Also presented was a recommendation for changing the Court Clerk III salary position since the court did not update salaries at last review due to some employees with same title/same job description being State employees. In 2016, it was put in place that when the state updated salaries, the court would also update salaries. The Circuit Clerk is asking for updates for the Court Clerk III position which is currently at range 24 (mid-level) pay equivalent to lead position in Recorders/Collectors/Assessors offices. This will put the Court Clerk III in line with other lead positions. The title will be changed from Court Clerk III to Lead Court Clerk.

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; Pay Range Change of Classifications 409300, 409400, & 409500

Director of Human Resources Jenna Redel spoke to Pay Range Change of Classifications 409300, 409400, & 409500 - Boone County Joint Communications to update telecommunicator page. There are currently three levels: ETC trainee, ETC and ETC Lead. Emergency Communications Director Chad Martin spoke to the Job Classification Committee regarding turnover rate, Committee split down the middle on recommendations of moving forward. Commissioner Atwill was the deciding vote, and he chose to bring to the commission meeting. Surrounding area are offering \$16.75-\$17.50 for the same job. This year Joint Communications has lost some fully trained operators to Mizzou and Jefferson City since they could pay more. Currently, trainees pay range is 27, proposal is to move to 29, regular ETC from range 30 to 32; and lead ETC from range 34 to 35.

Commissioner Thompson asked of the 911 telecommunicators hired away, how many indicated they left for salary reasons. Director Redel explained that this is a hard question because employees the resign are asked to do an exit interview and though the deciding reason may be pay, not all of the reasons are pay; sometimes it's also things like culture or having to wear a

uniform. In 2017 they lost 9 employees; in 2018 they lost 13 employees; in 2019 they lost 16 employees 4 of which were fully trained and went to other dispatch companies to do the same job they did for Boone County JC; and in so far in 2020, they have lost 17 employees.

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; Budget Adjustment for position 207

Director of Human Resources Jenna Redel spoke to Budget Adjustment for position 207. The proposal is to change the assistant prosecuting attorney's salary from 2 to 3 Job classification Committee didn't have opposition. They will be requesting in the 2021 budget to put salary up to \$95,000.00. The first assistant prosecuting attorney's salary is currently \$89,086.00

Prosecutor Dan Knight spoke about how the difference in pay from one prosecutor to the other are okay in their office. New prosecutor exceeds expectations and can resolve issues quickly, put on two COE programs in house and looking at another COE program now. Prosecutor has ability to try many cases, have tried more jury trials than anyone in the state of Missouri and in his opinion is the best prosecutor in the United States. New prosecutor has committed to a two-year term should additional funds be provided.

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; Request to Hire Above FHR for position 297

Director of Human Resources Jenna Redel spoke to a request to hire Above FHR for position 297. The County Clerk's office is asking for approval to hire the Deputy County Clerk III position above flexible hiring rate. Permission is requested to move salary to \$36,400/year or \$17.50/hour after probationary period. Deputy County Clerk III will start at flexible hiring limit and move to \$36,400.00/year by the end of 2021.

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.

Commission

1. Public Comment

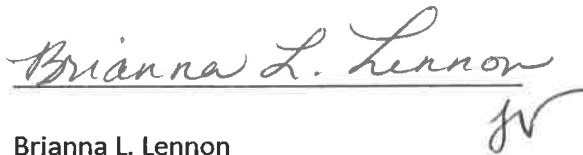
None.

2. Commissioner Reports

None.

Meeting adjourned at 2:06pm

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