

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

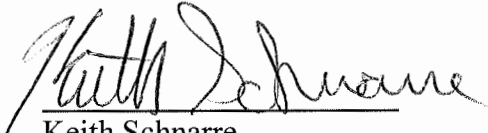
May Session of the May Adjourned Term. 20 03

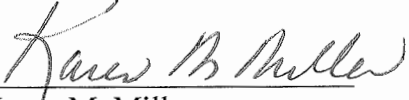
In the County Commission of said county, on the 20th day of May 20 03

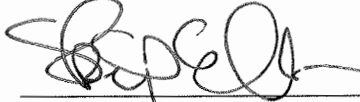
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the Missouri State Division of Highway Safety Traffic Grant Application for the Boone County Sheriff's Department.

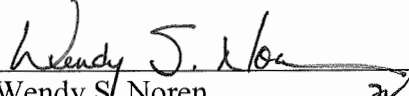
Done this 20th day of May, 2003.


Keith Schnarre
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission



246-2003

COUNTY AUTHORIZATION

On 20 May, 2003 the County Commission of Boone

County discussed participation in Missouri's Highway Safety Program.

It is agreed the County should participate in Missouri's Highway Safety Program.

It is further agreed the County Sheriff will investigate the possibilities of attaining financial assistance from the Missouri Division of Highway Safety.

When funding from the Missouri Division of Highway Safety is no longer available, the local government entity agrees to make a dedicated attempt to continue support for this traffic safety effort.



County Commissioner



Presiding, Commissioner



County Commissioner



Highway Safety
Law Enforcement Grant Application
October 1, 2003 through September 30, 2004
 (Application due by June 1)

Missouri Division of Highway Safety
 P.O. Box 104808
 Jefferson City, MO 65110-4808
 1-800-800-2358 or 573-751-4161

Agency: Boone County Sheriff's Department Agency ORI#: MO01000000
 Address: 2121 County Drive Federal Tax ID#: 436000349

City: Columbia State: MO Zip: 65202 County: Boone

Phone: 573-875-1111 Fax: 573-874-8953

Contact Person: Captain Beverly Braun Email: bbraun@boonecountymo.org

Jurisdiction: Rural Jurisdiction Population: 135454

Targeted Population: Aggressive drivers, speeders, Impaired drivers
 (i.e. Speeders, Aggressive Drivers, Young Drivers)

Select a project activity for which your agency is requesting funding.

Hazardous Moving Violation

If Other, please briefly describe:

- | | |
|--|-----|
| 1. Does your agency have an internal safety belt policy for all personnel? | Yes |
| 2. Does your law enforcement agency have a racial profiling policy? | Yes |
| 3. Is your law enforcement agency reporting to STARS? | Yes |
| 4. Is your law enforcement agency submitting UCR information? | Yes |

Traffic Enforcement Baseline Summary			
For most current 12-month period From: <u>1/1/2003</u> To: <u>12/31/2003</u>			
		DD/MM/YYYY	DD/MM/YYYY
<u>Hazardous Moving Violations Data:</u>		<u>Crash Data:</u>	
DWI Violations	<u>143</u>	# Total Crashes	<u>135</u>
Speeding Violations	<u>970</u>	# Total Fatal Crashes	<u>3</u>
Other HMV Violations	<u>354</u>	# Total Injury Crashes	<u>52</u>
		# Total Speed Crashes	<u>50</u>
		# Speed Fatal Crashes	<u>3</u>
		# Speed Injury Crashes	<u>31</u>
<u>Occupant Restraint Violations Data:</u>		# Total Alcohol Crashes	<u>15</u>
Child Restraint Violations	<u>18</u>	# Alcohol Fatal Crashes	<u>2</u>
Seat Belt Violations	<u>425</u>	# Alcohol Injury Crashes	<u>10</u>
Total # of full-time Law Enforcement Officers	<u>25</u>	Total # of Radars/Lasers	<u>12</u>
Total # of full-time Patrol and Traffic Officers	<u>1</u>	Total # of In-Car Video Cameras	<u>9</u>
Total # of Officers available for overtime enforcement	<u>25</u>	Total # of PBT's	<u>3</u>
Total # of vehicles available for enforcement	<u>25</u>	Total # of Breathalyzers	<u>2</u>

 Authorizing Official

 Authorizing Official Signature

 Title of Authorizing Official

PROBLEM IDENTIFICATION

Your Problem ID *should* very clearly indicate: *What* is the Problem? *Where* is the problem occurring? *When* is the problem occurring? *Who* and/or *What* is causing the problem? It should not explain what you plan to do to solve the problem. Use this section to also provide any *background information*—relative to traffic safety—about your community, agency, demographics, how the problem got started, etc.

The number of traffic crashes have been reduced over the course of the Operation Slow Down program. Two causes of traffic crashes in Boone County are speed and alcohol related incidents. Speed / hazardous moving incidents are the number one contributing circumstances for county wide traffic crashes. A total of 135 crashes were recorded in Boone County, 50 were speed related and 15 were alcohol related. The 50 speed related crashes, 3 were fatalities, and 31 were injury crashes. The roadways where most of the injury crashes occurred were Creasy Springs Road, Brown School Road, New Haven Road, Obermiller Road, Old Plank Road, Rangeline Road, Prathersville Road and St. Charles Road. The above roadways are ones used by county residents as well as Columbia residents to by-pass the main arteries inside the Columbia City limits. Almost half of the traffic crashes in Boone County occur between the hours of 2 pm and 8 pm (61 of the 135). This time frame includes schools dismissing for the day, the 7-3 shift workers ending their work day, the 3-11 shift workers going to work and the regular 8-5 workers going home. The above roadways are also ones that the Department receives a large number of the traffic complaints from residents living in the areas. Within the last three years the Boone County Sheriff's Department took over working all crashes that occur on county maintained roadways, prior to this the Missouri State Highway Patrol worked the injury and fatality crashes.

**LAW ENFORCEMENT STATISTICAL DATA
PROBLEM IDENTIFICATION**

Enforcement Location(s) including average daily traffic counts for each location:

Creasy Springs Road (@ 3500 vehicles daily), Old Plank Road (@450 vehicles daily), Obermiller Road (@ 900 vehicles daily), St. Charles Road (@3800 vehicles daily), Rangeline Road (@ 500 vehicles daily), Prathersville Road (@ 8000 vehicles daily), New Haven Road (@ 800 vehicles daily) and Richland Road (@ 500 vehicles daily)

Traffic Crash Data relative to the enforcement activity identified above:

Note: The total columns for Time of Day, Day of Week, and Month of Year should all be the same.

Time of Day

12 am to 2 am	2 am to 4 am	4 am to 6 am	6 am to 8 am	8am to 10am	10am to 12pm	12pm to 2 pm	2 pm to 4 pm	4 pm to 6 pm	6 pm to 8 pm	8 pm to 10pm	10pm to 12am	Unk	Total
9	6	0	6	16	11	6	24	24	13	10	10		135

Day of Week

Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Unk	Total
16	17	19	15	26	20	22		135

Month of Year

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
14	13	8	12	16	9	12	15	11	15	10		135

Baseline Arrest Data relative to the enforcement activity identified above (If available and pertinent to goals):

The statistics above as for County wide crashes, not only those above.

LAW ENFORCEMENT PROJECT DESCRIPTION

GOALS: (Goals must be set for each activity and must be measurable)

- Increase arrests related to these offenses by 5 % over baseline data
- Decrease crashes related to these offenses by 10 % over baseline data
- Increase seat belt use rate from current rate of % to %
- Other

OBJECTIVES:

1. **Targeted Population (i.e., speeders, aggressive drivers, young drivers):**
motoring public operating motor vehicles on Boone County maintained roadways. Specifically speeders and driver's exhibiting aggressive tendencies.
2. **Enforcement Location(s):**
boone County maintained roadways
3. **Number of Officers assigned to each enforcement period:**
4
4. **Times of enforcement periods:**
1600 hours - 2000 hours
5. **Duration of each enforcement period:**
4 hours
6. **Number of enforcement periods per month:**
2
7. **Days of week selected for enforcement periods:**
all
8. **Months (or special event) selected for enforcement periods:**
all
9. **Equipment, promotional, or supply items requested for this project:**
1 radar unit to be used in the enforcement of speed limits

Report of Additional Funding Sources

Please identify any programs for which your Agency is currently receiving State or Federal funding assistance (i.e., HIDTA, HUD, COPS, DPS, etc.):

Program	Amount	Contract Begins	Contract Ends
Missouri Dept. of Public Safety - Domestic Violence Grant	\$36,769.91	1/1/2003	12/31/2003
Dept. of Justice - LLEBG	\$39,969.00	10/1/2001	9/30/2003
Dept. of Justice - LLEBG	\$35,373.00	10/1/2002	9/30/2004
Dept. of Justice - Cops in Schools	\$235,666.68	9/1/2002	8/31/2005

LAW ENFORCEMENT PROJECT DESCRIPTION

PROJECT NARRATIVE:

(Provide a brief description of how the above objectives will be performed. For equipment, promotional, or supply item requests, you must justify why your agency cannot furnish these items for the project and how these items will be used in this project.):

(Please Limit to One Page)

The program is called Operation Slow Down. Four Deputies are assigned to areas where complaints are received and accidents are occurring. These Deputies work for a four hour period in the specified areas doing nothing except enforcing the traffic laws. The days of the enforcement activities will vary but the time will remain between the hours of 4 pm and 8 pm. The Deputies will center their enforcement activities on speeders, aggressive drivers and drivers committing hazardous moving violations. Two enforcement periods will occur each month for a total of 32 man hours. A radar unit to use during this activity would allow Deputies without a radar unit but certified to operate one to be included in the enforcement activity. The person to whom this radar unit is assigned will also have it available to use during his/her normal shift work. Although tax revenue money from the recently approved Proposition L will be available, most of this is being used at this time for personnel hiring and upgrades on older Departmental equipment.

EVALUATION

State how your agency will evaluate the success of this project.

The program coordinator will look at the number of summons issued as well as the number of speed / hazardous moving related and compare to the same period for the previous year.

In addition to the agency evaluation, the Missouri Division of Highway Safety will administratively evaluate this project. Evaluation will be based, at a minimum, upon the following:

1. Law enforcement compliance with state UCR, Racial Profiling, and STARS reporting requirements (law enforcement contracts only)
2. Timely submission of monthly reimbursement vouchers and appropriate documentation to support reimbursement for expenditures (i.e., personal services, equipment, materials)
3. Timely submission of periodic reports (i.e., monthly, quarterly, semi-annual) as required within the contract or by the MDHS Project Coordinator
4. Timely submission of the Year End Report of activity (due within 30 days after contract completion date)
5. Attaining the Goals set forth in this contract*
6. Accomplishing the Objectives* established to meet the project Goals, such as:
 - Enforcement activities (planned activities compared with actual activities)
 - Programs (number and success of programs held compared to planned programs, evaluations if available)
 - Training (actual vs. anticipated enrollment, student evaluations of the class, student test scores on course examinations, location of classes, class cancellation information)
 - Equipment purchases (timely purchase of equipment utilized to support and enhance the traffic safety effort; documentation equipment use and frequency of use)
 - Public awareness activities (media releases, promotional events, incentive items or educational materials produced or purchased)
 - Other (any other information or material that supports the Objectives)

Evaluation results will be used by the MDHS to determine:

- The success of this type of activity in general and this particular project specifically;
- Whether similar activities should be supported in the future; and
- Whether grantee will receive funding for future projects.

*Evaluation and requests to fund future projects will not be based solely on attaining Goals and/or Objectives if satisfactory justification is provided.

BUDGET PROPOSAL

Budget – A detailed budget must be submitted. Budget items should be directly tied to your goals and objectives. Items that will be purchased with matching funds should also be shown.

Budget Line Item Detail (i.e. Overtime Hours, Radar Units)	Quantity	Unit Cost	Total Per Line Item	Matching Funds	Federal Funds Requested
Overtime for 4 Officers	384h.00	25.73	\$9,880.32	\$1,243.91	\$9,880.32
			\$0.00		
Radar Unit	1.00	1595.	\$1,595.00		\$1,595.00
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
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			\$0.00		
			\$0.00		
			\$0.00		

BUDGET PROPOSAL - **CONTINUED**

Budget Line Item Detail (i.e. Overtime Hours, Radar Units)	Quantity	Unit Cost	Total Per Line Item	Matching Funds	Federal Funds Requested
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
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			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
TOTAL			\$11,475.32	\$1,243.91	\$11,475.3



Missouri Division of Highway Safety
P.O. Box 104808
Jefferson City, MO 65110-4808
1-800-800-2358 or 573-751-4161

246-2003

COUNTY AUTHORIZATION

On 20 May, 2003 the County Commission of Boone

County discussed participation in Missouri's Highway Safety Program.

It is agreed the County should participate in Missouri's Highway Safety Program.

It is further agreed the County Sheriff will investigate the possibilities of attaining financial assistance from the Missouri Division of Highway Safety.

When funding from the Missouri Division of Highway Safety is no longer available, the local government entity agrees to make a dedicated attempt to continue support for this traffic safety effort.


County Commissioner


County Commissioner


Presiding Commissioner



Highway Safety
Law Enforcement Grant Application
October 1, 2003 through September 30, 2004
 (Application due by June 1)

Missouri Division of Highway Safety
 P.O. Box 104808
 Jefferson City, MO 65110-4808
 1-800-800-2358 or 573-751-1161

Agency: Boone County Sheriff's Department Agency ORI#: MO01000000
 Address: 2121 County Drive Federal Tax ID#: 436000349

City: Columbia State: MO Zip: 65202 County: Boone

Phone: 573-875-1111 Fax: 573-874-8953

Contact Person: Capt. Beverly Braun Email: bbraun@boonecountymo.org

Jurisdiction: Rural Jurisdiction Population: 135454

Targeted Population: Motoring public - Impaired drivers
 (i.e. Speeders, Aggressive Drivers, Young Drivers)

Select a project activity for which your agency is requesting funding.

Sobriety Checkpoint

If Other, please briefly describe: and DWI Saturations

- | | |
|--|-----|
| 1. Does your agency have an internal safety belt policy for all personnel? | Yes |
| 2. Does your law enforcement agency have a racial profiling policy? | Yes |
| 3. Is your law enforcement agency reporting to STARS? | Yes |
| 1. Is your law enforcement agency submitting UCR information? | Yes |

Traffic Enforcement Baseline Summary

For most current 12-month period From: 1/1/2002 To: 12/31/2002
DD/MM/YYYY DD/MM/YYYY

Hazardous Moving Violations Data:

DWI Violations	<u>143</u>
Speeding Violations	<u>970</u>
Other HMV Violations	<u>354</u>

Occupant Restraint Violations Data:

Child Restraint Violations	<u>18</u>
Seat Belt Violations	<u>425</u>

Crash Data:

# Total Crashes	<u>135</u>
# Total Fatal Crashes	<u>3</u>
# Total Injury Crashes	<u>52</u>
# Total Speed Crashes	<u>50</u>
# Speed Fatal Crashes	<u>3</u>
# Speed Injury Crashes	<u>31</u>
# Total Alcohol Crashes	<u>15</u>
# Alcohol Fatal Crashes	<u>2</u>
# Alcohol Injury Crashes	<u>10</u>

Total # of full-time Law Enforcement Officers	<u>25</u>	Total # of Radars/Lasers	<u>12</u>
Total # of full-time Patrol and Traffic Officers	<u>1</u>	Total # of In-Car Video Cameras	<u>9</u>
Total # of Officers available for overtime enforcement	<u>25</u>	Total # of PBT's	<u>3</u>
Total # of vehicles available for enforcement	<u>25</u>	Total # of Breathalyzers	<u>2</u>

 Authorizing Official

 Authorizing Official Signature

 Title of Authorizing Official

PROBLEM IDENTIFICATION

our Problem ID *should* very clearly indicate: *What* is the Problem? *Where* is the problem occurring? *When* is the problem occurring? *Who* and/or *What* is causing the problem? It should not explain what you plan to do to solve the problem. Use this section to also provide any *background information*—relative to traffic safety—about your community, agency, demographics, how the problem got started, etc.

The problem is the number of alcohol related traffic crashes leading to injuries and fatalities. Two of the three fatality crashes that occurred in Boone County we alcohol related. Alcohol related crashes have been reduced through the efforts of the Sheriff's Department personnel in combination with the checkpoint and saturation programs. Of the 135 traffic crashes that occurred in Boone County 15 involved alcohol, 10 of which where one or more of the involved parties were injured. There is no one area with a significant number of alcohol related crashes. Intoxicated drivers operate motor vehicles any day of the week and any time of day.

**LAW ENFORCEMENT STATISTICAL DATA
PROBLEM IDENTIFICATION**

Enforcement Location(s) including average daily traffic counts for each location:

Creasy Springs Road (@ 3500 vehicles daily), Old Plank Road (@450 vehicles daily), Obermiller Road (@ 900 vehicles daily), St. Charles Road (@3800 vehicles daily), Rangeline Road (@ 500 vehicles daily), Prathersville Road (@ 8000 vehicles daily), New Haven Road (@ 800 vehicles daily) and Richland Road (@ 500 vehicles daily)

Traffic Crash Data relative to the enforcement activity identified above:

Note: The total columns for Time of Day, Day of Week, and Month of Year should all be the same.

Time of Day

12 am to 2 am	2 am to 4 am	4 am to 6 am	6 am to 8 am	8am to 10am	10am to 12pm	12pm to 2 pm	2 pm to 4 pm	4 pm to 6 pm	6 pm to 8 pm	8 pm to 10pm	10pm to 12am	Unk	Total
9	6	0	6	16	11	6	24	24	13	10	10		135

Day of Week

Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Unk	Total
16	17	19	15	26	20	22		135

Month of Year

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
14	13	8	12	16	9	12	15	11	15	10		135

Baseline Arrest Data relative to the enforcement activity identified above (if available and pertinent to goals):

THE STATISTICS ABOVE ARE FOR COUNTY WIDE CRASHES, NOT ONLY THE LIST ABOVE.

LAW ENFORCEMENT PROJECT DESCRIPTION

GOALS: (Goals must be set for each activity and must be measurable)

- Increase arrests related to these offenses by 5 % over baseline data
- Decrease crashes related to these offenses by 10 % over baseline data
- Increase seat belt use rate from current rate of % to %
- Other

OBJECTIVES:

1. **Targeted Population (i.e., speeders, aggressive drivers, young drivers):**
Driver's intoxicated on alcohol or controlled substances
2. **Enforcement Location(s):**
Boone County maintained roadways
3. **Number of Officers assigned to each enforcement period:**
5
4. **Times of enforcement periods:**
2200 hrs - 0300 hrs
5. **Duration of each enforcement period:**
4 hours
6. **Number of enforcement periods per month:**
1
7. **Days of week selected for enforcement periods:**
Friday or Saturday nights
8. **Months (or special event) selected for enforcement periods:**
May through September
9. **Equipment, promotional, or supply items requested for this project:**
1 Mobile Vision in-car video system

LAW ENFORCEMENT PROJECT DESCRIPTION

PROJECT NARRATIVE:

(Provide a brief description of how the above objectives will be performed. For equipment, promotional, or supply item requests, you must justify why your agency cannot furnish these items for the project and how these items will be used in this project.):

(Please Limit to One Page)

The Dwl program at the Boone County Sheriff's Department has been active for the past 8 years. The program has gone through several changes in this time period from a straight Checkpoint program to a Saturation program then to a combination of the two.

The DWI saturation program would have five Deputies that would be patrolling county maintained roadways where alcohol related incidents have occurred. Deputies will stop vehicles in an effort to remove impaired driver's from roadways in Boone County. Three saturations would be conducted within the county consisting of five Deputies working for five hours. The saturation would have a one hour briefing then begin the actual saturation.

The DWI checkpoint program has been adapted to meet the goals of removing impaired driver's from county maintained roadways. Two checkpoints would be conducted on roadways in Boone County. One checkpoint would be on Prathersville Road in the 1300 block checking both directions and the second activity would be on Highway 763 in the 5200 block checking north bound traffic. These two locations have historically been areas where alcohol related incidents have been encountered, intoxicated subjects being contacted by Law Enforcement, alcohol related crashes or disturbances involving alcohol. The checkpoints would have 18 Deputies which would include 1 supervisor and 17 Deputies working various positions at the checkpoint. The checkpoint personnel would be in service for a briefing from 2200 hours till 2300 hours then the actual checkpoint operation would be from 2300 hours till 0300 hours. A Drug Recognition Expert would be available to conduct evaluations on controlled substances. I would request all personnel working the checkpoint be paid through the grant.

The Boone County Sheriff's Department would also request 1 Monile Vision in-car video system to assist in the apprehension and conviction of Impaired Drivers. The Boone County Sheriff's Department has tax money available but this money is currently being utilized to hire more personnel and replace out dated equipment.

EVALUATION

State how your agency will evaluate the success of this project.

The program coordinator will look at the number of alcohol arrests and compare to the same period for the previous year.

In addition to the agency evaluation, the Missouri Division of Highway Safety will administratively evaluate this project. Evaluation will be based, at a minimum, upon the following:

1. Law enforcement compliance with state UCR, Racial Profiling, and STARS reporting requirements (law enforcement contracts only)
2. Timely submission of monthly reimbursement vouchers and appropriate documentation to support reimbursement for expenditures (i.e., personal services, equipment, materials)
3. Timely submission of periodic reports (i.e., monthly, quarterly, semi-annual) as required within the contract or by the MDHS Project Coordinator
4. Timely submission of the Year End Report of activity (due within 30 days after contract completion date)
5. Attaining the Goals set forth in this contract*
6. Accomplishing the Objectives* established to meet the project Goals, such as:
 - Enforcement activities (planned activities compared with actual activities)
 - Programs (number and success of programs held compared to planned programs, evaluations if available)
 - Training (actual vs. anticipated enrollment, student evaluations of the class, student test scores on course examinations, location of classes, class cancellation information)
 - Equipment purchases (timely purchase of equipment utilized to support and enhance the traffic safety effort; documentation equipment use and frequency of use)
 - Public awareness activities (media releases, promotional events, incentive items or educational materials produced or purchased)
 - Other (any other information or material that supports the Objectives)

Evaluation results will be used by the MDHS to determine:

- The success of this type of activity in general and this particular project specifically;
- Whether similar activities should be supported in the future; and
- Whether grantee will receive funding for future projects.

*Evaluation and requests to fund future projects will not be based solely on attaining Goals and/or Objectives if satisfactory justification is provided.

BUDGET PROPOSAL - **CONTINUED**

Budget Line Item Detail (i.e. Overtime Hours, Radar Units)	Quantity	Unit Cost	Total Per Line Item	Matching Funds	Federal Funds Requested
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
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			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
TOTAL			\$11,359.62	\$970.81	\$11,359.6

Report of Additional Funding Sources

Please identify any programs for which your Agency is currently receiving State or Federal funding assistance (i.e., HIDTA, HUD, COPS, DPS, etc.):

Program	Amount	Contract Begins	Contract Ends
Missouri Dept. of Public Safety - Domestic Violence Grant	\$36,769.91	1/1/2003	12/31/2003
Dept. of Justice - LLEBG	\$39,969.00	10/1/2001	9/30/2003
Dept. of Justice - LLEBG	\$35,373.00	10/1/2002	9/30/2004
Dept. of Justice - Cops in Schools	\$235,666.68	9/1/2002	8/31/2005

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

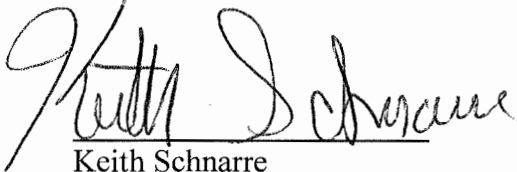
May Session of the May Adjourned Term. 20 03

In the County Commission of said county, on the 20th day of May 20 03

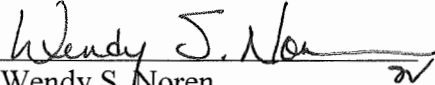
the following, among other proceedings, were had, viz:

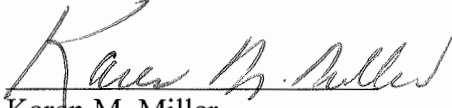
Now on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the Application for Funding, VOCA Certificate Assurances, and Audit Requirements for the Victims of Crime Act (VOCA) Grant for the Boone County Prosecuting Attorney's Office.

Done this 20th day of May, 2003.


Keith Schnarre
Presiding Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner



Office of the Boone County Prosecuting Attorney

KEVIN M.J. CRANE, Prosecutor

705 E. Walnut - Courthouse
Columbia, Missouri 65201-4485

573-886-4100
FAX 886-4148

DATE: May 15, 2003

TO: Commissioner Schnarre
Commissioner Miller
Commissioner Elkin

FROM: Kevin M.J. Crane
Boone County Prosecutor's Office

RE: VOCA Grant Application

I respectfully request your approval to apply for VOCA (Victims of Crime Act) grant funds for our Victim Response Team through the Department of Public Safety in the amount of \$50,586.00. We have been receiving funds for the Victim Response Team since 1993. The local match of \$12,640.00 is derived from the existing salary of the Victim Assistant position. The grant funds will be used for the salary and benefits of Mark Koch, Victim Specialist, training, travel and printing expenses.

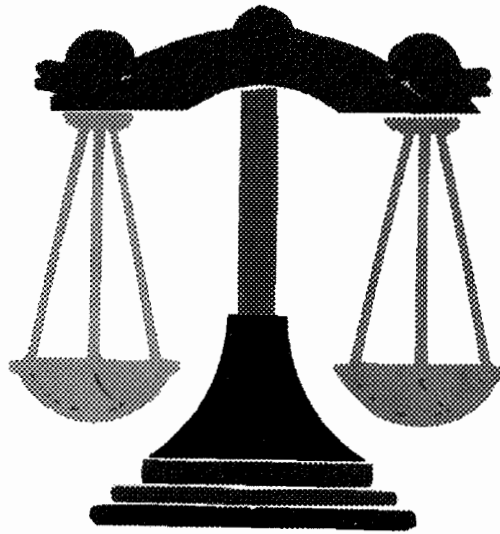
In 2002 the Boone County Prosecutor's Office filed 4103 misdemeanors and 1213 felonies, over 2800 of those cases are victim related, requiring the assistance of the Victim Response Team. In 2003, through April 30th, we have filed 1148 misdemeanors and 494 felonies. Attached is a chart from 2002/03 illustrating the number and types of crime victims that we have served to date in the current grant cycle. I have also included the chart from the 2001/02 grant cycle for your information.

Thank you for your consideration of this request.

A handwritten signature in cursive script that reads "Kevin M.J. Crane".

Boone County Prosecuting Attorney

COPY



Victims of Crime Act Grant
Application for Funding 2003/04

247-2003

BOONE COUNTY PROSECUTING ATTORNEY
VOCA 2003/4 Grant Application

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APPLICATION SUMMARY REPORT

Agency Name Boone County Prosecuting Attorney	Program Title Victim Response Team
Authorized Official Name and Address (include ZIP Code): Keith Schnarre 801 E. Walnut Street Columbia, Missouri 65201 Phone Number (include Area Code): 573-886-4305 Fax Number (include Area Code): 573-886-4311	Project Director Name and Address (include ZIP Code): Bonnie J. Adkins 705 E. Walnut Street Columbia, Missouri 65201-4485 Phone Number (include Area Code): 573-886-4112 Fax Number (include Area Code): 573-886-4148

Total Amount of VOCA Funds Requested \$ 50586.00

Prorate the VOCA Funds Requested (give dollar amount and percentage) by types of victims to be served: (Please give your best estimates.)

\$ 18464.00 36.5% Domestic Violence \$ 1265.00 2.5% Child Abuse \$ 1517.00 3% Sexual Assault

\$ 1517.00 3% Underserved and Other (Identify the dollar amount and percentage for each type of victim of crime to be served)

\$ 15177.00 30% Burglary/Robbery/Property Crimes

\$ 12646.00 25% Assault/Non-Domestic

Indicate the anticipated number of victims to be served by this VOCA funded project: 2930 Total Victims of Crime _____ Hotline Calls
(Not hotline calls)

If a domestic violence shelter, indicate the anticipated number of women and children to be served in shelter or outreach services, the number of anticipated hotline calls and the anticipated number of bednights.

_____ Women _____ Children _____ Hotline Calls

_____ Bednights

Geographic Area(s) to be served by this VOCA project:
Boone County - Missouri

The requested VOCA funds will be used to: Fund a New Project Expand/Enhance an Existing Project Continue a Previously Funded VOCA Project

Give a brief summary of the services to be offered by this VOCA project. (Please type the description on this form.)

The Victim Response Team is comprised of our Crime Victim Specialist, our Victim Assistant and volunteers from the community, local Universities and Colleges. Each case handled by the Boone County Prosecutor's Office is assigned to one of the members of the Victim Response Team, who is responsible for notifying the victims and informing them of the case progress and their rights as a victim. Our Crime Victim Specialist provides crisis intervention with rape victims and victims of domestic violence, brief counseling for parents of children who have been sexually abused and an extensive referral network including pro-bono therapy for victims of sexual assault and child victims of crime. In addition the Victim Response Team provides explanation of court and legal procedures, notification of court dates, restitution management, victim impact statements, assistance completing Missouri Crime Victim Compensation Fund applications, escorts to court proceedings or depositions, and information as to how the case is finally resolved.

The Victim Response Team strives to expand and improve services to victims in Boone County. We continually try to enhance our volunteer program, which has included students from the University of Missouri, Stephens College, Columbia College, William Woods and the community. Our volunteers are a key part of our Victim Response Team. Our goal for the volunteer program is to provide additional staff to make contact with victims that we would not be able to serve as readily.

PERSONNEL		PROJECT TITLE: Victim Response Team				
INSTRUCTIONS		APPLICANT AGENCY: Boone County Prosecutor				
1. Include all personnel to be employed on the proposed project. 2. Under Title or Position , list each proposed position. 3. Under Name of the Individual , list the name of the person who will fill each proposed position (if known) 4. Show Gross Monthly Salary for each individual and show the Percent Of Time to be devoted to this grant-funding project. 5. The Total Costs should be calculated as follows: (Salary/Month) x (% of Time on Grant) x (Months to be employed.		6. Under the Fringe Benefits section, identify the particular benefits such as social security, workers' compensation, medical insurance, etc. If dental and vision insurance are not included in the health insurance premium they should be listed separately. All fringe benefits provided must be itemized. 7. Under the column entitled Basis for Cost Estimate , enter the formula for computing the cost for each fringe benefit. 8. Enter the total in the Total Cost column.				
Title or Position	Name of Individual	Salary Per Month	PT or FT	% Of Time On Project	Months To Be Employed	Total Costs
Victim Specialist	Mark Koch	3,280	FT	100	12	39,360.00
Victim Assistant	Cheryl Zuch	1,053	FT	100	12	12,640.00
SUBTOTAL						\$ 52,000.00
FRINGE BENEFITS	BASIS FOR COST ESTIMATE					
F.I.C.A. & Medicare (.0765)	FICA \$39360.00 X .0765					3,011.00
PENSION/RETIREMENT	Matching Plan \$25.00 X 26 pay periods					650.00
LIFE INSURANCE	Life Insurance \$2.75/month X 12 months					33.00
MEDICAL INSURANCE	Medical Insurance \$284.17/month X 12 months					3,410.00
UNEMPLOYMENT COMPENSATION	Disability Insurance \$39369.99 X .0046					181.00
WORKERS' COMPENSATION LIAB.	Workers Comp \$39360.00 X .0049					193.00
OTHER (PLEASE IDENTIFY)	Dental Insurance \$22.92/month X 12 months					275.00
SUBTOTAL						\$ 7,753.00
State/Federal Share	\$	47,113.00	TOTAL PERSONNEL COSTS		\$	59,753.00
Local Match Share	\$	12,640.00				

SUPPLIES/OPERATIONS

PROJECT TITLE: Victim Response Team
APPLICANT AGENCY: Boone County Prosecutor

INSTRUCTIONS

- Under the **Item** column, list by type of supply or operational expenses (i.e., office supplies, training materials, telephone, postage, etc.). Be as specific as possible.
- Under the **Basis for Cost Estimate** column, list the cost per unit and the number of units requested.

- Under **Total Cost** column, record the cost to be calculated as follows: (number of units) x (unit cost).
- Tuition and registration fees for eligible training must be listed on this page. These expenses will not be reimbursed until the training has occurred.
- Please refer to the Certified Assurances pertaining to supplies and operating expenses for future information.

ITEM	BASIS FOR COST ESTIMATE		TOTAL COST
2 Pagers	2 pagers for use by victims & families during trial \$8.00 X 12 months X 2 pagers		192.00
MOVA Conference Fee	Missouri Victim Conference Fee		130.00
NOVA Conference Fee	National Victim Conference Fee		250.00
Trial Handbooks	Trial Explanation Handbook		750.00
Victim Brochures	Victime related brochures		500.00
State/Federal Share	\$	1,822.00	\$ 1,822.00
Local Match Share	\$	0.00	
TOTAL SUPPLIES/ OPERATIONS COSTS			

TRAVEL	PROJECT TITLE: VICTIM RESPONSE TEAM
	APPLICANT AGENCY: BOONE COUNTY PROSECUTING ATTY

INSTRUCTIONS

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Itemize travel expenses by event. 2. Under the Item, list the type of travel (local, in-state, out-state), location and reason for travel. 3. Under the Basis for Cost Estimate, supply information regarding total distance to be traveled, the rate per mile, total days of travel, daily subsistence allowance, and number of people traveling. 4. Justify in the narrative (under Budget Justification) why the travel is necessary for project execution and who will be traveling. 5. In training projects, where travel and subsistence of trainees is included, list the item separately and show the number of trainees and the allowance per trainee. | <ol style="list-style-type: none"> 6. Tuition and registration fees for eligible training <u>must be listed under the Supplies/Operations</u> category. 7. Enter the costs in the Total Cost column. 8. The amount of mileage allowance shall not exceed 33.5¢ per mile and shall not exceed actual transportation fare where public common-carrier transportation is used (exclusive of first class accommodations.) Travel must be by the most direct practical route. Actual transportation expenses and the amount of meal charges shall not exceed the actual costs and must be reasonable. Lodging expenses will be reasonable. Local rules and regulations will apply if they are more restrictive than those mentioned above. Travel expenses will not be reimbursed until the travel has occurred. |
|--|---|

ITEM	BASIS FOR COST ESTIMATE	TOTAL COST
AIRFARE - NOVA	Airfare to National Conference (Estimate)	350.00
MEALS/LODGING-NOVA	National Conference Lodging 6 nights @\$100/night National Conference Meals \$46/day per diem X 7 days (Conference in Sacramento, California)	600.00 322.00
MILEAGE - NOVA	Mileage to/from Airport National Conference 292 miles @.33/mile	96.00
MEALS/LODGING	Meals - Missouri Conference \$34/day X 3 days Lodging - Missouri Conference \$65/night X 2 days	102.00 130.00
MILEAGE - MOVA	Mileage to/from Lake Ozark, MO Missouri Conference 154 miles X .33/mile	51.00
State/Federal Share	\$ 1651.00	
Local Match Share	\$ 0	
TOTAL TRAVEL COST		\$ 1651.00

PERSONNEL INFORMATION

Project Staff Only

Staff Member	Brief List of Experience and Current Job Responsibilities
1. <u>Mark Koch</u> (Name) <u>Victim Specialist</u> (Title)	Mark is a registered/licensed Occupational Therapist & has extensive experience working w/domestic & sexual violence. His responsibilities include crisis intervention w/rape & domestic violence victims, brief counseling w/partents of sexually abused children, social services referrals, assisting victims of assault, sexual offenses, stalking, murder & kidnapping. He also provides victims w/info about Crime Victims Comp & assists with Victim Impact Statements.
2. <u>Cheryl Zuch</u> (Name) <u>Victim Assistant</u> (Title)	Cheryl began working wiht the Victim Response Team in August 2002. Her responsibilities include coordinating & supervising the Volunteer Program. She assists victims of burglary, stealing, robbery, property damage, receiving stolen property, fraudulent use of credit device, forgery, tampering, arson, DWI, leaving the scene & orients victims to the judicial process & assists them w/Crime Victims Comp & Victim Impact Statements.
3. _____ (Name) _____ (Title)	
4. _____ (Name) _____ (Title)	
5. _____ (Name) _____ (Title)	
6. _____ (Name) _____ (Title)	

JOB DESCRIPTION
BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE

CRIME VICTIM SPECIALIST
VICTIM RESPONSE TEAM
STATUS: FULL-TIME

RESPONSIBILITIES:

The responsibilities of the Crime Victim Specialist in the Boone County Prosecuting Attorney's Office include, but are not limited to the following:

- Contact and assist victims of crime and their families with problems related to the crime.
- Provide crisis counseling to victims in situational crisis, i.e. victims of rape, victims of domestic violence and families of homicide victims.
- Provide brief counseling for parents of children who have been sexually abused.
- Assess needs of victims of crime, provide support and recommend and locate community resources for services.
- Network with social service agencies for additional resource referral contacts for all victims of crime.
- Maintain a high degree of cooperation and communication with community agencies and individuals who work with sexually abused children and adults as well as domestic violence services.
- Review all new case files to identify victims, with special emphasis on child victims of crime, sexual assault, domestic violence and victims of DWI accidents.
- Interview and provide emotional support for victims of crime.
- Consult and collaborate with attorneys, investigators and other staff members regarding care, problems and solutions for victims of crime.
- Orient victims to the judicial process.
- Provide information to victims with regard to all court appearances and case status.
- Orient child victims to courtroom practices, procedures and personnel.
- Assist victims with all forms and applications for Crime Victim's Compensation Fund.
- Escort victims to court.
- Supervise social work student interns, including training, consultation and performance evaluation.
- Advise victims of their right to appear personally or by counsel at the final sentencing.
- Advise victims of final disposition of their case.

- Provide information of post-conviction activity by Board of Probation & Parole.
- Provide victims with program evaluation forms and respond to internal and state evaluations.
- Compile statistics of victims served on a monthly, quarterly and annual basis.
- Document services provided to victims of crime.
- ***Any other duties as designated by the Chief Investigator, Office Administrator or Prosecuting Attorney.***

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Masters degree in social work, counseling or psychology or equivalent combination of education and experience.

Minimum of 2 years experience in related field

Excellent oral and written communication skills

Ability to communicate and provide brief counseling for children & adults

Educated in cultural awareness and possess the ability to communicate and be non-biased to others who may have a different ethnic, socio-economic background, race or religion.

Thorough knowledge of the judicial process

Thorough knowledge of the issues of domestic violence.

Thorough knowledge of the issues of sexual assault for both adults and children.

Knowledge of local area referral services.

Ability to work independently as well as part of a team to meet the needs of victims of crime.

JOB DESCRIPTION
BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE

VICTIM ASSISTANT
VICTIM RESPONSE TEAM
STATUS: FULL-TIME

RESPONSIBILITIES:

The responsibilities of the Victim Assistant in the Boone County Prosecuting Attorney's Office include, but are not limited to the following:

- Review new case files to identify victims of property crimes.
- Provide assistance for victims of burglary, robbery, stealing, property damage, receiving stolen property, tampering, arson, and leaving the scene.
- Act as the liaison between the attorney and victims of property crimes.
- Contact property crime victims and provide them with a victim information packet.
- Advise property crime victims of their rights.
- Orient victims to the judicial process.
- Responsible for coordination and supervision of the Volunteer Program.
- Contact the victim, inform them that the case was filed and that the court will be requesting restitution and they need to provide documentation to prove their loss to assist us including estimates, repairs, insurance documentation.
- Determine who the victim's insurance company is, if they submitted a claim and what their deductible is.
- Make contact with the victim's insurance company. Get documentation from that insurance company regarding payment on the claim.
- Complete proper documentation forms for restitution and create victim file to be filed in main office files.
- If case is disposed when restitution is finally determined send memo to judge and Clerk's Office
- Assist property crime victims in filling out Victim Impact Form.
- Expedite the return of personal property.
- Refer victims to the Crime Victim Specialist as needed.
- Communicate to victims of property crimes the final disposition of their case.
- Provide property crime victims with program evaluation forms.
- Provide confidential victim information (name, address) to Missouri Department of Corrections for notification of victim's rights relative to the parole process if applicable.
- ***Any other duties as designated by the Chief Investigator, Office Administrator or Prosecuting Attorneys.***

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Minimum of 4 years related experience, or combination of education & experience

Supervisory and victim related experience preferred

High School Diploma or equivalent

Excellent oral and written communication skills

Educated in cultural awareness and possess the ability to communicate and be non-biased to others who may have a different ethnic, socio-economic background, race or religion.

Thorough knowledge of the judicial process

Ability to work independently as well as part of a team to meet the needs of victims of crime.

Narrative Work Program Victim Response Team

A. Brief History of the Program Project Agency

The Boone County Prosecuting Attorney's Office is responsible for the prosecution of criminal violations that occur within this jurisdiction and for Family Support Enforcement. The office is currently comprised of 35 staff members, including our Crime Victim Specialist, funded through VOCA, a victim advocate, 3 investigators, 10 assistant prosecuting attorneys, including the two Domestic Violence Attorneys funded through the STOP Violence Against Women grant program, and one elected Prosecutor. We continue to provide service to victims of crime in Boone County with support from VOCA grant funds since 1993, and STOP Violence Against Women grant funds since 1998. Our Victim Response Team is dedicated to addressing the needs of victims in Boone County. The Victim Specialist provides crisis intervention for victims of violent crimes including sexual assault, domestic violence, parents of victims of child abuse and family members of homicide victims. Referrals are made to appropriate local counselors and/or agencies to work with the victim and their family for long term counseling. Information and assistance in filing for Missouri Crime Victim Compensation is offered to every victim we serve. The Victim Response Team also provides restitution management, a secure victim waiting room, return of personal property, escorts to court and/or depositions, informing victims of their rights, including their right to complete a Victim Impact Statement and their right to appear at court proceedings. We continue to have an excellent volunteer program including volunteers from the University of Missouri, other local colleges and from the community. We have had a wide range of volunteers including criminal justice paralegals, social workers, occupational therapy students, political science majors, pre-law students, as well as law students. With the help of these volunteers we are better able to serve the victims of crime in Boone County. This program continues to be very successful. Our volunteers have assisted with a variety of victim services such as notification, distribution of the victim survey and collection of victim services data. Social Work volunteers have assisted victims by specializing in domestic violence cases, assessing the victims' situation, educating them on the cycle of violence, and linking them to appropriate referrals. Our volunteer program enables us to provide additional services to victims as well as developing skills and talents for the volunteers to use in future jobs.

This grant application is submitted in an effort to continue to facilitate the effective prosecution of crime and assist victims of those crimes. With the ongoing support of VOCA funds we are able to provide a program to address these issues and provide balance to the criminal justice system by ensuring that the victim has a "voice" and is not lost in the "system." VOCA funding allows us to continue to enhance contact and communication with all victims including but not limited to those persons victimized in the following ways:

1. Sexual crimes
2. Child abuse
3. Domestic abuse
4. Burglary
5. Robbery
6. Homicide survivors
7. DWI
8. General assault

B. Statement of the Problem

Boone County is a growing, progressive county located in the center of the state at the crossroads of major east-west and north-south highways. Columbia is the County Seat and the City of Columbia covers 53.5 square miles. According to the most recent census, the City of Columbia has a population of 79,082. The County of Boone has a population of 130,179. The median age of the population in the City of Columbia is 26 and the average Columbia household income is \$31,219.00. The population of the City of Columbia has increased by 9,082 over the past 10 years, and the population of Boone County as a whole has increased by 15,563 since 1990. Demographics are of an urban, semi-urban and rural composition with a unique degree of ethnic diversity. According to the most recent statistics available, the following demonstrates the population by race and age in Boone County.

White Non-Hispanic	85.8%	19 & Under	17.8%
African America/Black	11.3%	18-25	12.9%
American Indian	0.4%	26-40	19.9%
Asian/Pacific Islander	1.1%	41-60	28.8%
Hispanic (all)	1.8%	61 and over	20.6%

The following is a summary of felonies and misdemeanors filed in Boone County in the past five years:

Felonies

1998	1999	2000	2001	2002	2003(Thru 4/30/03)
1109	1116	1102	1223	1213	494

Misdemeanors

1998	1999	2000	2001	2002	2003(Thru 4/30/03)
4259	3952	3714	3862	4103	1148

With the prosperity and growth of this community in the last decade has come a more volatile crime rate in all areas, particularly the area of domestic violence. The Victim Specialist works closely with victims of domestic violence.

Domestic violence cases filed in the past five years:

1999	1041
2000	1201
2001	1114
2002	1119
2003	333 through April 30, 2003

The Boone County Prosecutor's Office continues to make every effort to address the simultaneous pressure of attending to the needs of crime victims and expediting the appropriate

disposition of criminal actions. However, there are many problems and issues still faced by the victims of crime in Boone County. Many people who become crime victims feel an enormous sense of guilt for the crime. Often people spend time, energy and effort wondering what they could have done to prevent this crime, or what they had done to deserve it, instead of focusing on the recovery process and dealing with their issues of victimization. The issue of self-blame and "if I had only done this" is especially prevalent in cases of domestic violence and/or sexual assault. Unfortunately, in both of these types of cases, fear of going forward, testifying, and holding the perpetrator accountable is also an enormous problem. The perpetrator frightens many victims, and this often escalates the danger. They also tend to feel guilty and afraid that no one will believe them. Many victims simply are not aware of the resources that are available to them. The Boone County Victim Response Team can provide information and education to these crime victims so that they may be less inhibited, scared, and guilty feeling about the crime, thus allowing the victim to make an informed decision about participating in the Criminal Justice System and to hold the perpetrator accountable.

In 2002-2003 the Boone County Prosecutor's Office continued to receive VOCA funds to help insure that crime victims receive the information and support that they deserve from this office. We try to insure that frustration with the system is minimized and that effective prosecution through victim comprehension of the court system and available resources are maximized. Currently, every victim related case that the Boone County Prosecutor's Office handles is assigned to a Victim Response Team member or a volunteer. A member of the Victim Response Team or a volunteer then educates and addresses the needs of the victim so that they are not at risk to leave the system with an impression of being re-victimized by another impersonal bureaucracy. The Crime Victim Specialist provides services to victims of crimes against persons, such as domestic assault, sexual assault – adult and child, assault 2nd and non-domestic assault. The Victim Assistant provides services to victims of property crimes, specifically robbery, burglary, property damage, tampering, stealing and DWI. Further explanation of the services is provided in the Type of Program section of this application. Funding for the continuation of this program is crucial for this office to serve crime victims in Boone County, and to utilize the avenues of assistance and cooperation they deserve.

C. Goals & Objectives

Goal #1:

It is our goal to provide accurate information about the criminal justice system to survivors of crime and their options for participation in it.

The Victim Advocate will:

1. Attempt to contact 100% of crime survivors via letter (Victim Impact Statement)
2. Attempt to provide 100% of those survivors completing a Victim Impact Statement with a follow up phone call.
3. Facilitate a face-to-face meeting with appropriate staff 100% of the time when requested by crime survivors.
4. Attempt to inform 100% of crime survivors via letter of their case disposition and offer verbal explanation when requested.

This goal will be measured by tracking the number of victim related cases and reviewing responses from our victim surveys.

Goal #2:

It is our goal to provide all crime survivors with information about their rights and eligibility for restitution/Crime Victims Compensation.

The Victim Advocate will:

1. Review 100% of cases for identification of restitution/Crime Victims Compensation.
2. Offer explanation about restitution and Crime Victims Compensation to 100% of crime survivors requesting such information.
3. Utilize written resources (i.e. Sexual Assault Handbook, Trial Explanation Handbook, Domestic Violence Handbook, etc.) 100% of the time while meeting face to face with crime survivors.

This goal will be measured by tracking the number of victim related cases, by monitoring handbook inventory and by reviewing victim's response to our victim survey. This goal will also be measured by logging the number of claims submitted to Missouri Crime Victims Compensation Fund. The Project Director also receives a report from the Missouri Crime Victims Compensation Fund each year for actual claims and restitution received.

Goal #3

It is our goal to provide emotional support, understanding and referral to appropriate community support to crime survivors.

The Victim Advocate will:

1. Offer, to survivors who request or imply a need for emotional support, immediate assistance.
2. Provide information/referrals about services for crime survivors in the community when appropriate.
3. Make every effort to ensure that at least 75% of those requesting emotional support feel validated and understood.

Utilizing and reviewing completed victim surveys will measure this goal. Statistics are also being gathered daily in regard to victim and defendant demographics. The statistics are helpful in providing the sheer numbers of victims served as well as their demographics, so comparisons can be made for each grant cycle.

D. Evaluation Procedure

The Boone County Prosecutor's Office utilizes a brief survey to help evaluate our program. The Victim Services Survey is mailed to all victims of crime that are identified by law enforcement. This survey includes questions regarding interactions with the victim advocate and the prosecuting attorney assigned to the case. At the conclusion of the case, the survey is sent along with the closing letter informing the victim of the disposition of his or her case. A self-addressed envelope is

included to help facilitate prompt return of the survey. Due to such a low response to the survey, our volunteers attempt to conduct the survey over the telephone to a random sampling of victims. It is a constant struggle to get responses to both the mailed and phone surveys. Within the last year, the survey was revised and condensed in an effort to facilitate greater victim response. A sample survey is included in the appendix of this grant application. Daily statistics are also gathered as to victim and defendant demographics, type of crime and disposition of the cases. A monthly chart is kept for evaluation purposes. A copy of the current and the 2001/02 charts are included in the appendix of this application. Furthermore, the Chief Investigator conducts an annual evaluation of the Victim Response Team staff. This annual evaluation takes into consideration feedback from coworkers and community partners (i.e. law enforcement, social services, etc.). Recently, the Crime Victim Specialist was named Boone County Employee of the Quarter by his colleagues.

E. Methodology

1. Type of Program

The Victim Response Team is a component of the Boone County Prosecutor's Office that is dedicated to serving the needs of crime victims in Boone County. The Victim Response Team provides a variety of individualized, comprehensive services. The Victim Specialist works with all "crimes against people" and dangerous felonies. The Victim Specialist meets with the victim and their family. Examples of services provided to victims of specific charges include the following. When working with child sexual and physical abuse cases, the Victim Specialist arranges an initial meeting with the family and the prosecutor to meet and discuss the case options. The Victim Specialist explains the court process and has several more meetings before the case actually goes to court. The Victim Specialist provides literature to the child and to the parent on explanations of court procedures and abuse. Courtroom and courthouse tours are given to familiarize the child with the court process. The Victim Specialist assists victims in filling out Crime Victim Compensation Fund forms as well as restitution information and claim forms. Families will also be referred to counseling as needed and as appropriate with their insurance. Follow up contact is made in child abuse cases for final closure.

The Crime Victim Specialist provides many of the same services to adult victims of sexual assault that are provided to the family and child victims. Meetings with the prosecutor and the victim, explanation of the court process, assistance in completing and monitoring CVCF forms, restitution information, court accompaniment, and personal support are provided to all sexual assault victims. Services specific to adult victims of sexual assault include but are not limited to: Assistance in obtaining medical records of the sexual assault exam, assistance with sending the sexual assault exam bill to the Department of Health for compensation, referral of victims to an available network of pro-bono counselors who specialize in sexual assault, and finally, the Victim Specialist reviews, with the victim, a sexual assault handbook that is distributed by law enforcement and emergency rooms for victim education.

Victims of domestic violence also receive many of the general services that are described above as well as other more specific services for domestic violence. Victims meet to discuss with the Victim Specialist the specific event that led to law enforcement involvement. The Victim Specialist provides education on domestic violence and the cycle of abuse to victims. Victims are referred to many local agencies. Victims are informed of how to get an order of protection and are

provided with an escort to that proceeding if desired. Victims of domestic violence are given special advocacy and attention by the Victim Response Team to hopefully encourage them to continue through the criminal justice system and break away from the cycle of abuse.

The Crime Victim Specialist assists families of homicide victims in similar ways. Crisis counseling and advocacy are services provided as well as all of the above-mentioned services.

The Victim Assistant provides many of the same services to victims of property crimes, specifically property damage, tampering, dwi, robbery, burglary, stealing. The Victim Assistant reviews each file when the case is referred to the Prosecutor's Office. She contacts each victim by letter or phone and waits for a response. After the victim responds, information is provided about meeting with the prosecutor and the victim assistant, explanation of the court process, assistance in completing and monitoring CVCF forms, restitution information, court accompaniment, and personal support are provided to all property crime victims.

Special advocacy services are provided to assault 2nd and Vehicular assault victims. The Victim Specialist attempts to arrange a personal meeting with the victim before charges have been filed. The victim can sign medical release forms and apply for Crime Victim's Compensation very quickly. All of the same services mentioned above are also provided.

2. Proposed Service Area

This agency handles crimes perpetrated in Boone County. Victims served will include residents of this County as well as persons victimized as they travel through Boone County, pursue employment or education or are otherwise here temporarily. Thus, the service area will include any location where victims re-locate after the crime occurs. The service area will also include areas where the victim's family and/or relatives live who need to be informed of case progress and information. In the past, this has included all areas of Missouri as well as a few areas outside of Missouri.

3. Coordination of Services

Coordination and communication with other service providers is achieved through our Victim Response Team's assistance program by means of personal visits, correspondence, and attending community task force monthly meetings. The Boone County Victim Response Team has been an active part in the community of Boone County's service organizations. The Victim Response Team has been a part of the Boone County Community Task Force designed to combat crime and coordinate services provided to victims of sexual assault and domestic violence. Members of the task force included representatives from the three local hospitals, three law enforcement agencies, psychiatric facilities, the Shelter, the University of Missouri and other various counseling and social service organizations as well as several interested citizens from the community. The task force continues to assign local area counselors to do pro-bono counseling for sexual assault victims. Victims are referred and identified by law enforcement, hospitals, the Victim Response Team, etc. and are given the name of a counselor who has given consent to donate three, one hour sessions to victims of sexual assault crimes. Members of the Task Force continue to use the Sexual Assault Handbook for victims of sexual assault explaining options and available services for them. The Sexual Assault Handbook was developed and printed by funds received from the STOP Violence Against Women grant program and is currently being distributed throughout Boone County. The

Domestic Violence Survivor Handbook and the Boone County Crime Victim Survivor Handbook were both printed using VOCA funds and are also being distributed throughout the community

The Crime Victim Specialist attends weekly DOVE (Domestic Violence Enforcement Unit) meetings with members from the Columbia Police Department, the Boone County Sheriff's Department and the Shelter to discuss clients in common and their case progress and share information about victims of crime in Boone County.

The Victim Assistant attended the MOVA conference in Jefferson City, Missouri. The Crime Victim Specialist and Victim Assistant will attend the National Conference in New Orleans, Louisiana to further their education in victim services. Our referral network includes the following: Arthur Center, Women's Center at the University of Missouri, The Counseling Center at the University of Missouri, as well as the counseling centers at Columbia College and Stephens College, The local abuse shelter, McCambridge Center, Human Comprehensive Services, the Salvation Army, The United Way, the Division of Family Services, Rainbow House, the Child Advocacy Center, Mid Missouri LEAD Institute, ADVENT, Probation and Parole, the Juvenile Office, the Division of Youth Services, the Family Violence Clinic, and the SON (Supporting Others Through Non Violence) program. We continue to enhance our relationships with these Social Service providers.

4. Identification of Matching Funds

Matching Funds are derived from the salary of our current Victim Assistant, Cheryl Zuch.

5. Budget Justification

Justification of Salaries: The funding for the Crime Victim Specialist's salary requested via this application is for a continuation of funding provided by VOCA since 1993. A Federal Grant through the Department of Public Safety originally funded the current Victim Assistant position. Upon expiration of the original grant, costs for the Victim Assistant position were assumed by Boone County. An anticipated 5% increase in salaries is included in the budget. The actual salary increase will not be known until December 2003 when the Boone County budget is complete. The matching funds for our Crime Victim Specialist position are derived from the salary of the Victim Assistant. Funding of the Crime Victim Specialist's salary is crucial for the continuation of our Victim Response Team program to enable the Boone County Prosecuting Attorney's office to serve crime victims and to utilize the avenues of assistance and cooperation.

Justification of Supplies: The Boone County Prosecutor's Office is requesting funds to continue providing pagers for victims while they are waiting for the verdict in trial. Often many hours go by before the jury reaches a verdict and the victims have to stay in our office. It is less stressful for the victim and their family to be able to leave the office, and be paged when the verdict comes in. The pagers are \$8.00 each per month. The cost is itemized on the Supply budget sheet of this application.

We are requesting funds to send a member of the Victim Response Team to the Missouri and National victim conferences to keep them current with trends in victim services locally and nationally. The costs are itemized on the Travel budget sheet of this application and are based on 2003 actual costs.

We are requesting funds to reprint copies of the Trial Explanation Handbook to be given to victims and their families during trial and also any other victim that may need detailed information on what happens during a trial in Boone County. These resources are valuable tools for victims providing education during their experience with this office. We have found that the more educated the victim is the more comfortable they will feel as they move through the court process. The cost for reprinting the handbook is based on the 2002 cost.

Funds are requested for additional victim brochures, specific to the type of crime. We have been providing this type of brochure for several years and find them to be valuable tools for educating the victim.

Justification of Travel: We are requesting a continuation of funding for travel expenses to the Missouri and National victim conferences. Attending victim related conferences enhances the education of the Victim Response Team members and helps keep them current with trends in victim services. Travel costs are based on 2003 expenses and are itemized on the Travel budget sheet of this application.

6. Supplanting

The Boone County Prosecuting Attorney's Office is not requesting any funds for existing costs. The sole function of this application is to continue the funding for the Crime Victim Specialist, supplies for victims and travel expenses that are not included in the Boone County budget process.

7. Victim Compensation Assistance

Victim's Compensation information is being mailed to every victim of crime upon his or her identification by this office. Our restitution management system enables us to easily computer generate Victim Impact Statements and information to be mailed very quickly. Further assistance with the filing for such compensation is given during the on-going contact with this agency and the victim. The Victim Response Team is readily available to assist in any way required by the victim to achieve the filing of this compensation. With our Victim Impact Statements, we also include a two-sided card which includes pertinent information such as prosecutor name, case number, defendant name, charge, victim contact person, victim's rights, Crime Victim's Compensation Fund and services provided by the Victim Response Team. In the fiscal year ending June 30, 2002 \$9,731.78 was received in restitution, 84 claims were referred, 61 claims were awarded in the amount of \$243,937.22. According to Kathy Neal, Restitution Coordinator for the Crime Victim's Compensation Office Boone County consistently collected the highest amount of restitution for the Crime Victims Compensation fund in the State of Missouri for the past two years. Through March 31, 2003 \$14,285.86 has been received in restitution, 84 applications have been referred and 21 claims have been awarded. To date, this is the highest in the State of Missouri this fiscal year.

8. Volunteers

The Victim Response Team is fortunate to have the services of many volunteers. We consistently strive to enhance our volunteer program, allowing us to better serve the victims of Boone County. Our volunteers have included students, undergraduate and graduates specializing in counseling,

psychology, social work, occupational therapy, criminal justice, political science and/or pre-law. The University of Missouri, Columbia College, Stephen's College, William Woods and the community have provided volunteers. Working with University of Missouri law students benefits their legal education and allows them to receive hands on experience representing the State at preliminary hearings, misdemeanor trials, fulfilling legal research needs requested by the prosecutors, as well as working with victims that appear as witnesses on behalf of the state. Each semester a maximum of ten students are enrolled in the University of Missouri School of Law Criminal Clinic. In the past year, University of Missouri Law students performed an average of 1800 hours of services on behalf of the Boone County Prosecuting Attorney's Office. Volunteers review arrest reports, make personal contact with assault and burglary victims, assist with restitution, Crime Victim's Compensation, Victim Impact Statements and final disposition letters.

The goal of our Volunteer program is to provide sufficient staff to make contact with victims that we would not be able to serve as readily. Our volunteers are treated as job applicants. They must make a formal application, go through the interview process, provide references, go through a background check and sign a statement of confidentiality. Volunteer training includes familiarizing the volunteer with court proceedings, computer training on the prosecutor case management system, reviewing pending cases, reviewing our brochure for domestic violence victims and how to deal with them, and reading the volunteer manual. Our Volunteer Training Manual includes the purposes and goals for victim assistance, a glossary of criminal justice terms, samples of forms and letters used in the victim program, copies of victim related brochures, Crime Victim's Compensation literature, victim/witness information, Victim Impact Statements, and restitution information. Social work volunteers have utilized the Shelter's volunteer training program and receive approximately 12 hours of Domestic Violence training from their specialized staff. They also complete "Ride Alongs" with local law enforcement officers and tour other facilities to obtain a wide variety of experiences and perspectives from the criminal justice system.

9. Number of Victims to Be Served

The Boone County Prosecuting Attorney's Victim Response Team has served the following victims:

Victims served through 10/1/02 through 4/30/03 (2002/2003 Grant Period):

- Child Physical Abuse 14
- Child Sexual Abuse 27
- Domestic Violence 624
- Adult Sexual Assault 29
- Survivors of Homicide 18
- Assault 427
- Victims of Property & other Crimes 572

TOTAL 1711

Victims Served

- Child 71
- Disabled/handicapped 7
- Native American 0
- Elderly 45

- Minorities 372
- Other 1216

Total Victims Served 1711

Types of Services Provided

- Follow-up Contact 836
- Crisis Hotline/Counseling 730
- Information/Referral 1711
- Criminal Justice Support 1711
- Notification of Victim Compensation Fund 1711
- Personal Advocacy 1711

Anticipated # of Victims to be Served

- Child Physical Abuse 24
- Child Sexual Abuse 46
- Domestic Violence 1069
- Adult Sexual Assault 49
- Survivors of Homicide 30
- Assault 732
- Victims of Property & other Crimes 980

TOTAL 2930

Victims to be Served:

- Child 121
- Disabled/handicapped 7
- Native American 2
- Elderly 30
- Minorities 637
- Other 2133

TOTAL 2930

Types of Services to be Provided:

- Follow-up Contact 1720
- Crisis Hotline/Counseling 865
- Information/Referral 2930
- Criminal Justice Support 2930
- Assistance in Filing Compensation Claims 345
- Personal Advocacy 2930

Of the victims served by the Victim Response Team October 1, 2002 – April 30, 2003 the following statistics were gathered:

Male victims 42%
18 % Black
80% White
2% Other minorities

Female victims 58%
25% Black
73% White
2% Other minorities

Of all victims served October 1, 2002 – April 30, 2003 the following is a listing by age and percentage:

Under 20 years of age	25%
20-30 years of age	31%
30-40 years of age	20%
40-50 years of age	17%
50-60 years of age	5%
over age 60	2%

The largest group of victims is white female age 20-30.

10. Cost Assumption

In the event that state funding is no longer available, this office will make application to the Boone County Commission for the continuation of this crucial program. Boone County has a commitment to serving crime victims and continues to fund the full salary of the Victim Assistant and supplies and operations that go with this program.

11. Report of Success

Goal #1:

It is our goal to provide accurate information about the criminal justice system to survivors of crime and their options for participation in it.

The Victim Advocate will:

1. Attempt to contact 100% of crime survivors via letter (Victim Impact Statement)
2. Attempt to provide 100% of those survivors completing a Victim Impact Statement with a follow up phone call.
3. Facilitate a face-to-face meeting with appropriate staff 100% of the time when requested by crime survivors.
4. Attempt to inform 100% of crime survivors via letter of their case disposition and offer verbal explanation when requested.

Through April 30, 2003, 1381 crime survivors were sent a letter and a Victim Impact Statement upon the filing of criminal charges. Approximately 30% of the victims receiving Victim Impact

Statements actually responded by completing the statement and returning it. Historically, the response to property crimes is much greater than the response generated by victims of crimes against people (i.e. domestic violence, sexual assault, child abuse, etc.). This trend continued to be observed. Each survivor completing a Victim Impact Statement was provided with a follow up phone call for the purposes of offering emotional support, clarifying restitution, and explaining victims their rights. However, there was a desire from some survivors to be contacted more quickly – especially prior to the filing of criminal charges in domestic violence cases. Face-to-face meetings were facilitated 100% of the time when requested and were initiated in all crimes involving children or survivors of sexual assault. All identified victims were sent closing letters upon case disposition. When a letter was returned, every effort was made to forward this information to the appropriate or most current address by utilizing Investigation staff.

Goal #2:

It is our goal to provide all crime survivors with information about their rights and eligibility for restitution/Crime Victims Compensation.

The Victim Advocate will:

1. Review 100% of cases for identification of restitution/Crime Victims Compensation.
2. Offer explanation about restitution and Crime Victims Compensation to 100% of crime survivors requesting such information.
3. Utilize written resources (i.e. Sexual Assault Handbook, Trial Explanation Handbook, Domestic Violence Handbook, etc.) 100% of the time while meeting face to face with crime survivors.

As of April 30, 2003, the Victim Response Team handled 612 property related crimes. Approximately 75% of those required restitution services. Every effort was made to provide information to all crime survivors requesting restitution. Even though staff provided information about restitution, it was not always possible for the victim to receive the amount of restitution they were entitled to. For example, when the defendant goes to prison or violates their probation, restitution cannot be ordered.

The Victim Response Team consistently offered information and assistance with the filing of applications for the Crime Victim's Compensation Fund (CVCF). In the fiscal year ending June 30, 2002, 84 claims were referred to the CVCF, and 61 claims were awarded in the amount of \$243,937.22. Through March 31, 2003, 84 applications have been referred and 21 claims have been awarded. According to the CVCF Restitution Coordinator, Kathy Neal, Boone County has consistently collected the highest amount of restitution for the CVCF in the State of Missouri for the last two years.

Every effort was made to share our written resources with crime victim survivors. We provide the following types of brochures:

- *Crime Victim Survivor Handbook (funded through VOCA)
- *Sexual Assault Handbook (funded through VAWA)
- *Domestic Violence Handbook (funded through VOCA)
- *A Handbook for Crime Victims (Missouri Department of Corrections)
- *Crime Victims' Rights (Attorney Generals Office)

- *Victim Information Packet (MADD Victim Services)
- *Adult Abuse/Assault Guide (Boone County PA)
- *Crime Victim's Compensation Pamphlet (Division of Worker's Compensation)
- *Miscellaneous Brochures from Channing Bete Co. Specific to various types of crimes.

Over 275 Trial Explanation Handbooks were given to victims of crime; over 120 Sexual Assault Handbooks were given to the community and to victims of sexual assault; and over 100 Domestic Violence Handbooks were given to victims of domestic violence. Crime Victims' Rights booklets were given to every victim that came into the office for a personal visit. The MADD booklets were given to approximately 25 victims of DWI crimes. The Missouri State Highway Patrol usually gives out information to the victims at the crime scene or immediately thereafter. The CVCF pamphlet was given to every victim that completed the eligibility checklist and over 400 miscellaneous brochures were distributed to victims and their families.

Goal #3

It is our goal to provide emotional support, understanding and referral to appropriate community support to crime survivors.

The Victim Advocate will:

1. Offer, to survivors who request or imply a need for emotional support, immediate assistance.
2. Provide information/referrals about services for crime survivors in the community when appropriate.
3. Make every effort to ensure that at least 75% of those requesting emotional support feel validated and understood.

It is our belief that this goal is being met. Through April 30, 2003, 836 people received follow up contact, 425 received crisis counseling, 1711 received information and/or referral and 1711 received criminal justice support and/or personal advocacy. We have referred crime survivors to the following community resources this year:

- Arthur Center
- Women's Center – University of Missouri
- The Counseling Center – University of Missouri
- Counseling Center – Columbia College
- Counseling Center – Stephens College
- The Shelter
- The McCambridge Center
- Human Comprehensive Services
- Salvation Army
- United Way
- Division of Family Services
- Rainbow House
- Child Advocacy Center
- Mid Missouri LEAD Institute
- ADVENT

- Probation & Parole
- Juvenile Office
- Division of Youth Services
- Family Violence Clinic
- SON Program (Supporting Others Through Non-Violence)

The Victim Response Team continues to try to meet the needs of crime victims in Boone County and is dedicated to strengthening the criminal justice system's response to victims. We truly appreciate the opportunity to receive funding through the Department of Public Safety, thereby enabling us to be of service to our community.

Prosecuting Attorney

Department Number 1261

Mission

The Prosecuting Attorney is an elected official who represents the State of Missouri in all criminal matters arising within Boone County. The Prosecuting Attorney's Office also provides the following additional services: enforcement of orders for child support payment, tax collections on behalf of the State of Missouri, NSF check collections, and operation of the victim-witness unit (see departments 1263, 2610, 2630, and 1262, respectively). Additional funding is provided for the Prosecuting Attorney's office through the Law Enforcement Services Fund (refer to Department No. 2903).

Budget Highlights

During 2002, voters approved a one-eighth cent sales tax for law enforcement services, which becomes effective January 1, 2003. The tax will provide funding for additional staff for the Prosecuting Attorney's Office (refer to Department No. 2903). In addition, due to declining resources in the PA Bad Check Fund, expenditures previously included in the PA Bad Check operating budget (Department No. 2630) have been transferred to this budget. The amounts include the local match required for the domestic violence grant (approximately \$28,000), and other operating expenses (approximately \$7500).

Goals and Objectives

Budget Year Objectives

- Obtain favorable dispositions against criminal defendants, efficiently manage the caseload, and respond to the needs of Boone County citizens, in particular the victims of crime. Increase effectiveness with direct management and technological advancements along with innovative and progressive prosecutorial techniques.
- Obtain direct access into the JIS Courts software program. This would greatly reduce phone calls between the Circuit Clerk's Office and the P.A. Office, and enable the P.A.'s office to print reports whenever necessary without waiting for the Clerk's Office to provide them.
- Address the problem of storing and microfilming criminal case files. We are still awaiting a County-wide solution to storage, and would like to be involved in any committees that will address this issue. We are running out of space to store disposed prosecutor case files, and have not done any microfilming since 1997.

Prosecuting Attorney

Dept. No. 1261

- Research and evaluate feasibility of imaging technology. The PA's office and County Information Technology (IT) have had brief discussions; the PA's office proposes this as an IT project in 2003.
- Research and evaluate a new case management system. An improved system would enhance statistical data and assist staff with case management. Research and evaluate the potential of integrating a new system with an imaging system. Numerous critical reports use Office Vision. Removal of Office Vision, as was planned in 2003, will create significant problems unless another solution is identified and implemented. IT is aware of the situation and assured the PA's office that Office Vision will not be removed until an acceptable solution is identified.
- Maintain a high level of morale through managerial encouragement and recognition, as well as appropriate compensation for each employee.
- Replace the part-time witness location officer (established in 2001) with a full time investigator.

Progress on Prior Year Objectives

- The primary objectives of the office are to obtain favorable dispositions against criminal defendants, efficiently manage our caseload, respond to the needs of the citizens of Boone County, and in particular the victims of crime. In order to capitalize on the successes of the present in meeting these major objectives, this office will continue to increase effectiveness with direct management and technological advancements along with innovative and progressive prosecutorial techniques.
Response: It has been our goal since August 2002 to gain direct access to the Courts Missouri Statewide Automated System (Banner) now known as JIS Courts. This goal has not yet been achieved. We continue to be able to access Casenet through the State Court Administrator's Office through the Internet. This allows us to view docket notes and see when cases are filed. Casenet is very helpful, however, it is public information only, and we are not allowed to view confidential information at this time or print reports. All of the appropriate connections have been in place for several months, however, there is a security issue, and the Boone County I.T. department does not want to move forward until all of the security issues are resolved.
- It will be our continued goal to address the problem of storing and microfilming criminal case files. We are still awaiting a County-wide solution to storage, and would like to be involved in any committees that will address this issue. We are running out of space to store disposed prosecutor case files, and have not done any microfilming since 1997.
Response: It has been our goal for the past several years to address the problem of storing and microfilming criminal case files. We still have not made any progress with this particular goal. We continue to wait for a County-wide solution to storage, and would like to be involved in any committees that will address this issue. We are running out of space to store

disposed prosecutor case files, and have not done any microfilming since 1977. We currently do not have enough staff to microfilm, and we don't have our own microfilm camera. The only camera available is housed in the Circuit Clerk's Office, where they have a full time microfilm clerk whose schedule we have to work around. Having the staff and resources to microfilm would greatly reduce the amount of storage space needed. It is our goal to address this issue again in 2003. We have a growing problem, and it is our goal to resolve it before the end of 2003. As long as we are provided with adequate space to store our records, we will continue to wait, but would like to be considered along with other offices that have similar microfilm and storage needs.

- The Prosecutor's staff carries a tremendous workload and is under constant pressure to quickly process thousands of cases and generally serve the public in all matters from traffic violations to murder in the first degree. We are submitting a supplemental request identifying the need and cost for an additional legal secretary to help with the growing workload. We have added two additional prosecuting attorneys and have not added any legal support staff. It is our permanent goal to maintain a high level of morale through managerial encouragement and recognition as well as appropriate compensation for each employee. We look forward to the completion of the reclassification project and hope that our legal secretaries will be more appropriately compensated.

Response: It was our goal in 2002 to add a legal secretary. This request was denied, however, the Tax Assistant position was extended to full time status. During 2002, we have had the opportunity to utilize the Tax Assistant in helping with legal secretarial duties. Beginning in 2003, an additional legal secretary will be funded from the proceeds of the voter approval 1/8 cent law enforcement sales tax. Please refer to Dept. #2903.

Performance Measures

Performance Measure	2001 Actual	2002 Estimated	2003 Projected
Number of Felonies Filed	1,223	1,260	1,250
Number of Misdemeanors Filed	3,862	3,329	3,350
Number of Traffic Cases Filed	5,085	8,376	8,400

Prosecuting Attorney

Dept. No. 1261

Personnel Detail

Position Title	2001	2002	2003	2002-2003
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Prosecuting Attorney (Elected)	1.00	1.00	1.00	-
First Assistant Prosecuting Attorney	1.00	1.00	1.00	-
Assistant Prosecuting Attorney I	6.50 (1)	6.50 (1)	7.00	0.50
Chief Investigator	1.00	1.00	1.00	-
Investigator	1.00	1.00	1.00	-
Office Administrator	1.00	1.00	1.00	-
Witness Location Investigator	1.00	1.00	1.00	-
Legal Secretary	5.75 (2)	5.75 (2)	5.75 (2)	-
Criminal Investigations Specialist	1.00	1.00	1.00	-
File Clerk	1.00	1.00	1.00	-
Receptionist	1.00	1.00	1.00	-
Witness Location Specialist	0.60 (3)	0.60 (3)	- (4)	(0.60)
Total FTEs	<u>21.85</u>	<u>21.85</u>	<u>21.75</u>	<u>(0.10)</u>
Overtime	\$ 15,500	\$ 16,650	\$ 16,000	\$ (650)

(1) Assistant Prosecuting Attorney I .50 FTE grant match in 2630

(2) Legal Secretary .25 FTE in 2630

(3) Position 619 Part-time Witness Location Assistant (range 9) added in 2001 budget

(3) Position 619 Part-time Witness Location Specialist (range 17) deleted and added as full-time position in 2903 PA LE Sales Tax Fund

DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

100 GENERAL FUND

1261 PROSECUTING ATTORNEY

ACCT	DESCRIPTION							%CHG
		2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	FROM FY BUD
INTERGOVERNMENTAL REVENUE								
3411	FEDERAL GRANT REIMBURSE	65,617	65,617	65,617	73,872	0	73,872	12
	SUBTOTAL *****	65,617	65,617	65,617	73,872	0	73,872	12
CHARGES FOR SERVICES								
3510	COPIES	0	0	8	0	0	0	0
3528	REIMB PERSONNEL/PROJECTS	21,773	22,800	24,761	25,020	0	25,020	9
3560	COLLECTION FEES	25,822	34,000	28,900	25,000	0	25,000	26-
3574	P.A. FEES	122,893	100,000	123,000	123,000	0	123,000	23
	SUBTOTAL *****	170,490	156,800	176,669	173,020	0	173,020	10
MISCELLANEOUS								
	SUBTOTAL *****	0	0	0	0	0	0	0
	TOTAL REVENUES *****	236,107	222,417	242,286	246,892	0	246,892	11
PERSONAL SERVICES								
10100	SALARIES & WAGES	809,940	858,624	858,624	878,924	6,838	919,208	7
10110	OVERTIME	17,816	16,650	16,650	16,000	0	16,000	3-
10115	SHIFT DIFFERENTIAL	2	0	0	0	0	0	0
10120	HOLIDAY WORKED	1,221	1,500	1,500	500	0	500	66-
10200	FICA	60,748	67,073	67,073	68,500	0	71,582	6
10300	HEALTH INSURANCE	59,512	66,712	66,712	75,020	0	75,020	12
10325	DISABILITY INSURANCE	3,146	3,793	3,793	4,118	0	4,118	8
10350	LIFE INSURANCE	694	742	742	726	0	726	2-
10375	DENTAL INSURANCE	5,850	5,850	5,850	6,050	0	6,050	3
10400	WORKERS COMP	4,311	6,588	6,588	5,846	0	5,846	11-
10500	401(A) MATCH PLAN	8,675	13,162	8,050	12,870	0	12,870	2-
	SUBTOTAL *****	971,919	1,040,694	1,035,582	1,068,554	6,838	1,111,920	6
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	6,443	6,747	7,688	13,404	0	13,404	98
23000	OFFICE SUPPLIES	7,980	7,640	7,987	10,140	0	10,140	32
23001	PRINTING	1,345	2,048	2,048	2,255	0	2,255	10
23050	OTHER SUPPLIES	51	250	281	250	0	250	0
23850	MINOR EQUIPMENT & TOOLS	237	250	392	250	0	250	0
	SUBTOTAL *****	16,057	16,935	18,396	26,299	0	26,299	55
DUES TRAVEL & TRAINING								
37000	DUES	3,237	3,332	3,347	3,467	0	3,467	4

Decimal values have been truncated.

DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

100 GENERAL FUND

1261 PROSECUTING ATTORNEY

ACCT	DESCRIPTION							%CHG
		2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	FROM PY BUD
37200	SEMINARS/CONFEREN/MEETING	780	1,200	1,200	1,200	0	1,200	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	408	1,274	1,274	1,344	0	1,344	5
37230	MEALS & LODGING-TRAINING	447	1,740	1,740	1,740	0	1,740	0
	SUBTOTAL *****	4,872	7,546	7,561	7,751	0	7,751	2
UTILITIES								
48000	TELEPHONES	11,801	14,000	14,000	14,000	516	14,366	2
48050	CELLULAR TELEPHONES	1,492	1,800	1,800	2,184	0	2,184	21
	SUBTOTAL *****	13,294	15,800	15,800	16,184	516	16,550	4
VEHICLE EXPENSE								
59000	MOTORFUEL/GASOLINE	2,874	2,580	2,560	2,580	0	2,580	0
59030	MOTOR VEHICLE LICENSE FEE	78	100	119	129	0	129	29
59100	VEHICLE REPAIRS	596	1,000	1,000	1,000	0	1,000	0
59105	TIRES	511	200	200	200	0	200	0
59200	LOCAL MILEAGE	392	250	250	250	0	250	0
59201	SPECIAL MILEAGE	179	100	100	100	0	100	0
	SUBTOTAL *****	4,633	4,230	4,229	4,259	0	4,259	0
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	3,008	4,095	4,095	2,510	450	2,945	28-
60200	EQUIP REPAIRS/MAINTENANCE	240	200	100	200	0	200	0
	SUBTOTAL *****	3,249	4,295	4,195	2,710	450	3,145	26-
CONTRACTUAL SERVICES								
71000	INSURANCE AND BONDS	78	75	75	150	0	150	100
71100	OUTSIDE SERVICES	3,348	1,000	500	1,000	0	1,000	0
71500	BUILDING USE/RENT CHARGE	104,427	104,427	104,427	104,427	0	104,427	0
71600	EQUIP LEASES & METER CHR	469	480	480	470	0	470	2-
	SUBTOTAL *****	108,322	105,982	105,482	106,047	0	106,047	0
FIXED ASSET ADDITIONS								
91000	OFFICE EQUIPMENT	0	0	0	0	285	0	0
91100	FURNITURE AND FIXTURES	0	0	0	0	6,883	1,377	0
91300	MACHINERY & EQUIPMENT	913	0	0	0	331	331	0
92000	REPLCMENT OFFICE EQUIP	0	0	0	0	8,931	8,931	0
92100	REPLCMENT FURN & FIXTURES	1,144	2,377	2,180	0	800	800	66-
	SUBTOTAL *****	2,058	2,377	2,180	0	17,230	11,439	381
	TOTAL EXPENDITURES *****	1,124,408	1,197,859	1,193,425	1,231,804	25,034	1,287,410	7

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Victim Witness

Department Number 1262

Mission

The Victim/Witness department of the Prosecuting Attorney's Office is responsible for initially contacting and maintaining a communication link with victims and witnesses. Primary responsibilities include contacting victims and their families, notifying witnesses and victims of all scheduled court appearances of the defendant and/or any continuance of their case, answering all questions regarding the case, securing restitution, and informing victims and witnesses about the judicial process, how it works, and what their role in it will be.

Budget Highlights

There are no significant changes in this budget.

Goals and Objectives

Budget Year Objectives

- Reduce crime victim's frustrations by creating positive interaction with the judicial system, thus enhancing the effectiveness of prosecution.
- Contact victims of crime immediately upon their identification by a VRT member or volunteer.
- Provide victims of crime with relevant referral services for counseling, financial assistance, and protection.
- Act as a liaison between the victims, support agencies, and attorneys, and better address the rights and needs of the victim.
- Provide crisis counseling to crime victims who are experiencing situational crisis.
- Assign a victim advocate to each crime victim to give them the opportunity to express their views and concerns regarding the crime and the way in which the case will be handled.
- Inform crime victims of their right to appear at any legal proceeding that the defendant has the right to appear at, including, but not limited to their right to appear personally at sentencing.
- Provide crime victims with pertinent, written materials relating to the crime to take with them after meeting with them.

Victim Witness

Dept. No. 1262

- Educate crime victims about the functioning of the judicial court system.
- Notify crime victims in a timely manner of the necessity for victim appearance at court procedures and scheduled court dates.
- Educate crime victims on the process of collecting restitution from a criminal case, as well as victim compensation. Victims will receive help in filing for Victim's Compensation and in determining the proper amount of restitution to which they are entitled.
- Expedite the return of crime victim's personal property that has been taken into evidence or recovered by law enforcement.
- Inform crime victims of case disposition.
- Send an evaluation form to crime victims upon closure or final disposition of a criminal case, so that this agency may receive pertinent feedback from those persons actually served by VRT. This also allows victims to voice their concerns, complaints, suggestions, and appreciation for our services.

Progress on Prior Year Objectives

- Prior year objectives are the same as current budget year objectives.
Response We continued to receive grant funding from the Department of Public Safety, and continually refine our services to victims of crime. We have been able to make contact by mail with nearly all victims of crime that have been identified by the Prosecutor's Office. Our Victim Assistant and our Victim Specialist both attended the National Crime Victims seminar in August in Nashville, Tennessee in an effort to remain current on victim service issues. Our Victim Specialist continues to provide crisis intervention with rape victims and victims of domestic violence, and brief counseling with parents of children who have been sexually abused. Particular focus was and will continue to be on victims of domestic violence and child abuse, however, all forms of victim oriented crimes are addressed by the Victim Response Team. In 2002 our volunteer program continued to help support the Victim Response Team, allowing us to better serve the victims of crime in Boone County. Volunteers came from the University of Missouri Law School, Social Work & Political Science, Stephens College, and the community. Working with law students benefits their legal education while at the same time allowing them hands on experience representing the State at preliminary hearings, misdemeanor trials, fulfilling legal research needs requested by the prosecutors, as well as working with victims that appear as witnesses on behalf of the State. It continues to be our goal to provide additional staff to make contact with victims that we would not be able to serve as readily, and at no cost to Boone County.

DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

100 GENERAL FUND

1262 VICTIM WITNESS

ACCT	DESCRIPTION	2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLMENTAL REQUEST	2003 ADOPTED BUDGET	%CHG FROM PY BUD
INTERGOVERNMENTAL REVENUE								
3411	FEDERAL GRANT REIMBURSE	45,305	44,397	44,397	36,700	0	36,700	17-
SUBTOTAL *****		45,305	44,397	44,397	36,700	0	36,700	17-
TOTAL REVENUES *****		45,305	44,397	44,397	36,700	0	36,700	17-
PERSONAL SERVICES								
10100	SALARIES & WAGES	88,749	92,196	93,236	82,092	0	84,222	8-
10110	OVERTIME	139	0	204	0	0	0	0
10200	FICA	6,406	7,053	6,969	6,280	0	6,443	8-
10300	HEALTH INSURANCE	7,935	8,895	8,895	10,230	0	10,230	15
10325	DISABILITY INSURANCE	323	409	366	377	0	377	7-
10350	LIFE INSURANCE	97	107	99	99	0	99	7-
10375	DENTAL INSURANCE	780	780	780	825	0	825	5
10400	WORKERS COMP	309	436	390	402	0	402	7-
10500	401(A) MATCH PLAN	975	1,755	650	1,755	0	1,755	0
SUBTOTAL *****		105,716	111,631	111,589	102,060	0	104,353	6-
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	75	200	200	200	0	200	0
23000	OFFICE SUPPLIES	1,434	950	1,100	1,100	0	1,100	15
23001	PRINTING	1,596	1,496	1,500	2,705	0	2,705	80
23050	OTHER SUPPLIES	0	25	250	250	0	250	900
23850	MINOR EQUIPMENT & TOOLS	0	0	200	200	0	200	0
SUBTOTAL *****		3,105	2,671	3,250	4,455	0	4,455	66
DUES TRAVEL & TRAINING								
37000	DUES	200	200	250	400	0	400	100
37200	SEMINARS/CONFEREN/MEETING	675	750	1,200	750	0	750	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	1,327	912	912	947	0	947	3
37230	MEALS & LODGING-TRAINING	1,746	3,601	3,441	2,242	0	2,242	37-
SUBTOTAL *****		3,949	5,463	5,803	4,339	0	4,339	20-
UTILITIES								
48000	TELEPHONES	905	1,000	1,000	1,000	0	1,000	0
SUBTOTAL *****		905	1,000	1,000	1,000	0	1,000	0
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	52	216	26	28	0	28	87-

Decimal values have been truncated.

DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

100 GENERAL FUND

1262 VICTIM WITNESS

ACCT	DESCRIPTION	2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	%CHG FROM PY BUD
	SUBTOTAL *****	52	216	26	28	0	28	87-
	CONTRACTUAL SERVICES							
71600	EQUIP LEASES & METER CHRG	216	216	216	216	0	216	0
	SUBTOTAL *****	216	216	216	216	0	216	0
	OTHER							
84010	RECEPTION/MEETINGS	92	150	86	150	0	150	0
84600	COURT COSTS	714	1,820	1,852	900	0	900	50-
84700	WITNESS EXPENSES	2,209	4,500	2,572	2,500	0	2,500	44-
84800	TRANSCRIPTS-CRIMINAL	1,616	2,100	2,263	350	0	350	83-
	SUBTOTAL *****	4,632	8,570	6,773	3,900	0	3,900	54-
	FIXED ASSET ADDITIONS							
91300	MACHINERY & EQUIPMENT	246	0	0	0	0	0	0
92100	REPLCMNT FURN & FIXTURES	0	0	0	0	750	750	0
	SUBTOTAL *****	246	0	0	0	750	750	0
	TOTAL EXPENDITURES *****	118,825	129,767	128,657	115,998	750	119,041	8-

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Child Support Enforcement

Department Number 1263

Mission

The Family Support Division of the Boone County Prosecutor's Office represents the State of Missouri in establishing paternity and support orders, establishing state debt orders, and in enforcing and modifying existing court orders. The Division pursues civil and criminal remedies for enforcement.

Budget Highlights

All of the costs (including depreciation on fixed assets) are eligible for state reimbursement at the rate of 100%. There are no significant changes to this budget.

Goals and Objectives

Budget Year Objectives

- Train all technicians.
- Increase the orders entered and the total dollars collected for custodial parents.

Progress on Prior Year Objectives

- Our goal has been to continue to increase performance, and therefore increase service on all cases.
Response: The total number of cases our office handles has continued to grow each year. Our caseload at the present is:

▪ Paternity cases	337
▪ Establishment	141
▪ Enforcement	<u>2,200</u>
▪ Total	2,678

Our enforcement cases are increasing, so the needs of the custodial parents are increasing. With Temporary Assistance for Needy Families (TANF) recipients reaching their 60-month lifetime limit due to the Welfare Reform Act, enforcing the child support orders becomes more critical. We are continually looking for ways to better monitor and enforce these cases.

DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

100 GENERAL FUND

1263 IV-D

ACCT	DESCRIPTION	2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLMENTAL REQUEST	2003 ADOPTED BUDGET	%CHG FROM PY BUD
INTERGOVERNMENTAL REVENUE								
3460	FED-ST INCENTIVE PROGRAM	149,573	103,000	0	0	0	0	0
3465	FED-STATE REIM EXPENSES	253,797	215,000	343,000	347,322	0	347,322	61
SUBTOTAL *****		403,371	318,000	343,000	347,322	0	347,322	9
TOTAL REVENUES *****		403,371	318,000	343,000	347,322	0	347,322	9
PERSONAL SERVICES								
10100	SALARIES & WAGES	191,979	206,565	206,565	207,376	0	218,402	5
10110	OVERTIME	1,497	1,450	1,450	1,450	0	1,450	0
10200	FICA	14,048	15,912	14,800	15,975	0	16,818	5
10300	HEALTH INSURANCE	18,515	20,755	20,755	23,870	0	23,870	15
10325	DISABILITY INSURANCE	721	912	912	960	0	960	5
10350	LIFE INSURANCE	218	231	231	231	0	231	0
10375	DENTAL INSURANCE	1,820	1,820	1,820	1,925	0	1,925	5
10400	WORKERS COMP	751	971	971	1,023	0	1,023	5
10500	401(A) MATCH PLAN	1,950	4,095	1,950	4,095	0	4,095	0
SUBTOTAL *****		231,502	252,711	249,454	256,905	0	268,774	6
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	394	544	544	544	0	544	0
23000	OFFICE SUPPLIES	1,770	1,780	1,780	1,780	0	1,780	0
23001	PRINTING	770	675	722	722	0	722	6
23850	MINOR EQUIPMENT & TOOLS	665	247	650	650	0	650	163
SUBTOTAL *****		3,600	3,246	3,696	3,696	0	3,696	13
DUES TRAVEL & TRAINING								
37000	DUES	633	333	333	496	0	496	48
37200	SEMINARS/CONFEREN/MEETING	1,600	2,065	2,085	2,345	0	2,345	13
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	2,251	1,679	1,529	1,679	0	1,679	0
37230	MEALS & LODGING-TRAINING	1,939	2,696	2,200	2,696	0	2,696	0
SUBTOTAL *****		6,423	6,773	6,147	7,216	0	7,216	6
UTILITIES								
48000	TELEPHONES	2,667	4,100	4,000	6,356	0	6,356	55
48100	NATURAL GAS	1,662	2,244	2,144	2,244	0	2,244	0
48200	ELECTRICITY	3,114	3,816	3,816	3,816	0	3,816	0
48300	WATER	139	225	225	225	0	225	0
48400	SOLID WASTE	194	195	195	195	0	195	0
48600	SEWER USE	172	180	180	180	0	180	0

Decimal values have been truncated.

DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

100 GENERAL FUND

1263 IV-D

ACCT	DESCRIPTION	2002		2002 PROJECTED	2003		2003 ADOPTED BUDGET	%CHG FROM PY BUD
		2001 ACTUAL	BUDGET + REVISIONS		CORE REQUEST	SUPPLEMENTAL REQUEST		
	SUBTOTAL *****	7,949	10,760	10,560	13,016	0	13,016	20
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	1,323	600	550	600	0	600	0
	SUBTOTAL *****	1,323	600	550	600	0	600	0
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	9,400	9,500	9,500	9,780	0	9,780	2
71101	PROFESSIONAL SERVICES	25	0	0	0	0	0	0
71500	BUILDING USE/RENT CHARGE	42,000	42,000	42,000	45,528	0	45,528	8
	SUBTOTAL *****	51,425	51,500	51,500	55,308	0	55,308	7
	OTHER							
86300	TESTING	0	468	156	468	0	468	0
	SUBTOTAL *****	0	468	156	468	0	468	0
	FIXED ASSET ADDITIONS							
91000	OFFICE EQUIPMENT	0	450	0	0	0	0	0
91100	FURNITURE AND FIXTURES	633	0	0	0	0	0	0
92000	REPLCMENT OFFICE EQUIP	6,311	0	0	0	0	0	0
92100	REPLCMENT FURN & FIXTURES	0	0	0	0	1,400	1,400	0
	SUBTOTAL *****	6,945	450	0	0	1,400	1,400	211
	TOTAL EXPENDITURES *****	309,170	326,508	322,063	337,209	1,400	350,478	7

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Prosecuting Attorney Retirement

Department Number 1264

Mission

The Prosecuting Attorneys' Retirement Fund is a statutory retirement fund provided for Prosecuting Attorneys in the State of Missouri. Boone County is required by law to make a specified annual contribution to the fund; however, the fund is controlled and managed by the State of Missouri.

Budget Highlights

There are no changes in this budget.

DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

100 GENERAL FUND

1264 PA RETIREMENT

<u>ACCT</u>	<u>DESCRIPTION</u>	<u>2001</u> <u>ACTUAL</u>	<u>2002</u> <u>BUDGET +</u> <u>REVISIONS</u>	<u>2002</u> <u>PROJECTED</u>	<u>2003</u> <u>CORE</u> <u>REQUEST</u>	<u>2003</u> <u>SUPPLEMENTAL</u> <u>REQUEST</u>	<u>2003</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>%CHG</u> <u>FROM</u> <u>PY</u> <u>BUD</u>
86790	MO PROSECUTOR'S RETIREMEN OTHER	15,500	15,500	15,500	15,500	0	15,500	0
	SUBTOTAL *****	15,500	15,500	15,500	15,500	0	15,500	0
	TOTAL EXPENDITURES *****	15,500	15,500	15,500	15,500	0	15,500	0

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Prosecuting Attorney Training

Department Number 2600

Mission

The PA Tax Training fund was established to account for the monies received pursuant to RSMo 56.765. The funding for this budget is intended to provide training for prosecuting attorneys and their staff.

The Prosecuting Attorney administers this fund.

Budget Highlights

Significant training costs previously paid by the PA Bad Check Fund have been transferred to this fund for FY 2003. This was done in order to ensure financial stability of the PA Bad Check Fund. However, the resources in the PA Training Fund are not sufficient to cover these costs for more than one year.

DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

260 PA TRAINING FUND

2600 PA TRAINING

ACCT	DESCRIPTION	2001	2002	2002	2003	2003	2003	%CHG
		ACTUAL	BUDGET + REVISIONS	PROJECTED	CORE REQUEST	SUPPLMENTAL REQUEST	ADOPTED BUDGET	FROM PY BUD
CHARGES FOR SERVICES								
3540	DEFENDANT CRT COSTS&RECOUPMENT	4,262	3,800	4,000	4,000	0	4,000	5
	SUBTOTAL *****	4,262	3,800	4,000	4,000	0	4,000	5
INTEREST								
3711	INT-OVERNIGHT	22	25	18	20	0	20	20-
3712	INT-LONG TERM INVEST	552	329	285	300	0	300	8-
3798	INC/DEC IN FV OF INVESTMENTS	21-	0	25	25	0	25	0
	SUBTOTAL *****	553	354	328	345	0	345	2-
	TOTAL REVENUES *****	4,816	4,154	4,328	4,345	0	4,345	4
DUES TRAVEL & TRAINING								
37210	TRAINING/SCHOOLS	585	800	800	4,820	0	4,820	502
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	560	380	380	2,620	0	2,620	589
37230	MEALS & LODGING-TRAINING	973	900	900	9,420	0	9,420	946
	SUBTOTAL *****	2,118	2,080	2,080	16,860	0	16,860	710
	TOTAL EXPENDITURES *****	2,118	2,080	2,080	16,860	0	16,860	710

Decimal values have been truncated.

Prosecuting Attorney

Tax Collection

Department Number 2610

Mission

The PA Tax Collection department was established pursuant to RSMo 136.150 and accounts for revenues and expenditures associated with the collection of delinquent taxes, licenses, and fees on behalf of the State of Missouri.

Budget Highlights

There are no significant changes to this budget.

Goals and Objectives

Budget Year Objectives

- Increase the number of delinquent tax cases certified to the Boone County Prosecuting Attorney's Office by the State of Missouri Department of Revenue (DOR). Successful collection increases revenues for the State of Missouri and for Boone County.

Progress on Prior Year Objectives

- Increase the number of delinquent tax cases certified to the Boone County Prosecuting Attorney's Office by the State of Missouri Department of Revenue (DOR). Successful collection increases revenues for the State of Missouri and for Boone County.
Response: Significant achievement was made on this goal during the first half of the year, however, the Governor's Tax Amnesty Program, which was implemented mid-year, has reduced the amount of cases certified to Boone County.
- Increase the amount of revenue collected through the delinquent tax collection program.
Response: Significant achievement was made on this goal during the first half of the year, however, the Governor's Tax Amnesty Program, which was implemented mid-year, has reduced the amount of cases certified to Boone County.

DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

261 PA TAX COLLECTION FUND

2610 PA TAX COLLECTION

ACCT	DESCRIPTION	2001	2002	2002	2003	2003	2003	CHG FROM BY BUD
		ACTUAL	BUDGET + REVISIONS	PROJECTED	CORE REQUEST	SUPPLEMENTAL REQUEST	ADOPTED BUDGET	
CHARGES FOR SERVICES								
3560	COLLECTION FEES	25,822	34,000	28,700	25,000	0	25,000	26-
	SUBTOTAL *****	25,822	34,000	28,700	25,000	0	25,000	26-
INTEREST								
3711	INT-OVERNIGHT	32	30	30	30	0	30	0
3712	INT-LONG TERM INVEST	787	225	450	450	0	450	100
3798	INC/DEC IN FV OF INVESTMENTS	42-	0	42	45	0	45	0
	SUBTOTAL *****	778	255	522	525	0	525	105
MISCELLANEOUS								
3891	DIVIDENDS/REBATES	0	0	41	0	0	0	0
	SUBTOTAL *****	0	0	41	0	0	0	0
	TOTAL REVENUES *****	26,600	34,255	29,263	25,525	0	25,525	25-
PERSONAL SERVICES								
10100	SALARIES & WAGES	10,827	21,867	21,867	22,360	0	24,201	10
10110	OVERTIME	49	0	325	0	0	0	0
10200	FICA	832	1,673	1,673	1,710	0	1,851	10
10300	HEALTH INSURANCE	0	2,645	2,965	3,410	0	3,410	28
10325	DISABILITY INSURANCE	0	36	70	102	0	102	183
10350	LIFE INSURANCE	0	33	33	33	0	33	0
10375	DENTAL INSURANCE	0	260	260	275	0	275	5
10400	WORKERS COMP	36	57	57	109	0	109	91
10500	401(A) MATCH PLAN	0	728	0	585	0	585	19-
	SUBTOTAL *****	11,745	27,299	27,250	28,584	0	30,566	11
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	270	270	270	270	0	270	0
23000	OFFICE SUPPLIES	955	1,000	633	1,000	0	1,000	0
23001	PRINTING	215	55	55	55	0	55	0
23050	OTHER SUPPLIES	0	50	50	50	0	50	0
23850	MINOR EQUIPMENT & TOOLS	0	100	0	100	0	100	0
	SUBTOTAL *****	1,440	1,475	1,008	1,475	0	1,475	0
CONTRACTUAL SERVICES								
71100	OUTSIDE SERVICES	0	100	0	100	0	100	0

Decimal values have been truncated.

DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

261 PA TAX COLLECTION FUND

2610 PA TAX COLLECTION

<u>ACCT</u>	<u>DESCRIPTION</u>	<u>2001</u> <u>ACTUAL</u>	<u>2002</u> <u>BUDGET +</u> <u>REVISIONS</u>	<u>2002</u> <u>PROJECTED</u>	<u>2003</u> <u>CORE</u> <u>REQUEST</u>	<u>2003</u> <u>SUPPLEMENTAL</u> <u>REQUEST</u>	<u>2003</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>%CHG</u> <u>FROM</u> <u>PY</u> <u>BUD</u>
	SUBTOTAL *****	0	100	0	100	0	100	0
	OTHER							
86850	CONTINGENCY	0	0	0	0	0	968	0
	SUBTOTAL *****	0	0	0	0	0	968	0
	TOTAL EXPENDITURES *****	13,185	28,874	28,258	30,159	0	33,109	14

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Prosecuting Attorney Contingency

Department Number 2620

Mission

The PA Contingency Department accounts for fees collected under RSMo 56.330 for the Prosecuting Attorney of a first class county to be used to pay for incidental costs. The maximum amount of expenditures allowed from this fund each year is \$20,000. Unexpended amounts do not accumulate in the fund. Prior to 1991, these revenues were accounted for in the General Fund.

The Prosecuting Attorney, with the approval of a circuit judge, administers this fund.

Budget Highlights

There are no significant changes in this budget.

DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

262 PA CONTINGENCY FUND

2620 PA CONTINGENCY

ACCT	DESCRIPTION	2001	2002	2002	2003	2003	2003	%CHG
		ACTUAL	BUDGET + REVISIONS	PROJECTED	CORE REQUEST	SUPPLEMENTAL REQUEST	ADOPTED BUDGET	FROM PY BUD
CHARGES FOR SERVICES								
3569	OTHER FEES	18,241	19,500	19,534	20,000	0	20,000	2
	SUBTOTAL *****	18,241	19,500	19,534	20,000	0	20,000	2
INTEREST								
3711	INT-OVERNIGHT	14	26	20	20	0	20	23-
3712	INT-LONG TERM INVEST	129	95	200	100	0	100	5
3798	INC/DEC IN FV OF INVESTMENTS	1-	0	1	2	0	2	0
	SUBTOTAL *****	143	121	221	122	0	122	0
	TOTAL REVENUES *****	18,384	19,621	19,755	20,122	0	20,122	2
DUES TRAVEL & TRAINING								
	SUBTOTAL *****	0	0	0	0	0	0	0
CONTRACTUAL SERVICES								
71105	LEGAL SERVICES	0	0	0	1,000	0	1,000	0
	SUBTOTAL *****	0	0	0	1,000	0	1,000	0
OTHER								
84600	COURT COSTS	2,808	4,500	2,035	5,500	0	5,500	22
84700	WITNESS EXPENSES	7,625	6,500	7,426	6,500	0	6,500	0
84800	TRANSCRIPTS-CRIMINAL	9,451	8,500	10,220	6,500	0	6,500	23-
85400	CRIMINAL INVESTIGATION	0	500	225	500	0	500	0
	SUBTOTAL *****	19,886	20,000	19,906	19,000	0	19,000	5-
	TOTAL EXPENDITURES *****	19,886	20,000	19,906	20,000	0	20,000	0

Decimal values have been truncated.

Prosecuting Attorney Bad Check Collections

Department Number 2630

Mission

The PA Bad Check Collections Department was established pursuant to RSMo 570.120. Missouri law allows the Prosecuting Attorney to collect the face amount of the check along with all allowable service charges on behalf of the party to whom the check was issued; these amounts are subsequently remitted to the appropriate party. In addition, state law allows the Prosecuting Attorney to assess and collect an administrative handling fee on Non-Sufficient Funds (NSF) checks.

This budget accounts for the revenues derived from the administrative handling fee and for the related collection expenditures.

Budget Highlights

This budget pays for the costs incurred for the Bad Check Collection operations. In prior years, this fund has supplemented the General Fund appropriations for the Prosecuting Attorney's Office. In the past, this fund has paid for one-half the cost of law books, training costs, and the local match required for the Domestic Violence Grant (since 1995). As a result, the fund balance has declined significantly and is no longer available to finance on-going expenses of this nature. In FY 2003, training costs have been transferred to the PA Training Fund, and the other costs have been transferred to the General Fund.

As indicated by the budget on the following pages, the revenues generated from the Bad Check Collection operations are sufficient to cover only the direct operating expenses of the program.

Goals and Objectives

Budget Year Objectives

- Increase the current level of collection.

- Serve victims of bad checks by aggressively pursuing the prosecution of bad check writers and enforce of payment of court ordered administrative handling fees. An amendment to the bad check statute, effective August 28, 2001 allowed the Prosecutor's Office to collect up to \$50 for any check over \$100. The \$25 initial fee remained the same, however additional 10% of the face value of the check not to exceed \$50 per check is now allowed.

Prosecuting Attorney Bad Check Collections

Dept. No. 2630

- Aggressively seek delinquent fees and pursue court assistance in monitoring and enforcing the payment of administrative handling fees through probation violation and show cause hearings. The newest amendment to Section 570-120 RSMo becomes effective on August 28, 2002. This new law requires the collection of \$1 per check to be paid by the County Treasurer's Office to the Missouri Office of Prosecutions Services (MOPS). We have been working closely with the Treasurer and I.T. to upgrade the Bad Check software in an effort to accommodate the new law.

Progress on Prior Year Objectives

- Maintain the current level of collection. Even though fewer checks are received, there are still almost 15,000 checks turned over to the Prosecutor's office for collection.

Response: If collections continue at the current rate, our 2002 income will exceed 2001 by approximately \$5,000.

- Continue to serve bad check victims by aggressively pursuing the prosecution of bad check writers, and continue to attempt enforcement of payment of court-ordered administrative handling fees. An amendment to the bad check statute, effective August 28, 2001, allowed the Prosecutor's office to collect up to \$50.00 for any check over \$100. The \$25 initial fee remained the same, but we now collect an additional 10% of the face value of the check not to exceed \$50.00. It is our goal to continue to aggressively seek delinquent fees and to pursue help from the court in monitoring and enforcing the payment of administrative handling fees through probation violation and show cause hearings.

Response: This objective has been only partially achieved. When check writers are placed on probation and are ordered to pay administrative handling fees as a condition of their probation, they are often discharged without paying the fees. The Prosecuting Attorney's Office is solely responsible for enforcing the payment of administrative handling fees, however, it does not have any authority over the defendant after the case is closed. The Prosecuting Attorney's office will continue to seek the court's support in enforcing the payment of the Prosecuting Attorney's administrative handling fees.

DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

263 PA BAD CHECK FUND

2630 PA BAD CHECK COLLECTIONS

ACCT	DESCRIPTION							%CHG
		2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	FROM PY BUD
	FRANCHISE TAXES							
	SUBTOTAL *****	0	0	0	0	0	0	0
	CHARGES FOR SERVICES							
3560	COLLECTION FEES	130,921	135,000	135,000	135,000	0	135,000	0
	SUBTOTAL *****	130,921	135,000	135,000	135,000	0	135,000	0
	INTEREST							
3711	INT-OVERNIGHT	188	250	75	75	0	75	70-
3712	INT-LONG TERM INVEST	3,654	1,800	1,200	1,200	0	1,200	33-
3798	INC/DEC IN FV OF INVESTMENTS	126-	0	127	127	0	127	0
	SUBTOTAL *****	3,715	2,050	1,402	1,402	0	1,402	31-
	MISCELLANEOUS							
3890	MISCELLANEOUS	45	0	0	0	0	0	0
3891	DIVIDENDS/REBATES	0	0	618	0	0	0	0
3892	DEPOSIT OVRAGE	197	200	135	135	0	135	32-
	SUBTOTAL *****	242	200	753	135	0	135	32-
	TOTAL REVENUES *****	134,879	137,250	137,155	136,537	0	136,537	0
	PERSONAL SERVICES							
10100	SALARIES & WAGES	122,139	129,397	129,397	106,080	0	114,128	11-
10110	OVERTIME	3,243	2,300	2,300	2,300	0	2,300	0
10120	HOLIDAY WORKED	92	100	100	100	0	100	0
10200	FICA	9,011	10,082	10,082	8,298	0	8,914	11-
10300	HEALTH INSURANCE	9,257	10,377	10,377	10,230	0	10,230	1-
10325	DISABILITY INSURANCE	453	541	562	473	0	473	12-
10350	LIFE INSURANCE	118	115	115	99	0	99	13-
10375	DENTAL INSURANCE	910	910	910	825	0	825	9-
10400	WORKERS COMP	463	609	609	531	0	531	12-
10500	401(A) MATCH PLAN	650	2,047	625	1,755	0	1,755	14-
	SUBTOTAL *****	146,340	156,478	155,077	130,691	0	139,355	10-
	MATERIALS & SUPPLIES							
22000	POSTAGE	0	5	5	5	0	5	0
22500	SUBSCRIPTIONS/PUBLICATION	8,221	10,443	8,014	88	0	88	99-
23000	OFFICE SUPPLIES	2,809	3,250	3,250	3,250	0	3,250	0

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DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

263 PA BAD CHECK FUND

2630 PA BAD CHECK COLLECTIONS

ACCT	DESCRIPTION	2002		2003		2003		CHG FROM PY BUD
		2001 ACTUAL	BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	
23001	PRINTING	2,592	2,355	2,355	2,604	0	2,604	10
23050	OTHER SUPPLIES	57	250	137	250	0	250	0
23850	MINOR EQUIPMENT & TOOLS	119	300	495	300	0	300	0
SUBTOTAL *****		13,799	16,603	14,256	6,497	0	6,497	60-
DUES TRAVEL & TRAINING								
37000	DUES	358	358	300	373	0	373	4
37200	SEMINARS/CONFEREN/MEETING	1,545	4,200	4,200	180	0	180	95-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	1,114	1,075	1,075	124	0	124	88-
37235	MEALS & LODGING - OTHER	3,396	3,760	3,760	420	0	420	88-
SUBTOTAL *****		6,413	9,393	9,335	1,097	0	1,097	88-
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	700	700	700	700	0	700	0
60200	EQUIP REPAIRS/MAINTENANCE	0	50	50	50	0	50	0
SUBTOTAL *****		700	750	750	750	0	750	0
CONTRACTUAL SERVICES								
71100	OUTSIDE SERVICES	634	250	250	250	0	250	0
SUBTOTAL *****		634	250	250	250	0	250	0
OTHER								
86896	DEPOSIT SHORTAGE	40	65	50	50	0	50	23-
SUBTOTAL *****		40	65	50	50	0	50	23-
TOTAL EXPENDITURES *****		167,929	183,539	179,718	139,335	0	147,999	19-

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Prosecuting Attorney

Forfeiture Fund

Department Number 2640

Mission

The PA Forfeiture Fund accounts for the monies distributed to the Prosecuting Attorney as part of a federal drug forfeiture program. The Prosecuting Attorney has received no distributions for several years and future distributions are not expected. At such time that the existing resources in the fund are fully expended, the fund will be closed.

Expenditures must comply with strict federal program guidelines and are restricted to drug enforcement or drug prosecution activities.

Budget Highlights

This budget includes a small amount for training and a lump-sum amount for outside services. No specific spending plans are identified at this time for the lump-sum amount; it may be spent throughout the year on allowable activities as directed by the Prosecuting Attorney.

DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

264 PA FORFEITURE FUND

2640 PA FORFEITURE MONEY

ACCT	DESCRIPTION	2002		2003		2003		%CHG FROM PY BUD
		2001 ACTUAL	BUDGET + REVISIONS	2002 PROJECTED	CORE REQUEST	SUPPLMENTAL REQUEST	ADOPTED BUDGET	
	INTEREST							
3711	INT-OVERNIGHT	30	35	25	25	0	25	28-
3712	INT-LONG TERM INVEST	688	350	350	350	0	350	0
3798	INC/DEC IN FV OF INVESTMENTS	27-	0	28	28	0	28	0
	SUBTOTAL *****	692	385	403	403	0	403	4
	TOTAL REVENUES *****	692	385	403	403	0	403	4
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	0	500	0	500	0	500	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	0	700	0	700	0	700	0
37230	MEALS & LODGING-TRAINING	0	700	0	700	0	700	0
	SUBTOTAL *****	0	1,900	0	1,900	0	1,900	0
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	0	13,750	0	13,750	0	13,750	0
	SUBTOTAL *****	0	13,750	0	13,750	0	13,750	0
	TOTAL EXPENDITURES *****	0	15,650	0	15,650	0	15,650	0

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Prosecuting Attorney Law Enforcement Sales Tax

Department Number 2903

Mission

This department accounts for the appropriations from the Law Enforcement Services Fund (fund # 290) for needs of the Prosecuting Attorney.

Budget Highlights

The budget includes appropriations for an additional investigator and an additional legal secretary.

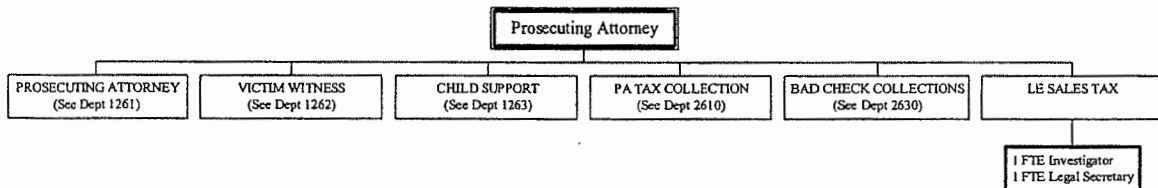
Goals and Objectives

- Refer to department number 1261.

Personnel Detail

Position Detail	2001 Full-Time Equivalent	2002 Full-Time Equivalent	2003 Full-Time Equivalent	2002-2003 Change
Investigator	-	-	1.00	1.00
Legal Secretary	-	-	1.00	1.00
Total FTEs	-	-	2.00	2.00

Organizational Chart



DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

290 LAW ENFORCEMENT SERVICES FUND

2903 PROSECUTING ATTRNY-LE SALES TX

ACCT	DESCRIPTION							<u>CHG</u>
		<u>2001</u> <u>ACTUAL</u>	<u>2002</u> <u>BUDGET +</u> <u>REVISIONS</u>	<u>2002</u> <u>PROJECTED</u>	<u>2003</u> <u>CORE</u> <u>REQUEST</u>	<u>2003</u> <u>SUPPLEMENTAL</u> <u>REQUEST</u>	<u>2003</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>FROM</u> <u>PY</u> <u>BUD</u>
PERSONAL SERVICES								
10100	SALARIES & WAGES	0	0	0	0	61,161	61,161	0
10200	FICA	0	0	0	0	4,679	4,679	0
10300	HEALTH INSURANCE	0	0	0	0	6,820	6,820	0
10325	DISABILITY INSURANCE	0	0	0	0	281	281	0
10350	LIFE INSURANCE	0	0	0	0	66	66	0
10375	DENTAL INSURANCE	0	0	0	0	550	550	0
10400	WORKERS COMP	0	0	0	0	260	260	0
10500	401(A) MATCH PLAN	0	0	0	0	1,300	1,300	0
	SUBTOTAL *****	0	0	0	0	75,117	75,117	0
UTILITIES								
48000	TELEPHONES	0	0	0	0	366	366	0
	SUBTOTAL *****	0	0	0	0	366	366	0
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	0	0	0	0	15	15	0
	SUBTOTAL *****	0	0	0	0	15	15	0
FIXED ASSET ADDITIONS								
91100	FURNITURE AND FIXTURES	0	0	0	0	400	400	0
91300	MACHINERY & EQUIPMENT	0	0	0	0	285	285	0
91301	COMPUTER HARDWARE	0	0	0	0	1,400	1,400	0
	SUBTOTAL *****	0	0	0	0	2,085	2,085	0
	TOTAL EXPENDITURES *****	0	0	0	0	77,583	77,583	0

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OTHER FUNDING SOURCES

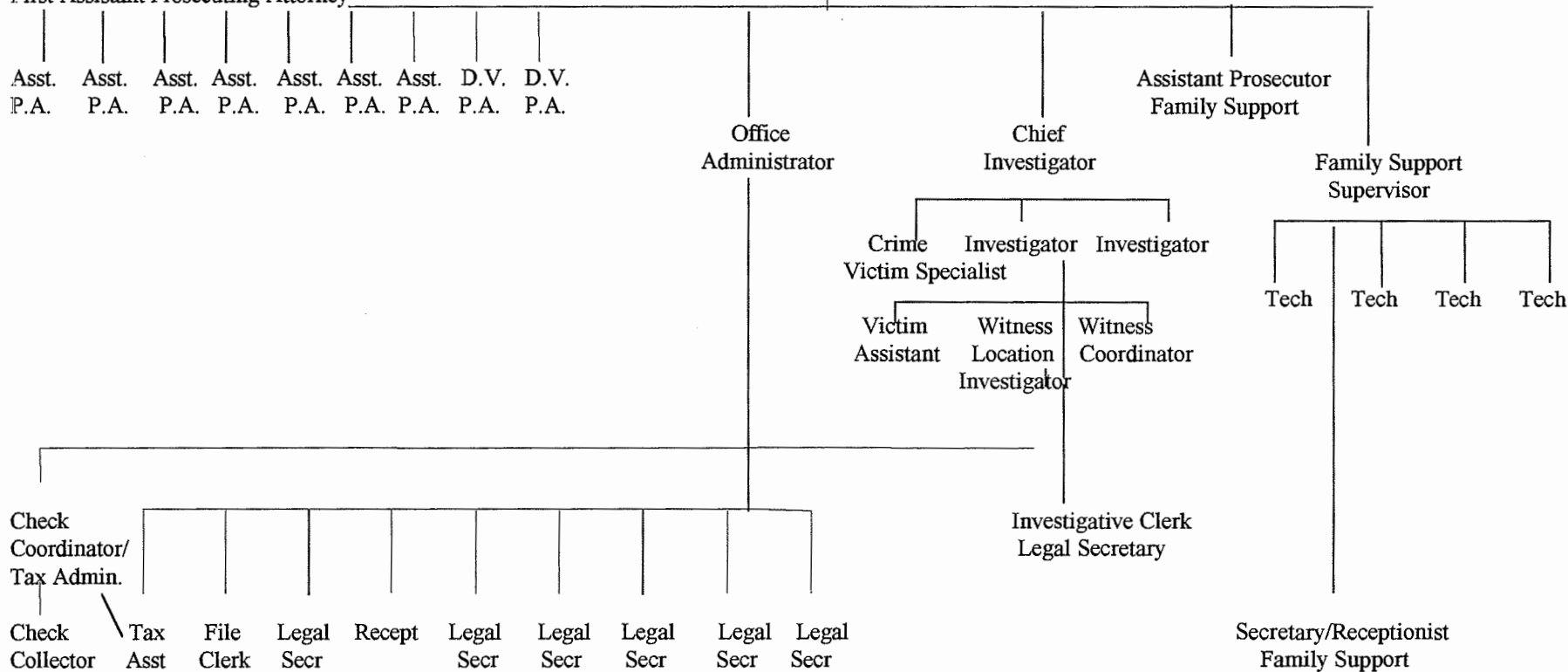
List the agency's other funding sources for this project. Include any other sources of federal, state, local, or private funding. *(Make copies of this form if necessary.)*

Source of Funding	Amount	Description of the Funding	Funding Period	Expenditures Covered by Funding
Boone County Prosecuting Attorney	\$ 12,640.00	Salary of Victim Assistant provided as match.	10/1/03-9/30/04	Salary of Victim Assistant provided as match for this project.
	\$			
	\$			
	\$			
	\$			
	\$			

BOONE COUNTY PROSECUTING ATTORNEY ORGANIZATIONAL CHART

PROSECUTING ATTORNEY

First Assistant Prosecuting Attorney



Now on this day the Boone County Commission does hereby adopt the following purchasing procedure for the County of Boone. The primary objective of this order is to procure all materials, supplies, equipment and services for the County of Boone in accordance with applicable state laws and in such a manner that the maximum value will be obtained for the money expended.

The term "purchase" as used in this order refers to the procurement of any and all supplies, materials, equipment, contractual services or articles and shall include the rental or leasing of any equipment or articles, except as provided in this order. This definition should be used when applying the procurement procedures contained herein. A purchase is one transaction regardless of the number or type of items acquired or ordered in that transaction.

The term "emergency" as used in this order refers to any situation which creates a serious and obvious threat to public health, welfare or safety and/or to the operation of the county in executing its legal responsibilities to the public and/or for the persons or property in its legal care, custody or control as may arise by reason of flood, epidemic, illness, riot, natural disaster, accidents, equipment failure and similar causes.

The term "sole source" as used in this order refers to any purchase from one source only, and allowing no substitutes and is sufficiently unique to preclude the use of another similar item of different manufacture or brand.

A Purchase of \$250 to \$749.99 – Requires oral bid documentation from a least three vendors to be attached to all requests for the payment or encumbrance of county funds. A "no bid" response will qualify as a required bid. Oral bid documentation will include detailed bid specifications, vendor name, address, telephone number, representative name, total bid including any shipping and handling charges, and date bid requested and received.

A Purchase of \$750 to \$2999.99 – Requires written bid documentation provided by at least three vendors attached to all requests for the payment or encumbrance of county funds. A "no bid" response will qualify as a required bid. Written bid documentation will include detailed bid specifications, vendor name, address, representative name, description of item(s) bid if different than the item(s) requested and total bid including any shipping and handling charges.

Any deviation from this policy, as outlined herein, shall require prior auditor approval.

A Purchase of \$3000 or more – The request for sealed bids will be advertised in a local newspaper in the county as required by RSMo 50.660 and 50.760. Advertising and award time tables will be established by the county commission in cooperation with the requisitioning official and county clerk's office.

Any deviation from this policy, as outlined herein, shall require prior county commission approval.

Emergency purchases made without following the above bidding requirements must receive prior written approval of at least one county commissioner. To qualify as an emergency, conditions (as defined above) must exist and create an immediate and serious need for supplies or services which cannot be satisfied through normal procurement methods. A situation shall not warrant an emergency purchase unless (1) an emergency condition exists, (2) the element of time is a crucial factor in seeking relief, and (3) the resolution of the condition receives priority over routine operations and duties of the county.

Sole Source purchases must be completely justified in writing setting forth the specific and valid reasons(s) which will prevent any other vendors' product or service from satisfying a valid requirement. This justification must be submitted with the purchase order request and approved by at least one county commissioner. Authorization for sole source purchases must be obtained prior to placement of the order. For approved sole source purchases of a continuing nature, said justification will be required one time annually.

No additional bid documentation will be necessary when a purchase is made from a cooperative procurement agreement in which the county participates.

Revised: 8/1995

CWORD\DRAFT\BIDPOLICY.DOC

VOCA CERTIFIED ASSURANCES

AGENCY NAME: Boone County Prosecuting Attorney

PROJECT TITLE: Victim Response Team

In addition to the general terms contained in the *Application Packet*, the applicant is also conditioned upon and subject to compliance with the following assurances.

1. The applicant assures that it will comply, and all its subcontractors will comply, with the applicable provisions of Title I of the *Omnibus Crime Control and Safe Streets Act of 1986*, as amended; *Missouri Department of Public Safety Financial and Administrative Guidelines for Contracts*; the *OJP OC Financial and Administrative Guide for Grants*; and other applicable federal laws, orders, circulars or regulations.
2. The applicant agrees to maintain the records necessary to evaluate the effectiveness of the project.
3. Subgrant Award Reports for VOCA are due with the award documents and no later than 30 days from the beginning of the contract period.
4. VOCA contractors must submit a report, on the form provided by the Department of Public Safety, six months after the beginning date of the contract which outlines the status of the project from both a financial and a programmatic standpoint.
5. The applicant agrees to submit, within 15 days of the project period ending date, a performance report which will include a summary description of the project; the data collected on the performance indicators included in the program description of the application package; the results of the evaluation process; and a brief assessment of impact.
6. The applicant agrees to comply with the provisions outlined in the Program Description for the Victims of Crime Act.
7. **Travel:** Expenditures for travel must be supported and documented by signed travel vouchers. Hotel/motel and meal receipts must be on file. Maximum amounts have been established for mileage, meals and other expenses. **Check with the Department of Public Safety for current rates.** Reimbursement of travel expenses will not occur until after the travel has taken place. Prior approval must be obtained from the MODPS prior to attending any training / travel that is not specifically outlined in the approved budget.
8. **Equipment:** Expenditures for equipment must be in accordance with the approved budget. All items of equipment must be assigned an inventory number and be readily identifiable as being purchased with Missouri Department of Public Safety funds.
9. **Supplies\Operating Expenses:** Expenditures for supplies and operating expenses shall be in accordance with the approved budget. Documentation in the form of paid bills and vouchers must support every expenditure requested for reimbursement. Care shall be given to assure that all items purchased directly relate to the specific project objectives for which the contract was approved. The titles of films, brochures, and other "miscellaneous items", not specifically outlined in the approved budget, must be submitted to the Missouri Department of Public Safety, Office of the Director, for approval **prior** to purchasing same. Reimbursement of conference registration fees will not be provided until the conference has taken place.
10. **Personnel:** The applicant assures that any personnel costs shall be supported by time and attendance records and that proper records shall be maintained to adequately substantiate time spent to carry out the specific objectives for which the contract was approved.

If less than 100% of an employee's salary is supported by the contract – either through federal funding or local match funding – that employee must keep a timesheet of all activities to document the percentage of time spent on the project. Only actual time spent on the project may be claimed. The timesheets must include the date, the beginning time, a brief description of, and the ending time for each task performed by the employee. If less than 100% of an employee's salary is supported by the contract – either through the federal funding or the local match funding – but the employee is spending 100% of her/his time on the project as supported by the employee's job description, this requirement may be waived at the discretion of the Department of Public Safety.
11. **Local Share:** The approved match must be expended within the period for which federal funds are available for expenditure under the approved contract. Records must be maintained to show the amount and timing of the match. These records are subject to audit in the same manner and to the same extent as books and records dealing with federal funds.

Failure to provide the approved match may result in your agency being required to refund the federal share to the Missouri Department of Public Safety.

12. **Interest:** The applicant assures that federal funds will not be used to pay interest or any other financial costs.

13. **Budget Revisions:**

Formal Budget Revisions: Prior approval must be received from the Missouri Department of Public Safety, Office of the Director, for certain types of changes to the budget or project scope. These types of changes are listed below:

- a. The addition or deletion of a specific budget line item
- b. Monetary changes in the Personnel Budget Category
- c. A change in the approved budget categories in excess of 10 percent of the total award amount. (This does not apply to the Personnel Budget Category)
- d. A change in the scope of the project
- e. A change in or temporary absences of the project director or authorized official
- f. A change in the project site
- g. A change in the name of the agency

Prior approval must be received from the Missouri Department of Public Safety for any **programmatic** changes in the contract.

Timing of Formal Budget Revisions: If a budget or programmatic revision is required, the request for a change must be submitted at least 30 days prior to the proposed change taking effect and at least 60 days prior to the end of the contract. Budget revisions must be requested on the required form. Budget revisions will not be retroactive unless there are extenuating circumstances presented.

Informal Budget Revisions:

Prior approval does not need to be sought from the DPS when transferring less than 10% (cumulative during the contract period) of the total grant award from one budget category to another budget category (except for the Personnel Budget – Prior approval for any monetary changes in this category is necessary).

14. **Contractual Services:** The applicant assures that the following general requirements will be followed when subcontracting for work or services contained in this proposal:

- a. All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation, and length of time over which the services will be provided which shall not exceed the length of the grant period.
- b. A copy of all written contracts for contractual or consultant services must be forwarded to the

Missouri Department of Public Safety, Office of the Director, upon their ratification.

- c. Payments must be supported by statements providing the services rendered and supporting the period covered.
- d. Any contract or agreement for service of \$3,000 or more which is not entered into as a result of competitive bidding procedures (or if only one bid is received) must receive prior approval from the Missouri Department of Public Safety, Office of the Director.
- e. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the market place. The maximum rate for consultants is \$450 (excluding travel and subsistence costs for an eight-hour day. An eight-hour day may include preparation, evaluation, and travel time in addition to time required for actual performance. A request for over \$450 per day requires prior approval and additional justification.

15. **Sole Source Procurement:** When only one bid is received or only one vendor is contacted, the purchase is deemed to be sole source procurement. Sole source procurement on purchases with an individual cost from \$3,000 to \$100,000 requires **prior** approval by the Department of Public Safety.

In addition, sole source procurement for amounts in excess of \$100,000 requires **prior** U.S. Department of Justice approval.

16. The applicant shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.
17. The applicant certifies that all expendable and non-expendable property purchased with funds awarded under this contract shall only be used to provide direct services to victims of crime.
18. The applicant assures that federal block grant funds made available will not be used to supplant state and local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for the activities of this project (Supplanting does not apply to non-profit organizations).
19. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Missouri Department of Public Safety, Office of the Director, shall prescribe will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this contract.
20. **Audit:** The applicant agrees to provide an annual audit of their organization, if required, in accordance with the

provisions of Office of Management and Budget Circulars applicable to their organization.

21. The applicant assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require. This includes any additional information that may be necessary in follow-up to monitoring and/or audit issues, and in response to requests from the Department of Justice.
22. The applicant assures that, if required to formulate an Equal Employment Opportunity Program (EEO) in accordance with 28 CFR 42.301 et seq., it will submit a certification to the Missouri Department of Public Safety that it has a current EEO on file which meets the requirements therein.
23. The applicant assures that, in connection with the furnishing of services under this contract, it will comply and any subcontractors will comply with all applicable requirements and provisions of the Americans with Disabilities ACT (ADA).
24. The applicant assures that it will comply, and all its subcontractors will comply, with the non-discrimination requirements of the Victims of Crime Act, 42 U.S.C. Department of Justice Non-Discrimination Regulations 28 CFR Part 42, Subparts C, D, E, and G and the Department of Justice regulations on disability discrimination 28 CFR Part 35 and Part 39.
25. The applicant assures that, in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights Compliance (OCRC) of the Office of Justice Programs, U.S. Department of Justice.
26. If the applicant is a law enforcement agency, the applicant assures that the agency is in compliance with sections 590.100 to 590.180, RSMo. Section 590.180, subsection 2 states that "any law enforcement agency which employs a peace officer who is not certified as required by sections 590.100 to 590.180 shall not be eligible to receive state or federal funds which would otherwise be paid to it for purposes of training and certifying peace officers or for other law enforcement, safety or criminal justice purposes."
27. If the applicant is a law enforcement agency, the applicant assures that the agency is in compliance with the provisions of Section 43.505, RSMo relating to uniform crime reporting, and Section 590.650, RSMo relating to racial profiling.
28. The applicant assures that it will provide the eligible direct victim services, as may be required, set forth in Missouri's Constitutional Amendment for **Victims' Rights and Section 595.209, RSMo**. (These eligible direct victim services do not include general witness assistance).
29. The Missouri Department of Public Safety, Office of the Director reserves the right to terminate any contract entered into as a result of this application at its sole discretion and without penalty or recourse by giving written notice to the contractor. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the contractor under the contract shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri. The contractor shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.
30. An award of contract, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety for any contractual commitment in excess of the original contract period contained in such an award of contract. However, the Department of Public Safety shall have the right, at its sole discretion, to renew any such award of contract on a year-to-year basis. Should the Department of Public Safety exercise its right to renew the contract, the renewal shall be subject to the terms set forth by the Department of Public Safety in the documents developed for such renewal. Failure to comply with such terms set forth by the Department of Public Safety will result in the forfeiture of such a renewal option.
31. It is understood and agreed upon that, in the event funds from state and/or federal sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in federal or state laws relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.

Failure to comply with any of the foregoing certified assurances could result in funds being withheld until such time as the contractor takes appropriate action to rectify the incident(s) of non-compliance.

The applicant hereby certifies, by signature, acceptance of the terms and conditions specified or incorporated by reference herein, including those stated in the contract application.

Kelly Johnson 20 MAY 2003
Authorized Official DATE
247-2003

Bonnie J. Adkins 5-15-03
Project Director DATE

AUDIT REQUIREMENTS

Contract Period 2002-2003

As a recipient of funds through the Missouri Department of Public Safety, you **ARE** required to submit a copy of your agency's audit for the period covered by this contract.

- ⇒ An audit is required for the agency fiscal year, when **State** financial assistance, (which consists of funds received directly from the State of Missouri, but does not include federal pass-through funds), of **\$100,000** or more is expended by the applicant agency.

- ⇒ An audit is required for the agency fiscal year, when **Federal** financial assistance, (which consists of funds received from the Federal Government or federal funds passed through state agencies), of **\$300,000** or more is expended by the applicant agency.

- ⇒ No audit of any type is required when **STATE** financial assistance of less than \$100,000 or **FEDERAL** financial assistance of less than \$300,000 is expended. However, the recipient must maintain detailed records on grant activity required for such grants.



1. Date of last audit: 1/1/02 2. Date(s) covered by last audit: 12/31/02

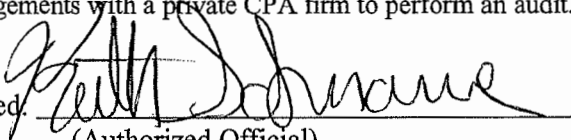
3. Last audit performed by: KPMG Limited Liability Partnership
Phone number of auditor: 314-244-4024

4. Date of next audit: 1/1/2004 5. Date(s) to be covered by next audit: 1/1/03-12/31/03

6. Next audit will be performed by: KPMG Limited Liability Partnership
Phone number of auditor: 314-244-4024

7. Total amount of funds received from ALL entities ***INCLUDING*** the Department of Public Safety
Federal Amount: \$ 1,153,622.00 State Amount: \$ 3,174,266.00

NOTE: State Auditor of Missouri audits all state agencies, third class counties, and all judicial circuits. First, second, and fourth class counties and other local political subdivisions and not-for-profit agencies must make arrangements with a private CPA firm to perform an audit.

Signed: 
(Authorized Official)
247-2003

Date: 20 MAY 2003

Agency: Boone County Prosecuting Attorney

Phone: 573-886-4305

REPORT OF EXPENDITURES AND CHECK PAYEE INFORMATION

The following information is necessary if your agency receives a contract from the Missouri Department of Public Safety

Name and address of the individual who will be responsible for completing the Monthly Report of Expenditures and Request for Reimbursement. *(The Monthly Report of Expenditures and Request for Reimbursement will be mailed to this individual each month.)*

NAME: Bonnie J. Adkins
AGENCY: Boone County Prosecuting Attorney
ADDRESS: 705 E. Walnut Street
Columbia, Missouri 65201-4485
(Include city, state, and zip)

TELEPHONE: (573) 886-4112 FAX NUMBER: 573-886-4148
E-MAIL ADDRESS: badkins@boonecountymo.org

Check Payee Information - List the name and address of the check payee. Do not include an individual's name, *only the name and address of the agency to which the check must be made payable.*

AGENCY: Boone County Prosecuting Attorney
ADDRESS: 705 E. Walnut Street
Columbia, Missouri 65201-4485
(Include city, state, and zip)

Name and address of the individual to whom the check needs to be mailed. *(The check will be mailed directly to this individual each month.)*

NAME: Kay Murray
AGENCY: Boone County Treasurer
ADDRESS: 801 E. Walnut Street Room 112
Columbia, Missouri 65201
(Include city, state, and zip)

TELEPHONE: (573) 886-4365 FAX NUMBER: 573-886-4369
E-MAIL ADDRESS: kmurray@boonecountymo.org



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12649, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Kevin M.J. Crane Prosecuting Attorney

Name and Title of Authorized Representative

Signature

6-3-03

Date

Name of Organization

Boone County Prosecuting Attorney

Address of Organization

705 E. Walnut Street Columbia, Missouri 65201-4485



The Shelter

For Battered Women and Their Children
P.O. Box 1367 Columbia, MO 65205-1367
Phone: (573)-875-1369 Fax: (573)-817-1280

May 28, 2003

Missouri Department of Public Safety
Office of the Director
P.O. Box 749
Jefferson City, MO 65102-0749

VOCA Review Panel:

Comprehensive Human Services/The Shelter strongly supports The Boone County Prosecuting Attorney's Office VOCA funding application to support its Victim Advocacy Program. As part of the DOVE Unit, both The Shelter and the Prosecuting Attorney's Office work together on a frequent basis. Their level of professionalism and the willingness to work for the greater good of the victim are evident in all interactions.

Mark Koch, the Prosecuting Attorney's Office Victim Specialist, has provided excellent service to victims of domestic violence in the Boone County area. He is very proactive in securing crime victim's compensation for victims referred through The Shelter. In addition, he has worked with The Shelter on specific cases involving shared clientele, participated in and provided cross training to staff and volunteers, worked to enhance and improve the DOVE Unit's collaborative effect, and brainstormed ways to increase community awareness of the issues involved in domestic violence.

The Shelter strongly believes that the established working relationship between our two organizations is important to reducing the incidence of domestic violence through the coordinated community response approach. If you have any questions or need additional information, please contact me at (573) 875-1369. Thank you for your consideration of the Boone County Prosecuting Attorney's Office' request for VOCA funding.

Sincerely,

E. Leigh Voltmer
Executive Director

ELV/jlg



Comprehensive Human Services, Inc
A United Way Agency





**THIRTEENTH JUDICIAL CIRCUIT COURT
FAMILY COURT
Juvenile Division**

May 27, 2003

Review Panel
Victims of Crime Act Grant
Department of Public Safety
Jefferson City, MO 65101

Dear Review Panel Members,

I would like to take this opportunity to fully support and recommend the continued funding for the Boone County Prosecuting Attorney's Victim Response Team. The Victim Response Team is crucial in that they help victims make sense of the complicated criminal justice system while referring them to community resources helpful to their full restoration.

I have had the opportunity to work directly with the Victim Response Team involving cases that are multi-jurisdictional in that they involve both juvenile and adult perpetrators. The communication between the Advocates in the Prosecuting Attorney's Office and the Juvenile Office has and continues to benefit victims by lessening the amount of work the victim has to do in order to be compensated for their losses.

I have also had the opportunity to work with the Victim Response Team on many occasions as they have spearheaded work on the last several Victims' Rights Week Ceremonies.

Please continue the funding for the Boone County Prosecuting Attorney's Victim Response Team. Their involvement and commitment to victims' of crime remains dedicated, professional and caring.

If I can provide you with any further information please feel free to call me at the Juvenile Office, (573) 886-4200.

Sincerely,

Carly Santa
Victim Advocate

Boone County Juvenile Office
115 N. Eighth Street
Columbia, MO 65201 - 4841
(573) 886-4200

Boone County Juvenile Justice Center
5665 N. Roger Wilson Drive
Columbia, MO 65202-9099
(573) 886-4450

Callaway County Juvenile Office
Highway O - P.O. Box 465
Fulton, MO 65251-0465
(573) 642-7992

RAINBOW HOUSE

2302 N. Oakland Gravel Road
Columbia, MO 65202
Telephone (573) 474-3558
Fax (573) 474-5992

May 27, 2003

Department of Public Safety
PO Box 729
Jefferson City, MO 65102

Dear VOCA Grant Review Panel:

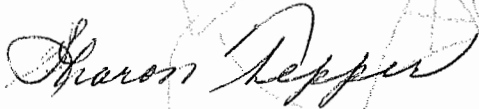
I am writing in support of the VOCA Grant for the Crime Victims Advocate Proposal through our local prosecutor's office. As the Child Advocacy Center serving the same geographical area, we are in strong support of the grant providing these services for our clients. Our goal is to reduce trauma to a child who has been the victim of abuse/neglect. It is critical for us to have a person available to assist children, parents, and care givers through the judicial process.

The Victim Advocate is a member of our multi-disciplinary team and available as a resource to assist staff and families. Through our collaborative work, our children and families have been able to obtain support navigating the complex judicial system.

Rainbow House and the child advocacy center program, strongly supports the continuation of the grant and funding for the Crime Victims Advocate position.

Thank you and please contact me if you have further questions.

Sincerely,



Sharon Tepper
Executive Director





Domestic Violence Enforcement Unit

600 E. Walnut Street, Columbia, MO 65201



May 22, 2003

To Whom It May Concern:

I am one of three investigators with the Domestic Violence Enforcement Unit. Our unit does follow up investigation on crimes of domestic violence that occur in Columbia and Boone County, Missouri. Our unit includes prosecuting attorneys, probation and parole officers, and victim advocates.

I have had the opportunity to work closely with the victim advocate at the Boone County Prosecuting Attorneys Office. The advocate position is essential in order to appropriately assist victims, not only of domestic violence, but of all crime victims. On numerous occasions myself and other investigators have contacted the advocate for the prosecuting attorneys office in order to obtain information or services available to the people we work with.

Our unit views domestic violence as a problem that can only be solved and dealt with appropriately through a collaborative approach. This position is a key element in that endeavor.

I certainly hope and recommend continued funding for the position of victim advocate of the Boone County Prosecuting Attorney's Office.

Sincerely,

Barbara Buck, Detective
Domestic Violence Enforcement Unit

BB:aja



BOONE COUNTY SHERIFF'S DEPARTMENT

2121 County Drive
TED BOEHM, Sheriff

Columbia, Missouri 65202-9051
Phone: (573) 875-1111 • Fax (573) 874-8953

May 23, 2003

Department of Public Safety
Grant Review Panel
P.O. Box 749
Jefferson City, Missouri 65102

In reply to: Letter of Recommendation

Panel Members:

Once again I have the pleasant duty of writing this letter of recommendation and request for grant renewal on behalf of the Victim Response Team at the Boone County Prosecuting Attorney's Office.

During the past two years I wrote on behalf of the Team based on my observations of their work. This year I am able to add observations based on a limited D.O.V.E case load. The Victim Response Team continues to be a vital cog in the wheel that serves the domestic violence victim, as well as other crime victims.

Please be assured all of us in Government work are keenly aware of the constraints of the budget process. We simply ask that in your decision process you find the resources to continue our Victim Response Team. The citizens of Boone County have come to rely on this resource. Thank you in advance for your consideration.

Cordially,

A handwritten signature in cursive script that reads "Michael W. Stubbs".

Det. Michael W. Stubbs
Boone County Sheriff's Department
Detective Unit

BOONE COUNTY PROSECUTING ATTORNEY
VICTIM SERVICES SURVEY

We need your help in evaluating our services to victims of crime in Boone County. Please take a few minutes to answer the following questions about your contact with our office. All responses will be kept confidential. We appreciate your assistance as we try to improve the quality of our services to victims of crime in our community.

*Please rate your answers on a scale from 1 to 5
"1" is the least favorable response and "5" is the most favorable response.
Circle "N/A" if the question does not apply to you or your experience.*

Advocate:

1. The advocate _____ made every effort to work with me.
1 2 3 4 5
 2. The information mailed to me (a letter & Victim Impact Statement) was helpful.
1 2 3 4 5
 3. The advocate worked with me via: (please circle all that apply)
letter phone conversation personal contact
 4. I felt that I could call the advocate if I needed anything or had any questions.
1 2 3 4 5
 5. (Answer only if applicable.) I choose not to receive advocate services because:

-

Assistant Prosecutor:

1. The prosecutor assigned to my case, _____, was considerate in his/her manner towards me.
1 2 3 4 5
2. The prosecutor was informative and helpful.
1 2 3 4 5
3. I felt that I could call and talk to the prosecutor at anytime.
1 2 3 4 5
4. (Answer only if applicable.) The prosecutor was helpful even though I decided not to participate in the prosecution of the defendant.
1 2 3 4 5

Please add comments or suggestions that you have to help us improve our service to victims of crime.
Your feedback is very important to us!

Age _____ Race _____ Gender _____

VOCA STATISTICS

10/1/02 - 9/30/03

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
ACA	2	0	1	2	0	5	1						11
Arson	0	0	0	0	0	1	0						1
Assault	120	110	110	109	91	109	111						760
Burglary	9	6	9	2	11	11	13						61
Child Abuse	3	3	0	1	0	2	5						14
Child Molestation	0	2	1	0	0	0	4						7
Dog Bite	0	0	0	0	0	0	0						0
Endanger Child	6	4	3	2	3	4	8						30
Elder Abuse	0	0	1	0	0	0	0						1
Ex Parte	18	13	7	10	5	22	11						86
Fel Rest/False Impri	7	0	2	3	2	0	0						14
Forgery	9	7	3	7	9	7	12						54
Fraud Use of CD	2	1	6	4	1	5	1						20
Harassment	4	9	9	3	4	5	2						36
Homicide/Manslaughte	0	0	0	0	0	0	1						1
Attempt Murder	0	0	0	0	0	0	0						0
Kidnapping	0	0	0	1	0	0	0						1
Leaving Scene	11	8	9	2	6	12	4						52
Parental Kidnapping	0	0	1	0	1	0	1						3
Peace Disturbance	9	8	6	5	9	3	2						42
Property Damage	17	8	9	12	16	21	10						93
Rape	0	1	0	2	2	0	0						5
Robbery	1	4	4	2	0	3	4						18
Sexual Misc/Assault	5	5	2	3	1	5	3						24
Forcible Sodomy	0	0	0	1	0	0	0						1
Statutory Sodomy	2	1	1	0	0	3	2						9
Statutory Rape	3	1	1	0	2	2	1						10
Receiving SP	3	0	5	2	5	10	3						28
Resist Arrest	0	2	0	1	0	1	1						5
Stalking	1	0		1	1	2	1						6
Stealing	19	13	20	13	32	26	26						149
Tampering	7	8	7	3	7	8	7						47
Tamper w/victim/wit	0	1	1	4	2	4	1						13
Trespass	8	7	5	9	13	17	7						66
Vehicular Assault	0	1	1	0	0	1	1						4
UUV	8	8	5	5	2	7	4						39
Total Offenses	274	231	229	209	225	296	247	0	0	0	0	0	1711

VOCA STATISTICS

10/1/01 - 9/30/02

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
ACA	1	4	1	5	2	0	3	0	2	2	5	3	28
Arson	0	0	0	0	1	0	0	0	0	0	0	0	1
Assault	127	90	93	94	70	104	129	90	112	100	122	133	1264
Burglary	3	7	14	11	16	9	9	13	5	3	9	6	105
Child Abuse	2	1	2	1	0	0	2	1	0	5	2	2	18
Child Molestation	0	2	0	0	1	1	1	1	0	1	0	2	9
Dog Bite	0	0	0	0	0	0	0	0	0	0	1	0	1
Endanger Child	4	3	1	2	1	8	2	6	4	1	4	8	44
Elder Abuse	0	0	0	0	0	0	0	0	0	0	0	0	0
Ex Parte	12	13	12	13	12	22	10	12	29	23	16	17	191
Fel Rest/False Impri	2	3	1	2	2	2	6	0	0	3	4	2	27
Forgery	7	4	6	18	12	10	9	10	9	7	6	5	103
Fraud Use of CD	2	1	7	1	3	3	0	4	1	3	3	0	28
Harassment	6	3	4	0	2	2	2	2	2	3	1	6	33
Homicide/Manslaughte	0	0	1	3	1	0	0	0	10	0	0	0	15
Attempt Murder	0	0	0	0	0	0	0	0	0	0	0	0	0
Kidnapping	0	1	0	0	0	0	0	0	2	0	1	0	4
Leaving Scene	6	2	6	5	2	5	3	9	4	8	9	3	62
Parental Kidnapping	0	0	0	0	0	0	0	0	0	0	0	0	0
Peace Disturbance	7	7	3	2	5	3	5	4	8	1	9	4	58
Property Damage	17	14	15	11	9	10	15	9	10	22	9	14	155
Rape	2	0	1	0	0	1	0	1	1	0	1	2	9
Robbery	7	2	10	2	4	2	4	1	0	0	6	5	43
Sexual Misc/Assault	7	3	1	2	3	1	1	4	2	6	5	7	42
Forcible Sodomy	1	1	1	2	0	1	1		1	0	0	0	8
Statutory Sodomy	1	1	0	1	0	0	3	1	1	0	0	0	8
Statutory Rape	1	4	3	1	1	1	3	2	0	0	0	2	18
Receiving SP	1	4	4	7	6	5	4	6	2	2	1	2	44
Resist Arrest	0	2	1	1	1	0	2	2	2	6	4	0	21
Stalking	2	0	1	0	1	0	1	0	2	2	2	3	14
Stealing	12	16	29	29	18	15	12	18	17	13	18	24	221
Tampering	9	7	9	12	5	6	11	6	10	7	9	7	98
Tamper w/victim/wit	2	3	1	0	0	0	0	2	5	6	2	1	22
Trespass	5	9	16	8	5	7	13	9	6	9	6	5	98
Veicular Assault	1	0	0	0	0	0	0	1	0	0	1	0	3
UUW	4	8	4	5	0	1	9	0	4	4	4	11	54
Total Offenses	251	215	247	238	183	219	260	214	251	235	255	271	2839



MISSOURI DEPARTMENT OF PUBLIC SAFETY
 OFFICE OF THE DIRECTOR
 AWARD OF CONTRACT

P.O. Box 749
 Jefferson City, Missouri 65102
 Phone: (573) 751-4905

Contractor Name Boone, County of		
Project Title Domestic Violence Enforcement Unit (DOVE)-Prosecutor's Office		
Contract Period FROM< 01/01/04 TO< 12/31/2004	State/Federal Funds Awarded \$67,725.00	Contract Number 2002-VAWA-0061

Award is hereby made in the amount and for the period shown above to the **Boone, County of**. This award is subject to compliance with the general conditions governing grants and contracts, as well as, any attached Special Conditions. This award is also subject to compliance with all current applicable federal and state laws, regulations and guidelines.

This award is subject to Special Conditions (if the box is checked, see attached).

The undersigned hereby certify acceptance of the above-described contract on the terms and conditions specified or incorporated by reference above and herein, including those stated in the contract application.

Kathy Schuman 12-10-03
 Authorized Official Date

Bonnie J. Adkins 12/10/03
 Project Director Date

This contract shall be in effect for the duration of the contract period stated herein, and funds shall become available on the award date with the signed return of this form to the Missouri Department of Public Safety and the signature of the Director of the Department of Public Safety.

Charles R. Taylor
 Director, Department of Public Safety

January 1, 2004
 Award Date

Missouri Department of Public Safety

WARD CONTINUATION SHEET

Page 2 of 2

CONTRACT NUMBER: 2002-VAWA-0061

AWARD DATE:

January 1, 2004

AGENCY: Boone, County of

SPECIAL CONDITIONS

1. An audit is required for the agency fiscal year when **FEDERAL** financial assistance (which consists of **ALL** funds received from the Federal Government or federal funds passed through state agencies), of \$500,000 or more is expended by the applicant agency. If an audit is required, applicant assures that such audit will be submitted to the MO Dept. of Public Safety, Office of the Director. If applicant receives multiple grants through the MO Dept. of Public Safety and a current audit has already been submitted, a letter from applicant with the corresponding audit dates can be submitted in lieu of a copy of the audit.

ACCEPTANCE OF SPECIAL CONDITIONS:

Keith S. Doname 12-10-03

AUTHORIZED OFFICIAL DATE

Bonnie J. Adkins 12/10/03

PROJECT DIRECTOR DATE

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

May Session of the May Adjourned Term. 20 03

In the County Commission of said county, on the 20th day of May 20 03

the following, among other proceedings, were had, viz:

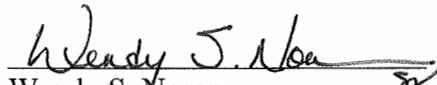
Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment:

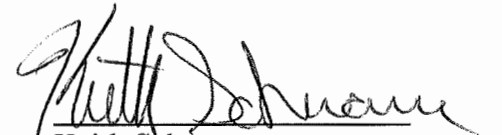
DEPARTMENT ACCOUNT AND TITLE	AMOUNT INCREASE
2040-26201: Public Works Maintenance Operations – Rock – Vendor Hauled	\$32,493.00


Said budget amendment is to reallocate funds received in 2002 from FEMA to the 2003 budget for rock.

Done this 20th day of May, 2003.

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission


 Keith Schnarre
 Presiding Commissioner


 Karen M. Miller
 District I Commissioner


 Skip Elkin
 District II Commissioner

REQUEST FOR BUDGET AMENDMENT

1st 5/1
2nd 5/15

BOONE COUNTY, MISSOURI

04/29/03

EFFECTIVE DATE

FOR AUDITORS USE

248-2003

Department				Account					Department Name	Account Name	(Use whole \$ amounts)	
											Decrease	Increase
2	0	4	0	2	6	2	0	1	Maintenance Operations	Rock - Vendor Hauled		32,493
											32,493	

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact the remainder of this year and subsequent years. (Use attachment if necessary): See attached

David M. ...

Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached.
- A fund-solvency schedule is attached.
- Comments:

Op se
Auditor's Office

Keith ...
PRESIDING COMMISSIONER

Karen B. Miller
DISTRICT I COMMISSIONER

...
DISTRICT II COMMISSIONER

BUDGET AMENDMENT PROCEDURES

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. **NOTE: The 10-day period may not be waived.**
- The Budget Amendment may not be approved prior to the Public Hearing.

Boone County Public Works

Gregory P. Edington
Manager
Maintenance Operations Division



5551 Highway 63 South
Columbia, Missouri 65201-9711
(573) 449-8515 ext (225)
FAX (573) 875-1602
EMAIL: gregedington@boonecountymo.org

Date: April 29, 2003
To: David Mink
From: Greg Edington *GE*
Subject: Budget Amendment – FEMA Funds

The Maintenance Operations Division (Account 2040) is requesting that funds for FEMA small projects that were received in 2002 be allocated to the 2003 budget year. There was an oversight during budgeting that did not anticipate expenditures for material in 2003. All small projects in Package 51 (PW1201), 56 (PW1544), and 55 (PW1432) are substantially complete and funds were reallocated from the "Surface Rock" portion of the budget.

A budget Amendment in the amount of \$32,493.31 should be allocated to account 2040-26201. The requested funds are actual reimbursements that were received in 2002 and include 75% and a 3% share from FEMA. It is anticipated that the Department will receive another 15% share (\$11,869.13) from SEMA late this year or early next year. Please see the attached Budget Amendment form for your approval.

5/1/03

FY 2003
 Budget Amendments/Revisions
Public Works - Maintenance (2040)

Index #	Date Recd	Account	Account Name	\$Increase	\$Decrease	Reason/Justification	Comments
1	1/3/03	10510 86850	CERF-Employer Paid Contrib Contingency	5,079	5,079	Move budget for additional 4% CERF from Contingency to class 1	
2	4/22/03	91302 91300	Computer Software Machinery & Equipment	9,200	9,200	Purchase Stormview software	Account 91302 Computer Software - 2002 Budget \$0 YTD Actual \$0 Account 91300 Machinery & Equipment - 2002 Budget \$29,500 YTD Actual \$10,185 Class 9 Fixed Asset Additions - 2002 Budget \$1,042,285 YTD Actual \$884,492
3	4/29/03	26201	Rock - Vendor Hauled	32,493		FEMA reimbursement	Account 26201 Rock-Vendor Hauled 2002 Budget \$420,163 YTD Actual \$433,537.19 Class 2 Materials & Supplies - 2002 Budget \$2,071,652 YTD Actual \$618,813.44

Financial Summary - Road & Bridge Fund (204)

	2001 Actual	2002 Budget	2002 Actual	2003 Budget
REVENUES:				
Taxes	\$ 1,310,140	\$ 1,300,015	\$ 1,328,649	\$ 1,382,347
Licenses and Permits	-	-	3,512	-
Intergovernmental	1,481,567	1,433,683	1,514,955	1,638,577
Charges for Services	58,762	50,500	114,382	62,000
Fines and Forfeitures	-	-	-	-
Interest	2,451	3,755	3,646	2,645
Hospital Lease	-	-	-	-
Other	902	-	179,414	1,000
Total Revenues	2,853,822	2,787,953	3,144,558	3,086,569
EXPENDITURES:				
Personal Services	2,563,694	2,890,478	2,888,560	3,072,896
Materials & Supplies	2,504,870	1,943,227	1,893,110	2,089,402
Dues Travel & Training	33,338	45,055	41,770	46,050
Utilities	78,044	102,950	97,168	115,486
Vehicle Expense	208,790	232,757	212,197	245,530
Equip & Bldg Maintenance	270,027	367,850	318,061	263,850
Contractual Services	5,695,756	5,241,113	5,239,610	5,891,774
Debt Service (Principal and Interest)	352,396	333,100	333,044	312,000
Other	(119,369)	21,000	(108,400)	208,254
Fixed Asset Additions	1,054,831	1,029,921	1,019,946	1,352,485
Total Expenditures	12,642,377	12,207,451	11,935,066	13,597,727
REVENUES OVER (UNDER) EXPENDITURES	(9,788,555)	(9,419,498)	(8,790,508)	(10,511,158)
OTHER FINANCING SOURCES (USES):				
Operating Transfer In	9,827,576	9,500,000	8,728,873	10,559,149
Operating Transfer Out	-	(98,185)	(98,185)	-
Proceeds of Capital Leases	-	-	-	-
Proceeds of Long-Term Debt	-	-	-	-
Total Other Financing Sources (Uses)	9,827,576	9,401,815	8,630,688	10,559,149
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	39,021	(17,683)	(159,820)	47,991
FUND BALANCE (GAAP), beginning of year	1,879,531	1,320,298	1,320,298	971,594
Equity Transfer In	14	-	-	-
Equity Transfer Out	-	-	-	-
Less encumbrances, beginning of year	(1,754,587)	(1,156,319)	(1,156,319)	(967,435)
Add encumbrances, end of year	1,156,319	1,156,319	967,435	967,435
FUND BALANCE (GAAP), end of year	\$ 1,320,298	\$ 1,302,615	\$ 971,594	\$ 1,019,585
FUND BALANCE RESERVES AND DESIGNATIONS, end of year				
Reserved:				
Loan Receivable (Street NIDS/Levy District)	-	\$ -	-	\$ -
Prepaid Items	-	-	-	-
Debt Service/Restricted Assets	-	-	-	-
Prior Year Encumbrances	1,156,319	1,156,319	967,435	967,435
Designated:				
Retained Use Tax Reserved for Capital Project	-	-	-	-
Total Fund Balance Reserves and Designations, end of year	1,156,319	1,156,319	967,435	967,435
FUND BALANCE, end of year	1,320,298	1,302,615	971,594	1,019,585
FUND BALANCE RESERVES/DESIGNATIONS, end of year	(1,156,319)	(1,156,319)	(967,435)	(967,435)
UNRESERVED/UNDESIGNATED FUND BALANCE, end of year	\$ 163,979	\$ 146,296	\$ 4,159	\$ 52,150

CERTIFIED COPY OF ORDER

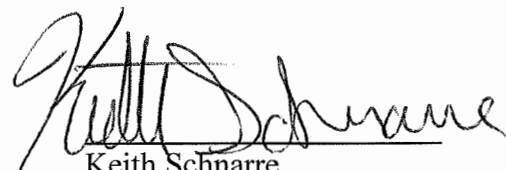
STATE OF MISSOURI }
County of Boone } ea.

May Session of the May Adjourned Term. 20 03

In the County Commission of said county, on the 20th day of May 20 03
the following, among other proceedings, were had, viz:

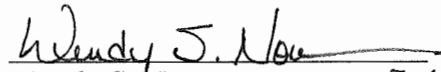
Now on this day the County Commission of the County of Boone does hereby adopt the attached proclamation for National Public Works Week.

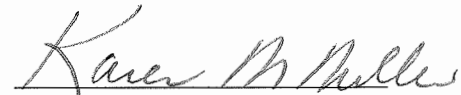
Done this 20th day of May, 2003.



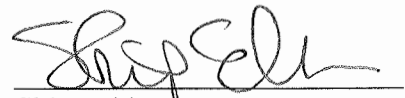
Keith Schnarre
Presiding Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

229

PROCLAMATION

Whereas, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as roads and streets, bridges, and storm water drainage systems; and

Whereas, the health, safety, and comfort of this community greatly depends on these facilities and services; and

Whereas, the quality and effectiveness of these facilities, as well as their planning, design, and construction is vitally dependent upon the efforts and skill of public works officials; and

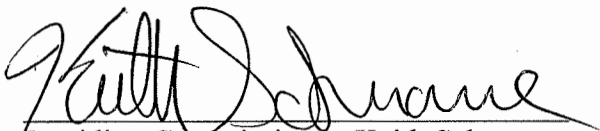
Whereas, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform,

Now, Therefore, We, Commissioners Keith Schnarre, Presiding Commissioner, Karen M. Miller, Dist 1 Commissioner, Skip Elkin, Dist 2 Commissioner of Boone County do hereby proclaim the week of May 18 through May 24, 2003 as

“NATIONAL PUBLIC WORKS WEEK”

And we call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

Given under our hand and Seal of Boone County, Missouri this day, of May, 2003.


Presiding Commissioner, Keith Schnarre


Dist 1 Commissioner, Karen M. Miller


Dist 2 Commissioner, Skip Elkin



CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

May Session of the May Adjourned Term. 20 03


In the County Commission of said county, on the 20th day of May 20 03
 the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the following recommendation from the Road and Bridge Advisory Committee:

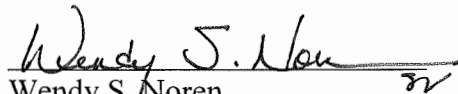
To allow a variance for Allstate Consultants for Masonic Drive of the following subject to the Developer placement of "No Parking" signs on both sides of the roadway:

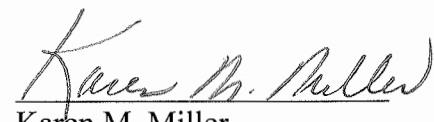
1. The length of the road ending in a cul-de-sac being longer than the allowable 1000 feet.
2. The road cross section to vary from that of a Commercial Road Classification to have a twenty four (24) foot wide Portland Concrete road width with four (4) foot earth shoulders. The depth of road would stay as required, and
3. To waive the requirement of including cross sections in the plans since the roadbed exists at this time.

Done this 20th day of May, 2003.


 Keith Schnarre
 Presiding Commissioner

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission


 Karen M. Miller
 District I Commissioner


 Skip Elkin
 District II Commissioner

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

May Session of the May Adjourned Term. 20 03

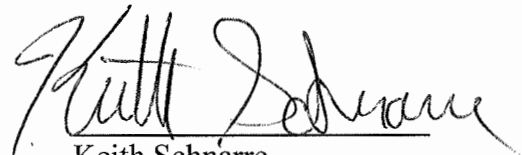
In the County Commission of said county, on the 20th day of May 20 03
 the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the following budget revision:

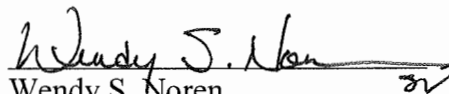
DEPARTMENT ACCOUNT AND TITLE	AMOUNT DECREASE	AMOUNT INCREASE
6100-59100: Facilities Maintenance – Vehicle Repairs	\$379.00	
6100-60100: Facilities Maintenance – Building Repairs	\$300.00	
6100-92300: Facilities Maintenance – Fixed Assets		\$679.00

Said budget revision is for the purchase of a new push mower at the Boone County Jail and to complete the security camera replacement project at the Boone County Government Center.

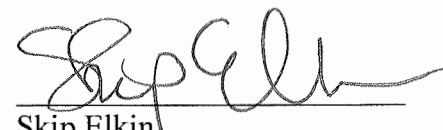
Done this 20th day of May, 2003.


 Keith Schnarre
 Presiding Commissioner

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission


 Karen M. Miller
 District I Commissioner


 Skip Elkin
 District II Commissioner

REQUEST FOR BUDGET REVISION

BOONE COUNTY, MISSOURI

MAY 5 2003

5-May-03

EFFECTIVE DATE

FOR AUDITORS USE

251-2003

Department	Account	Department Name	Account Name	(Use whole \$ amounts)	
				Transfer From	Transfer To
				Decrease	Increase
6 1 0 0	5 9 1 0 0	F/M	Vehicle repairs	379	
6 1 0 0	6 0 1 0 0	F/M	Bldg. repairs	300	
6 1 0 0	9 2 3 0 0	F/M	Fixed assets		679

Describe the circumstances requiring this Budget Revision. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary):

Replace push mower at Boone County jail. Mower is 3-4 years old, and more cost effective to purchase a new mower rather than incur the expenses necessary to put it into useable condition for the upcoming mowing season.

Additional funds needed to complete the security camera replacement project at the Government Center.

Do you anticipate that this Budget Revision will provide sufficient funds to complete the year? *Yes*
 If not, please explain (use an attachment if necessary):


 Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached.
- Unencumbered funds are available for this budget revision.
- Comments:


 Auditor's Office


 RESIDING COMMISSIONER


 DISTRICT I COMMISSIONER


 DISTRICT II COMMISSIONER

FY 2003
Budget Amendments/Revisions
Facilities Maintenance (6100)

Index #	Date Recd	Account	Account Name	\$Increase	\$Decrease	Reason/Justification	Comments
1	1/3/03	10510 86850	CERF-Employer Paid Contrib Contingency	1,053	1,053	Move budget for additional 4% CERF from Contingency to class 1	
2	5/5/03	92300 59100 60100	Replemnt Mach & Equip Vehicle Repairs Bldg Repairs/Maintenance	679	379 300	Purchase new push mower - cover shortfall in security camera replacement project	Account 92300 Replemnt Mach & Equip - 2002 Budget \$7,000 YTD Actual \$7,282 Class 9 Fixed Asset Additons - 2002 Budget \$8,350 YTD Actual \$7,282 Account 59100 Vehicle Repairs - 2002 Budget \$4,800 YTD Actual \$360.10 Class 5 Vehicle Expense - 2002 Budget \$8,403 YTD Actual \$1,918.50 Account 60100 Bldg Repairs/Maintenance - 2002 Budget \$59,250 YTD Actual \$32,853.67 Class 6 Equip & Bldg Maintenance - 2002 Budget \$193,564 YTD Actual \$115,979.37

LEDGER YEAR	DEPT	DEPARTMENT NAME	ACCOUNT TYPE	ACCOUNT CLASS	ACCOUNT	ACCOUNT NAME	BUD 2002	ACT 2002
2003	6100	FACILITIES & GROUNDS MTCE.	E	10000	10100	SALARIES & WAGES	203,935.00	54,815.72
		FACILITIES & GROUNDS MTCE.	E		10110	OVERTIME	12,000.00	1,554.26
		FACILITIES & GROUNDS MTCE.	E		10115	SHIFT DIFFERENTIAL	.00	18.30
		FACILITIES & GROUNDS MTCE.	E		10120	HOLIDAY WORKED	480.00	583.38
		FACILITIES & GROUNDS MTCE.	E		10200	FICA	16,556.00	4,253.47
		FACILITIES & GROUNDS MTCE.	E		10300	HEALTH INSURANCE	20,460.00	20,460.00
		FACILITIES & GROUNDS MTCE.	E		10325	DISABILITY INSURANCE	955.00	315.47
		FACILITIES & GROUNDS MTCE.	E		10350	LIFE INSURANCE	198.00	86.40
		FACILITIES & GROUNDS MTCE.	E		10375	DENTAL INSURANCE	1,650.00	1,650.00
		FACILITIES & GROUNDS MTCE.	E		10400	WORKERS COMP	8,299.00	.00
		FACILITIES & GROUNDS MTCE.	E		10500	401(A) MATCH PLAN	3,510.00	525.00
		FACILITIES & GROUNDS MTCE.	E		10510	CERF-EMPLOYER PD CONTRIBUTION	1,053.00	367.06
					TOTAL		269,096.00	84,629.06
		FACILITIES & GROUNDS MTCE.	E	20000	22500	SUBSCRIPTIONS/PUBLICATION	400.00	.00
		FACILITIES & GROUNDS MTCE.	E		23000	OFFICE SUPPLIES	775.00	176.77
		FACILITIES & GROUNDS MTCE.	E		23035	MAINTENANCE SUPPLIES	5,005.00	1,596.27
		FACILITIES & GROUNDS MTCE.	E		23050	OTHER SUPPLIES	9,000.00	3,280.33
		FACILITIES & GROUNDS MTCE.	E		23300	UNIFORMS	900.00	266.87
		FACILITIES & GROUNDS MTCE.	E		23850	MINOR EQUIPMENT & TOOLS	4,000.00	855.68
		FACILITIES & GROUNDS MTCE.	E		26100	PIPE & LUMBER	500.00	33.66
		FACILITIES & GROUNDS MTCE.	E		26300	MATERIAL & CHEMICAL SUPP.	4,532.00	1,490.56
		FACILITIES & GROUNDS MTCE.	E		26600	STRT/TRAFFIC/CONST SIGNS	1,000.00	151.20
					TOTAL		26,112.00	7,851.34
		FACILITIES & GROUNDS MTCE.	E	30000	37000	DUES	150.00	.00
		FACILITIES & GROUNDS MTCE.	E		37210	TRAINING/SCHOOLS	1,750.00	425.00
		FACILITIES & GROUNDS MTCE.	E		37220	TRAVEL (AIRFARE, MILEAGE, ETC)	75.00	.00
		FACILITIES & GROUNDS MTCE.	E		37230	MEALS & LODGING-TRAINING	525.00	.00
		FACILITIES & GROUNDS MTCE.	E		37240	REGISTRATION/TUITION	.00	.00
					TOTAL		2,500.00	425.00
		FACILITIES & GROUNDS MTCE.	E	40000	48000	TELEPHONES	2,904.00	623.04
		FACILITIES & GROUNDS MTCE.	E		48050	CELLULAR TELEPHONES	2,604.00	350.67
		FACILITIES & GROUNDS MTCE.	E		48100	NATURAL GAS	7,020.00	2,367.59
		FACILITIES & GROUNDS MTCE.	E		48200	ELECTRICITY	2,220.00	598.72
		FACILITIES & GROUNDS MTCE.	E		48300	WATER	204.00	43.11
		FACILITIES & GROUNDS MTCE.	E		48400	SOLID WASTE	624.00	144.00
					TOTAL		15,576.00	4,127.13
		FACILITIES & GROUNDS MTCE.	E	50000	59000	MOTORFUEL/GASOLINE	2,604.00	1,543.40
		FACILITIES & GROUNDS MTCE.	E		59100	VEHICLE REPAIRS	4,800.00	360.10
		FACILITIES & GROUNDS MTCE.	E		59105	TIRES	999.00	15.00
					TOTAL		8,403.00	1,918.50
		FACILITIES & GROUNDS MTCE.	E	60000	60050	EQUIP SERVICE CONTRACT	33,575.00	21,270.50
		FACILITIES & GROUNDS MTCE.	E		60100	BLDG REPAIRS/MAINTENANCE	59,250.00	32,853.67

LEDGER YEAR	DEPT	DEPARTMENT NAME	ACCOUNT TYPE	ACCOUNT CLASS	ACCOUNT NAME	BUD 2002	ACT 2002
2003	6100	FACILITIES & GROUNDS MTCE.	E	60000	60125 CUSTODIAL/JANITORIAL SERV	.00	.00
		FACILITIES & GROUNDS MTCE.	E		60200 EQUIP REPAIRS/MAINTENANCE	60,100.00	42,200.39
		FACILITIES & GROUNDS MTCE.	E		60400 GROUNDS MAINTENANCE	40,639.00	19,654.81
					TOTAL	193,564.00	115,979.37
		FACILITIES & GROUNDS MTCE.	E	70000	70050 SOFTWARE SERVICE CONTRACT	800.00	620.00
		FACILITIES & GROUNDS MTCE.	E		71100 OUTSIDE SERVICES	3,615.00	829.35
		FACILITIES & GROUNDS MTCE.	E		71101 PROFESSIONAL SERVICES	7,000.00	2,150.00
		FACILITIES & GROUNDS MTCE.	E		71500 BUILDING USE/RENT CHARGE	1,886.00	603.00
		FACILITIES & GROUNDS MTCE.	E		71600 EQUIP LEASES & METER CHRG	540.00	102.30
		FACILITIES & GROUNDS MTCE.	E		71700 EQUIPMENT RENTALS	1,000.00	43.00
					TOTAL	14,841.00	4,347.65
		FACILITIES & GROUNDS MTCE.	E	80000	86800 EMERGENCY	15,000.00	.00
		FACILITIES & GROUNDS MTCE.	E		86850 CONTINGENCY	.00	.00
		FACILITIES & GROUNDS MTCE.	E		86910 PY ENCUMBRANCES NOT USED	.00	660.00-
					TOTAL	15,000.00	660.00-
		FACILITIES & GROUNDS MTCE.	E	90000	91300 MACHINERY & EQUIPMENT	550.00	.00
		FACILITIES & GROUNDS MTCE.	E		91304 HAND TOOLS	800.00	.00
		FACILITIES & GROUNDS MTCE.	E		92300 REPLCMENT MACH & EQUIP	7,000.00	7,282.00
					TOTAL	8,350.00	7,282.00
					TOTAL	553,442.00	225,900.05

*** END OF REPORT ***

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

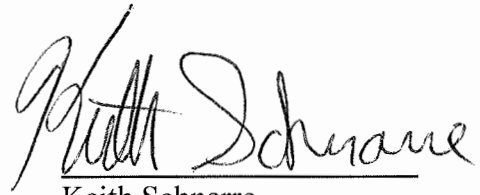
May Session of the May Adjourned Term. 20 03

In the County Commission of said county, on the 20th day of May 20 03

the following, among other proceedings, were had, viz:

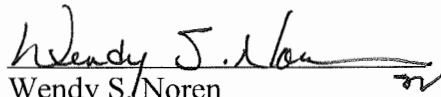
Now on this day the County Commission of the County of Boone does hereby approve the request to extend the closing of tax rolls from May 15, 2003 to May 31, 2003 pursuant to Missouri State Statute Section 137.335.

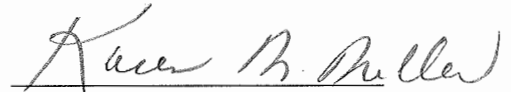
Done this 20th day of May, 2003.



Keith Schnarre
Presiding Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

satisfied the ne following cate:

- (1) The ta outside the sta
- (2) The t wrong county;
- (3) There flood;
- (4) The t mailed timely mark; or
- (5) The a listing person payer for that
- (6) The n the actions or ployees or co

2. Between assessor shal sent an asses and said list second notice list be return taxpayer retu sor before M subsection 1 said assessor first by the t

3. It shall sion and asse for the year the calendar first of that :

(RSMo 1939 § 10 1992 S.B. 63

Prior revisions: 1 11349, 1135:

137.285. fraudulent to defraud, (property, it notice there equalization notice, give have furnis specify the:

137.295, is prima facie evidence of the facts certified on the trial of the action.

(RSMo 1939 § 11054, A.L. 1945 p. 1817, A.L. 1947 V. II p. 429, A.L. 1959 H.B. 108)

Prior revisions: 1929 § 9882; 1919 § 12874; 1909 § 11431

FIRST CLASS COUNTIES

137.325. Sections 137.325 to 137.420 applicable to first class counties. — The provisions of sections 137.325 to 137.420 shall apply only to counties within the first class as provided by law.

(L. 1945 p. 1930 § 1)

137.335. Blanks for assessment to be designed by state tax commission — time of making assessment. — The state tax commission shall design the necessary assessment blanks, which shall contain a classification of all tangible personal property, and the blanks shall be furnished to the county assessor sixty days before January first of each year. After receiving the form of the assessment blanks, the assessor or his deputies shall, between the first day of January and the fifteenth day of May of each year, unless the time be extended for good cause shown by order of the county commission for a period expiring not later than May thirty-first, make and complete a list of all real and tangible personal property taxable by the county and assess the property at its true value in money.

(L. 1945 p. 1930 § 4, A.L. 1959 H.B. 108)

137.340. Taxpayer to file return listing all tangible personal property. — Every person, corporation, partnership or association, subject to taxation under the laws of this state, owning or controlling tangible personal property taxable by any such county, except merchants and manufacturers, and except railroads, public utilities, pipeline companies or any other person or corporation subject to special statutory tax requirements, who shall return and file their assessments on locally assessed property no later than April first, shall file with the assessor of the county an itemized return listing all the tangible personal property so owned or controlled on January first of each year, together with such additional information as required by the assessor to permit a

signed and certified by the taxpayer as being assessing the penalty in any case where he is true and complete list or statement of all that satisfied the neglect falls into at least one of the taxable tangible personal property and the est following categories:

- (1) The taxpayer is in military service and is available at his office a supply of appropriate outside the state;
- (2) The taxpayer filed timely, but in the wrong county;
- (3) There was a loss of records due to fire, theft, fraud or flood;
- (4) The taxpayer can show the list was mailed timely as evidenced by the date of post-mark; or
- (5) The assessor determines that no form for listing personal property was mailed to the taxpayer for that tax year; or
- (6) The neglect occurred as a direct result of the actions or inactions of the county or its employees or contractors.

(L. 1945 p. 1930 § 5, A.L. 1959 H.B. 108, A.L. 1992 S.B. 630)

Effective 7-9-92

CROSS REFERENCE:
Equalization of merchants' and manufacturers' assessments, in first class counties, RSMo 138.090, 138.100, 138.120, 138.130

(1980) Only those persons and corporations subject to special statutory provisions governing reporting and assessment under manufacturers' license tax statute are exempt from requirement in first class counties that certain returns be filed by all owners of tangible personal property subject to taxation under state law. Metal Form Corp. v. Leachman (Mo.), 599 S.W.2d 922.

137.345. Failure to deliver list, penalty, exceptions — second notice to be given by assessor before penalty to apply — successful appeal by taxpayer, increases to use appeal basis (counties first class). — 1. If any person, corporation, partnership or association neglects or refuses to deliver an itemized statement or list of all the taxable tangible personal property signed and certified by the taxpayer, as required by section 137.340, by the first day of March, they shall be assessed a penalty added to the tax bill, based on the assessed value of the property that was not reported, as follows:

Assessed Valuation	Penalty
0-\$1,000	\$ 10.00
\$1,001-\$2,000	\$ 20.00
\$2,001-\$3,000	\$ 30.00
\$3,001-\$4,000	\$ 40.00
\$4,001-\$5,000	\$ 50.00
\$5,001-\$6,000	\$ 60.00
\$6,001-\$7,000	\$ 70.00
\$7,001-\$8,000	\$ 80.00
\$8,001-\$9,000	\$ 90.00
\$9,001 and above	\$ 100.00.

The assessor in any county of the first classification without a charter form of government with a population of one hundred thousand or more inhabitants which cor all or part of a city with a population of three hundred fifty thousand or more inhabitants

(1) The taxpayer is in military service and is available at his office a supply of appropriate outside the state;

(2) The taxpayer filed timely, but in the wrong county;

(3) There was a loss of records due to fire, theft, fraud or flood;

(4) The taxpayer can show the list was mailed timely as evidenced by the date of post-mark; or

(5) The assessor determines that no form for listing personal property was mailed to the taxpayer for that tax year; or

(6) The neglect occurred as a direct result of the actions or inactions of the county or its employees or contractors.

2. It shall be the duty of the county commission and assessor to place on the assessment rolls for the year all property discovered in the calendar year which was taxable on January first of that year.

3. Between March first and April first, the assessor shall send to each taxpayer who was sent an assessment list for the current tax year, and said list was not returned to the assessor, a second notice that statutes require that the assessment list be returned immediately. In the event the taxpayer returns the assessment list to the assessor before May first, the penalty described in subsection 1 of this section shall not apply. If said assessment list is not returned before May first by the taxpayer, the penalty shall apply.

4. The assessor, in the absence of the owner failing to deliver a required list of property is not required to furnish to the owner a duplicate of the assessment as made.

5. In every instance where a taxpayer has appealed to the board of equalization or the state tax commission the assessment of the taxpayer's property, real or personal, and that appeal has been successful, then in the next following and all subsequent years the basis upon which the assessor must base future assessments of the

137.350. Assessor guardian. — If the administrator of the to deliver to the ass all the property of sections 137.325 to administrator shall l taxes levied and as sections 137.325 to paid.

(L. 1945 p. 1930 § 6)

137.355. Notice listed property. — valuation of any t estimated in the iten sor, and if an assessc real property, he sh owner of the increa directed to the last l dress of the owner given by publication in the county.

(L. 1945 p. 1930 § 7, A.L. 1

137.360. Form fusal — lists filed v certificate to be signe of property required l shall be as follows:

I,, do hereby a true and correct stateme personal property made Missouri, which I owned management on the first d that I have not sent or tak property out of this state t

Any person who refi to his list, when requ or his deputy, shall guilty of a misdemea exempt from execut prosecutions under

2. The list and ce assessor after he h books in the office c entering the filing safely from them

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

May Session of the May Adjourned Term. 20 03

In the County Commission of said county, on the 20th day of May 20 03

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the following budget revision:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT DECREASE	AMOUNT INCREASE
1123-86800: Emergency	\$6,226.00	
1192-10600: General Fund – Unemployment		\$6,226.00

Said budget revision is to cover Unemployment expenses for the 1st quarter 2003.

Done this 20th day of May, 2003.

ATTEST:

Wendy S. Noren
 Wendy S. Noren *WV*
 Clerk of the County Commission

Keith Schnarre
 Keith Schnarre
 Presiding Commissioner

Karen M. Miller
 Karen M. Miller
 District I Commissioner

Skip Elkin
 Skip Elkin
 District II Commissioner

REQUEST FOR BUDGET REVISION

BOONE COUNTY, MISSOURI

05-06-2003
EFFECTIVE DATE

FOR AUDITORS USE
253-2003

Department				Account				Department Name	Account Name	(Use whole \$ amounts)		
										Transfer From	Transfer To	
										Decrease	Increase	
1	1	9	2	1	0	6	0	0	General Fund	Unemployment		6,226
1	1	2	3	8	6	8	0	0		Emergency	6,226	

Describe the circumstances requiring this Budget Revision. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary): **To cover 1st quarter 2003 Unemployment.** *Original 2003 budget = \$10,000 to cover entire year.*

Do you anticipate that this Budget Revision will provide sufficient funds to complete the year? YES NO
If not, please explain (use an attachment if necessary):

We will still owe the next 3 quarters unemployment.

Maria Begemann
Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached.
- Unencumbered funds are available for this budget revision.
- Comments:

[Signature]
Auditor's Office

[Signature]
PRESIDING COMMISSIONER

[Signature]
DISTRICT I COMMISSIONER

[Signature]
DISTRICT II COMMISSIONER

COPY

PAYMENT REQUISITION
BOONE COUNTY, MISSOURI

05-06-03
DATE

311 Mo Department of Labor & Industrial Relations
VENDOR NO. Div of Unemp Svcs, P.O. Box 888 Jefferson City MO 65102
ADDRESS CITY STATE ZIP

BID DOCUMENTATION

This field MUST be completed to demonstrate compliance with statutory bidding requirements. Refer to RSMo 50.660, 50.753-50.790, and the Purchasing Manual—Section 3

- Bid /RFP (enter # below)
Sole Source (enter # below)
Emergency Procurement (enter # below)
Written Quotes (3) attached (>\$750 to \$4,449)
<\$750 No Bids Required (enter bid # below if you are purchasing from a bid, even if this purchase is <\$750)
Professional Services (see Purchasing Policy Section 3-103)
Transaction Not Subject To Bidding For The Following Reason:
Utility
Travel
Dues
Refund
Cooperative Agreement
Other (Explain): 1st Quarter 2003 unemployment charges
Training
Pub/Subscriptions
Required Gov Payment
Agency Fund Distribution

(Enter Applicable Bid / Sole Source / Emergency Number)

Table with 5 main columns: Fund, Department, Account, Invoice Number and Customer Account Number, Amount. Rows include Human Resources (14.40), Treasurer (1,000.00), Information Technology (3,000.00), Public Administrator (448.00), Cir Court Svcs (269.80), Juv Office (832.00), Juv Grants (832.00), Corrections (5,573.62), IVD (1,966.91), Building Codes (2,287.87), and a Total of 16,224.60.

I certify that the goods, services or charges specified above are necessary for the use of this department, are solely for the benefit of the county, and have been procured in accordance with statutory bidding requirements.

Requesting Official (Signature: Maria J. Bezemann)

County Commission Approval (Signature)

Auditor Approval

DES-4115 (02-96)
 ont.
 ES-000003 (02-96)

MISSOURI
 DEPARTMENT Of Labor and Industrial Relations
 DIVISION OF EMPLOYMENT SECURITY
 Box 888, Jefferson City, Mo. 65102
 REIMBURSABLE BENEFIT PAYMENTS
 DEBIT/CREDIT MEMORANDUM

Employer's copy
 MAY - 1 2003
COPY

(CONT-EA)

BOONE COUNTY
 COUNTY GOVMT CENTER
 BOONE COUNTY CLERKS OFFIC
 801 E WALNUT ROOM 236
 COLUMBIA MO 65201-4890

Employer Account Number		Batch Number	
303033-0-999-9131		LG	5060
Date	04/30/2003	Code	41

The following debits and/or credits have been posted to your account in accordance with the reimbursable method of financing. This memo covers payment due and/or credits as a result of Benefit Charges as reflected on the Statement of Benefit Charges.

QTR YEAR	PAID DATE	DESCRIPTION OF TRANSACTION	AMOUNT	SURCHARGE*		INTEREST	TOTAL
				RATE	AMOUNT		
-2003		DEBIT	16,224.60				16,224.60

*Surcharge for nonprofit organizations and governmental entities which elect to make payments in lieu of contributions is computed in accordance with Section 288.090.

PLEASE INCLUDE A COPY OF THIS MEMO WITH
 YOUR REMITTANCE AND INCLUDE YOUR FOURTEEN
 DIGIT ACCOUNT NUMBER ON YOUR CHECK.

AMOUNT DUE -----> 16,224.60
 AND PAYABLE
 BY 05/31/2003

Inquiries regarding Benefit Charges may be directed to the attention of the Benefit Charge Unit, 573-751-4034.

Notice to Employer: Interest will accrue on delinquent amounts due at the rate in Section 288.150.

Memo No. 79229

03033

MISSOURI DIVISION OF EMPLOYMENT SECURITY
P.O. BOX 59, JEFFERSON CITY, MO 65104
(573 - 751-4034 (FAX) 573 - 751 - 7197)

MODES-34-4(06) =
BEN.

STATEMENT OF BENEFIT CHARGES - INSTRUCTIONS

DES-BBC015B(06-93)

THE ENCLOSED STATEMENT OF BENEFIT CHARGES SHOWS THE BENEFITS PAID TO CLAIMANT EACH WEEK WHICH HAVE BEEN CHARGED TO YOUR ACCOUNT SUBSEQUENT TO THE LAST NOTICE. ANY SEPARATION ISSUE YOU DID NOT TIMELY PROTEST, AFTER BEING NOTIFIED OF THE FILING OF AN INITIAL CLAIM, CANNOT BE HONORED IF YOU WAIT UNTIL YOU RECEIVE STATEMENT OF BENEFIT CHARGES TO RAISE THE ISSUE. THE CHARGE CAN BE REMOVED ONLY IF IT WAS IN ERROR.

NOTE: A MAXIMUM OF THREE WEEKS CAN BE SHOWN ON EACH LINE FOR EACH CLAIMANT, BUT THE CLAIMANT MAY HAVE MORE THAN ONE LINE OF CHARGES.

FOR EMPLOYERS, OTHER THAN THOSE WHO ARE PERMITTED TO AND HAVE ELECTED TO REIMBURSE THE FUND FOR BENEFITS PAID, THIS STATEMENT SHOWS CHARGES THAT HAVE BEEN MADE AGAINST YOUR UNEMPLOYMENT INSURANCE RESERVE ACCOUNT FOR DETERMINING FUTURE RATES. THESE CHARGES ARE THE RESULT OF UNEMPLOYMENT INSURANCE (UI) BENEFITS PAID DURING THE CALENDAR QUARTER COVERED BY THIS STATEMENT TO INDIVIDUALS WHO WERE PAID WAGES BY YOU OR YOUR PREDECESSOR DURING THE BASE PERIOD OF THE CLAIM.

PERIOD PAID UI BENEFITS...THIS REFLECTS THE CALENDAR QUARTER BENEFITS WERE ACTUALLY PAID AND YOUR ACCOUNT CHARGED.

BENEFIT YEAR BEGINS...IS THE FIRST DAY OF THE BENEFIT YEAR OF THE CLAIM WHICH PAYMENTS WERE MADE. BASE PERIOD IS THE FIRST FOUR OF THE LAST FIVE COMPLETED CALENDAR QUARTERS IMMEDIATELY PRECEDING THIS DATE. THE BENEFIT YEAR REMAINS IN EFFECT FOR ONE YEAR.

WEEK ENDING DATE...IS A WEEK IN THE BENEFIT YEAR FOR WHICH THE CLAIMANT CLAIMED AND WAS PAID UI BENEFITS.

WEEK ENDING DATE PRECEDED BY AN ASTERISK (*) IDENTIFIES A CHARGE TO YOUR ACCOUNT BASED ON THE AUGUST 1993 LAW CHANGE RELATING TO REIMBURSABLE EMPLOYERS, EFFECTIVE 01/01/96.

AMOUNT OF CHARGE...THIS AMOUNT REPRESENTS THE CHARGES TO YOUR ACCOUNT BY WEEK. IF THE AMOUNT IS FOLLOWED BY "CR", THIS AMOUNT HAS BEEN CREDITED TO YOUR ACCOUNT DUE TO AN ADJUSTMENT.

PLEASE CONTACT THIS OFFICE IF YOU HAVE QUESTIONS ABOUT THIS STATEMENT. THE RECORDS ON YOUR ACCOUNT ARE MAINTAINED IN JEFFERSON CITY, MO.

303033 0 999 BENEFITS

BOONE COUNTY
COUNTY GOVMT CENTER
BOONE COUNTY CLERKS OFFIC
801 E WALNUT ROOM 236
COLUMBIA MO
65201

RIGHT OF PROTEST:*****
THIS STATEMENT BECOMES FINAL THIRTY (30) DAYS *
AFTER THE DATE OF MAILING UNLESS SPECIFIC EXECP- *
TIONS OR OBJECTIONS ARE FILED IN WRITING TO THE *
ADDRESS SHOWN ABOVE, ATTN: BENEFIT CHARGE SUB-UNIT.*
TO BE TIMELY, FAXED PROTESTS MUST BE RECEIVED BY *
MIDNIGHT CENTRAL TIME OF THE THIRTIETH DAY. BE SURE*
TO GIVE THE CLAIMANTS NAME AND SOCIAL SECURITY *
NUMBER AS WELL AS YOUR EMPLOYER ACCOUNT NUMBER. *

EN. 12-84

EMPLOYER ACCOUNT NUMBER

QUARTER ENDING

DATE MAILED

ES-BBC015B-04

303033 0 999

MONTH DAY YEAR
03 31 2003

MONTH DAY YEAR
04 30 2003

SOCIAL SECURITY NUMBER	CLAIMANT NAME	PERIOD PAID UI BENEFITS	BENEFIT YEAR BEGINS	WEEK ENDING DATE	AMOUNT OF CHARGE	WEEK ENDING DATE	AMOUNT OF CHARGE	WEEK ENDING DATE	AMOUNT OF CHARGE
327 64 5510 ✓	R JARRETT - 1255 Corrections	1 2003	12 15 2002	12 21 2002	35.00	12 28 2002	250.00	01 04 2003	250.00
				01 11 2003	250.00	01 18 2003	250.00	01 25 2003	250.00
				02 01 2003	250.00	02 08 2003	250.00	02 15 2003	250.00
				02 22 2003	250.00	03 01 2003	250.00	03 08 2003	250.00
				03 15 2003	250.00	03 22 2003	250.00		
487 54 3110 ✓	V RUSSELL - 1140 Treasurer	1 2003	02 02 2003	03 01 2003	250.00	03 08 2003	250.00	03 15 2003	250.00
				03 22 2003	250.00				
489 94 6349 ✓	A TAYLOR - 1200 - Pub Adm	1 2003	03 02 2003	03 15 2003	224.00	03 22 2003	224.00		
491 66 3297	R MEDLING - 1720 Build codes	1 2003	07 07 2002	07 20 2002	175.99	01 04 2003	175.99	01 11 2003	175.99
				01 18 2003	175.99	01 25 2003	175.99	02 01 2003	175.99
				02 08 2003	175.99	02 15 2003	175.99	02 22 2003	175.99
				03 01 2003	175.99	03 08 2003	175.99	03 15 2003	175.99
				03 22 2003	175.99				
492 54 6486 ✓	E JAMES - 1263 IVD	1 2003	11 10 2002	11 16 2002	161.26	11 23 2002	161.26	11 30 2002	117.28
				12 07 2002	64.35	12 14 2002	57.02	12 21 2002	96.92
				12 28 2002	92.03	01 04 2003	102.62	01 11 2003	36.66
				01 18 2003	122.98	01 25 2003	109.14	02 01 2003	92.03
				02 08 2003	122.98	02 15 2003	118.09	02 22 2003	107.51
				03 01 2003	92.03	03 08 2003	102.62	03 15 2003	107.51
				03 22 2003	102.62				
493 78 3951 ✓	T JACKMAN - 1255 corrections	1 2003	10 13 2002	*12 28 2002	136.79	*01 04 2003	97.85	*01 11 2003	97.85
				*01 18 2003	97.85				
496 82 1401 ✓	E HARRIS - 1241 - 1243 Jou grants	1 2003	09 22 2002	*12 21 2002	128.00	*01 04 2003	128.00	*01 11 2003	128.00
				*01 18 2003	128.00	*01 25 2003	128.00	*02 01 2003	128.00
				*02 08 2003	128.00	*02 15 2003	128.00	*02 22 2003	128.00
				*03 01 2003	128.00	*03 08 2003	128.00	*03 15 2003	128.00
				*03 22 2003	128.00				
496 88 2553 ✓	D FITZPATRICK - 1115 H.R.	1 2003	11 24 2002	*12 07 2002	2.88	*12 14 2002	2.88	*12 21 2002	2.88
				*12 28 2002	2.88	*01 04 2003	2.88		
498 56 3058 ✓	F EVERMON - 1170 - IT	1 2003	09 22 2002	01 04 2003	250.00	01 11 2003	250.00	01 18 2003	250.00
				01 25 2003	250.00	02 01 2003	250.00	02 08 2003	250.00
				02 15 2003	250.00	02 22 2003	250.00	03 01 2003	250.00
				03 08 2003	250.00	03 15 2003	250.00	03 22 2003	250.00
499 66 6951 ✓	M ANDREWS - 1210 Circ Ct Svc	1 2003	06 16 2002	*	269.80				
499 96 5189 ✓	B NEAL - 1255 - corr	1 2003	09 01 2002	*01 04 2003	176.15	*01 11 2003	176.15		
500 62 4825 ✓	D JONES - 1255 - corr	1 2003	06 23 2002	12 07 2002	163.52	12 14 2002	213.76	12 21 2002	213.76
				12 28 2002	213.76	01 04 2003	213.76	01 11 2003	213.76
				01 18 2003	213.76	01 25 2003	21.92		
500 76 9978 ✓	M WHEATLEY - 1255 - corr	1 2003	03 02 2003	03 15 2003	18.99	03 22 2003	18.99		

16224.60

24.60

*REPRESENTS CHARGES TO YOUR ACCOUNT BASED ON 1993 LAW CHANGE EFFECTIVE 01/01/96

REPRESENTS TOTAL CHARGES TO YOUR ACCOUNT \$16224.60

REQUEST FOR BUDGET REVISION

BOONE COUNTY, MISSOURI

05-06-2003

EFFECTIVE DATE

COPY

FOR AUDITORS USE

Department	Account	Department Name	Account Name	(Use whole \$ amounts)	
				Transfer From	Transfer To
				Decrease	Increase
1 1 1 5	1 0 6 0 0	Human Resources	Unemployment		15,00
1 1 4 0	1 0 6 0 0	Treasurer	Unemployment		1,000.00
1 1 7 0	1 0 6 0 0	Information Techno	Unemployment		3,000.00
1 2 0 0	1 0 6 0 0	Public Administrator	Unemployment		448.00
1 2 1 0	1 0 6 0 0	Cir Court Svcs	Unemployment		270,00
1 2 4 1	1 0 6 0 0	Juv Office	Unemployment		832.00
1 2 4 3	1 0 6 0 0	Juv Grants	Unemployment		832.00
1 2 5 5	1 0 6 0 0	Corrections	Unemployment		5,574.00
1 2 6 3	1 0 6 0 0	IVD	Unemployment		1,967,00
1 7 2 0	1 0 6 0 0	Building Codes	Unemployment		2,288,00
1 1 9 2	1 0 6 0 0	General Fund	Unemployment	16,226,00	

Describe the circumstances requiring this Budget Revision. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary): **To cover 1st quarter 2003 Unemployment.**

Do you anticipate that this Budget Revision will provide sufficient funds to complete the year? YES NO
 If not, please explain (use an attachment if necessary):

We will still owe the next 3 quarters in 2003 unemployment

Maria Bogemann
 Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached.
- Unencumbered funds are available for this budget revision. → Note: \$10,000 is currently available, The remaining \$6,226 will be available when Commission approves budget revision from Emergency.
- Comments:

Auditor's Office

2003 Emergency Fund
1123-86800

<u>DATE</u>	<u>DEPARTMENT</u>	<u>DEPT. NO.</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>BALANCE</u>	<u>DESCRIPTION</u>
1-1-2003				600,000	600,000	Original budget
4-22-2003	Non-Departmental	1190	71105	(3,300)	596,700	Legal services for arbitrage rebate calculation
5-12-2003	Employee Benefits	1192	10600	(6,226)	590,474	2003 Qtr #1 Unemployment
					590,474	
					590,474	
					590,474	
					590,474	
					590,474	
					590,474	
					590,474	
					590,474	
					590,474	
					590,474	
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					590,474	
					590,474	
					590,474	
					590,474	
					590,474	
					590,474	
					590,474	
					590,474	
Total Revisions				<u>(9,526)</u>		

FY 2003
 Budget Amendments/Revisions
 Employee Benefits (1192)

Index #	Date Recd	Dept	Account	Account Name	\$Increase	\$Decrease	Reason/Justification	Comments
1	5/6/2003	1192	10600	Unemployment Benefits	6,226		2003 Qtr #1 Unemployment (Total bill = \$16,224.60)	Original budget = \$10,000 to cover all of 2003.
		1123	86800	Emergency		6,226		
2	5/6/2003	1115	10600	Unemployment Benefits	15		2003 Qtr #1 Unemployment	
		1140	10600	Unemployment Benefits	1,000			
		1170	10600	Unemployment Benefits	3,000			
		1200	10600	Unemployment Benefits	448			
		1210	10600	Unemployment Benefits	270			
		1241	10600	Unemployment Benefits	832			
		1243	10600	Unemployment Benefits	832			
		1255	10600	Unemployment Benefits	5,574			
		1263	10600	Unemployment Benefits	1,967			
		1720	10600	Unemployment Benefits	2,288			
		1192	10600	Unemployment Benefits		16,226		

CERTIFIED COPY OF ORDER

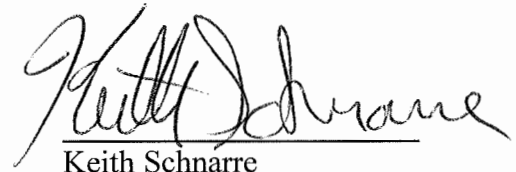
STATE OF MISSOURI }
County of Boone } ea.

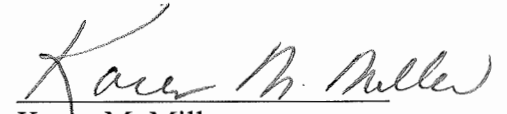
May Session of the May Adjourned Term. 20 03

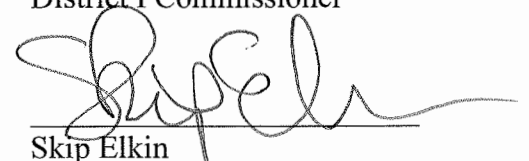
In the County Commission of said county, on the 20th day of May 20 03
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the request by Shelter Enterprises, Inc. on behalf of Faircom Corporation for a *Final Development Plan* for Faircom Professional Office Park on 22 acres located at 6300 W. Sugar Creek Road, Columbia.

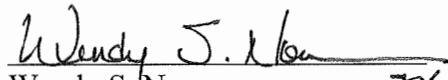
Done this 20th day of May, 2003.


Keith Schnarre
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

May Session of the May Adjourned Term. 20 03

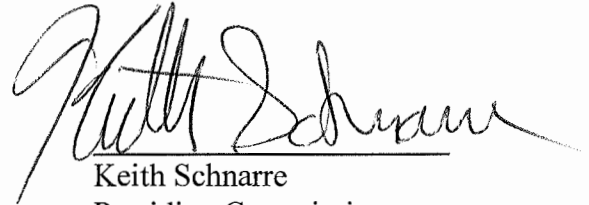
In the County Commission of said county, on the 20th day of May 20 03

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve and adopt the attached orders in series as follows and authorize the Presiding Commissioner to sign the same on behalf of the County Commission:

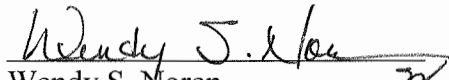
- Order Enacting Chapter VIII Code of Health Regulations for Boone County, Missouri, and
- Order for Public Notice.


Done this 20th day of May, 2003.



Keith Schnarre
Presiding Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

**BEFORE THE COUNTY COMMISSION OF
BOONE COUNTY, MISSOURI**

In Re: Chapter VIII)	May Session
Boone County)	May Adjourned
Code of Health Regulations)	Term 2003
)	Commission Order No. <u>255-2003</u>

**ORDER ENACTING CHAPTER VIII
CODE OF HEALTH REGULATIONS FOR BOONE COUNTY, MISSOURI**

NOW on this 20 day of MAY, 2003, the County Commission of Boone County, Missouri met in regular session and entered the following order enacting chapter VIII of the Code of Health Regulations for Boone County, Missouri, as follows:

IT IS ORDERED that chapter VIII the Code of Health Regulations for Boone County, Missouri, dealing with communicable, environmental and occupational diseases, be enacted, the text of which is attached hereto and incorporated by reference, and

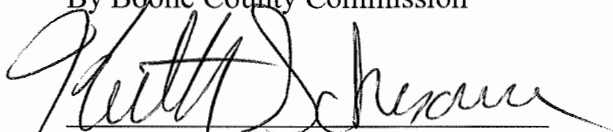
IT IS FURTHER ORDERED that the foregoing Chapter VIII of the Code of Health Regulations shall be effective from and after the date this order in entered.

IT IS FURTHER ORDERED that the County Clerk of Boone County, Missouri, print and make available for distribution to the public copies of Chapter VIII of the Code of Boone County Health Regulations.

IT IS FURTHER ORDERED that the attached order pertaining to the enactment of the Code of Boone County Health Regulations be published for a period of three (3) successive weeks commencing within thirty (30) days of the date of this order.

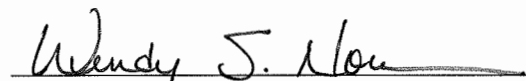
WITNESS the signatures and seal of the Boone County Commission on the day and year first above written.

Boone County, Missouri
By Boone County Commission



Presiding Commissioner

ATTEST:



Boone County Clerk *WJ*

**BEFORE THE COUNTY COMMISSION OF
BOONE COUNTY, MISSOURI**

In Re: Chapter VIII)	May Session
Boone County)	May Adjourned
Code of Health Regulations)	Term 2003
)	Commission Order No. <u>255-2003</u>

ORDER FOR PUBLIC NOTICE

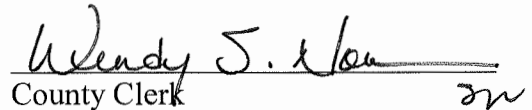
On the 20 day of MAY 2003, the County Commission for Boone County, Missouri, met in regular session and entered the following order in regard to the enactment of Chapter VIII of the Code of Health Regulations for Boone County, Missouri:

IT IS ORDERED THAT the County Clerk of Boone County, Missouri, make available to the public copies of Chapter VIII of the Code of Health Regulations for Boone County, Missouri, adopted on the 20 day of MAY, 2003, by order of this Commission and that the general public is hereby notified that such regulations are available for distribution to the public at the office of the County Clerk, Boone County, Missouri, Roger B. Wilson Boone County Government Center, 801 E. Walnut, Columbia, Missouri 65201.

Boone County, Missouri
By, Boone County Commission:


Presiding Commissioner

ATTEST:


County Clerk *WJL*

Insertions:

CHAPTER VIII
REGULATIONS GOVERNING
COMMUNICABLE DISEASES

8.1 **Purpose** - These regulations are enacted for the purpose of preventing, reporting, controlling, treating and eliminating communicable, environmental, and occupational diseases and for that purpose they are intended to adopt Missouri Department of Health regulations dealing with Communicable Diseases codified in the Code of State Regulations effective as of the date this chapter is adopted, 19 CSR 20-20.010 through 19 CSR 20-20.100 as the same may be adopted and enforced by local health authorities and departments.

8.2 **Statutory Authority and Incorporation of Certain Regulations by Reference**- These regulations are enacted under authority vested in the County Commission of Boone County, Missouri by section 192.300 RSMo. The provisions of 19 CSR 20-20.010 through 19 CSR 20-20.100 of the Code of State Regulations are hereby incorporated by reference as if fully set forth herein verbatim as existing on the date this chapter is adopted.

8.3 **Definitions** - As used in this chapter, unless the context clearly indicates otherwise, the definitions found in 19 CSR 20-20.010 shall be applicable to this chapter and the following words and terms shall have the following special meanings:

8.3.1 **Health Director or Director** - The Health Director shall be the same person and perform the same functions as the Local Health Authority described in 19 CSR 20-

20.010(24). The Health Director shall generally supervise the administration of this chapter. As used in this chapter, the term Health Director or Director shall also include any person to whom the Director has delegated the performance of any duties required of the Health Director under this chapter. A Health Director also may be specially appointed if ordered by the Boone County Commission under circumstances reasonably requiring such appointment. In the absence of special appointment and designation, the Health Director shall be the acting or permanent director of the Columbia/Boone County Health Department.

8.3.2 **Health Department** - The Columbia/Boone County Health Department is hereby designated the Local Public Health Agency as defined in 19 CSR 20-20.010(25).

8.3.3 **Person** - "Person" shall have the same meaning as defined in 19 CSR 20-20.010(28) and in addition thereto shall include any legal entity of any type and any group or association of individuals.

8.4 **Compliance Required** - It shall be unlawful for any person to violate any provision of these regulations or any directive issued by the Health Director or Health Department made for the purpose of implementing any section or provision of these regulations, including but not limited to any reporting or record keeping requirement, any order or directive for isolation or quarantine when issued pursuant to these regulations, and compliance with any requirement or directive intended to control, treat, or eliminate a communicable, environmental or occupational disease regulated hereunder.

8.5 **Enforcement** - The Health Director is hereby authorized to seek the assistance of the circuit court in enforcement of these regulations, as necessary to protect the public health,

including obtaining issuance of restraining orders and other orders of injunction, and other equitable remedy as may be necessary and appropriate under the circumstances.

8.6 **Interpretation and Severability:** The regulations enacted under this chapter are intended to be supplementary to other provisions or remedies authorized or prescribed by law or rule or regulation enacted thereunder. The invalidity of any particular regulation enacted herein shall not affect the validity of any other provision and all regulations hereunder shall be construed as consistently and harmoniously as possible with each other and other applicable provisions of law. In the event of conflict between any regulation contained herein and any other rule, regulations or law, the provision more protective of the public health shall apply; provided, however, that in the event of irreconcilable conflict between any provision of these regulations and rules or regulations enacted by the Department of Health under Chapter 192 RSMo, or the Department of Social Services under Chapter 198 RSMo, the rules or regulations enacted by those departments under those chapters shall prevail. These regulations also shall be liberally construed to the fullest extent permitted by law to effectuate the broad remedial purposes for which they are intended.

8.7 **Jurisdiction** - The regulations contained in this chapter shall be applicable to all incorporated and unincorporated areas within Boone County, Missouri.

8.8 **Penalties and Remedies** - Any person who violates any requirement or provision of these regulations shall be deemed guilty of a misdemeanor and shall be punished as provided by law; each day of violation of any such regulation shall constitute a separate and distinct offense. The penalty provided in this section shall not be construed to be

exclusive but is intended to be supplementary and in addition to any other remedy provided or authorized by law or equity for enforcement of these regulations. Provided, however, the failure of the Health Director or Department to enforce any provision of these regulations, or to perform any duty prescribed for them hereunder, shall not itself constitute a violation of these regulations, nor is any regulation in this chapter intended to create any legal responsibility or give rise to any legal liability on the part of the Health Director or Department to the benefit of any person who is or claims to be affected by any such failure or nonperformance. In any circumstance deemed to be or declared to be a health emergency, the Health Director or the County Commission may convene an Emergency Administrative Review Board consisting of three members with such qualifications as may be appropriate for the appointment as established by the appointing person or body. The Emergency Administrative Review Board shall be a fact-finding quasi-judicial body formed to provide prompt review and advisory rulings on an expedited basis of all written complaints, grievances, and petitions for redress not involving claims for monetary compensation, concerning actions taken to enforce the powers granted the Health Director and Department hereunder, and requests for variances from the enforcement of these regulations on the basis of unnecessary hardship which variance shall have no detrimental impact or effect on the public health, safety or welfare. Rulings of the administrative review board shall be in writing with a written statement of the facts upon which the ruling is made and an explanation of the reasons for the ruling. Such rulings shall be promptly forwarded to the Health Director or County Commission for such action as may be permitted by law. Any judicial review of the actions taken by

the Health Director or Department under authority of this chapter shall be as provided in chapter 536 RSMo.



**Rules of
Department of Health
and Senior Services
Division 20—Division of Environmental
Health and Communicable Disease Prevention
Chapter 20—Communicable Diseases**

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**Title 19—DEPARTMENT OF
HEALTH AND SENIOR SERVICES
Division 20—Division of Environmental
Health and Communicable Disease
Prevention
Chapter 20—Communicable Diseases**

**19 CSR 20-20.010 Definitions Relating to
Communicable, Environmental and Oc-
cupational Diseases**

PURPOSE: This rule defines terminology used throughout this chapter and defines terms related to infectious waste.

- (1) Administrator is the person in charge of an institution, such as the chief executive officer, chairperson of the board, administrator, clinician in charge, or any equivalent position.
- (2) Adult respiratory distress syndrome (ARDS) is a syndrome with the following simultaneous characteristics:
- (A) Hypoxemia due to intrapulmonary shunting of blood;
 - (B) Increased lung stiffness; and
 - (C) Chest x ray evidencing diffuse infiltration.
- (3) Board is the State Board of Health.
- (4) Carrier is a person who harbors a specific infectious agent in the absence of discernible clinical disease and serves as a potential source or reservoir of infection for man.
- (5) Case, as distinct from a carrier, is a person in whose tissues the etiologic agent of a communicable disease is present and which usually produces signs or symptoms of disease. Evidence of the presence of a communicable disease also may be revealed by routine laboratory findings.
- (6) Cluster is a group of individuals who manifest the same or similar signs and symptoms of disease.
- (7) Communicable disease is an illness due to an infectious agent or its toxic products and transmitted, directly or indirectly, to a susceptible host from an infected person, animal or arthropod, or through the agency of an intermediate host or a vector, or through the inanimate environment.
- (8) Contact is a person or animal that has been in association with an infected person or animal and through that association has had the opportunity to acquire the infection.
- (9) Designated representative is any person or group of persons appointed by the director of the Department of Health to act on behalf of the director or the State Board of Health.
- (10) Director is the state Department of Health director.
- (11) Disinfection is the killing of pathogenic agents outside the body by chemical or physical means, directly applied.
- (A) Concurrent disinfection is disinfection immediately after the discharge of infectious material from the body of an infected person or after the soiling of articles with the infectious discharges.
 - (B) Terminal disinfection is the process of rendering the personal clothing and immediate physical environment of a patient free from the possibility of conveying the infection to others after the patient has left the premises or after the patient has ceased to be a source of infection or after isolation practices have been discontinued.
- (12) Environmental and occupational diseases are illnesses or adverse human health effects resulting from exposure to a chemical, radiological or physical agent.
- (13) Exposure is defined as contact with, absorption, ingestion or inhalation of chemical, biologic, radiologic, or other physical agents by a human that results in biochemical, physiological or histological changes.
- (14) Food is any raw, cooked or processed edible substance, ice, beverage or ingredient used or intended for use in whole or in part for human consumption.
- (15) Heat exhaustion means a reaction to excessive heat marked by prostration, weakness and collapse resulting from dehydration.
- (16) Heat stroke means a severe illness caused by exposure to excessively high temperatures and characterized by severe headache; high fever with a dry, hot skin; tachycardia; and in serious cases, collapse, coma or death.
- (17) Hyperthermia means a physician-diagnosed case of heat exhaustion or heat stroke.
- (18) Hypothermia means a physician-diagnosed case of cold injury associated with a fall of body temperature to less than ninety-four and one-tenth degrees Fahrenheit (94.1°F) and resulting from exposure to a cold environment.
- (19) Immunization is a treatment which renders an individual less susceptible to the pathologic effects of a disease or provides a measure of protection against the disease.
- (20) Infectious waste is waste capable of producing an infectious disease. For a waste to be infectious, it must contain pathogens with sufficient virulence and quantity so that exposure to the waste by a susceptible host could result in an infectious disease. Infectious waste generated by small quantity generators shall include the following categories:
- (A) Sharps—all discarded sharps including hypodermic needles, syringes and scalpel blades. Broken glass or other sharp items that have come in contact with material defined as infectious are included;
 - (B) Cultures and stocks of infectious agents and associated biologicals—included in this category are all cultures and stocks of infectious organisms as well as culture dishes and devices used to transfer, inoculate and mix cultures; and
 - (C) Other wastes—those wastes designated by the medical authority responsible (physician, podiatrist, dentist, veterinarian) for the care of the patient which may be capable of producing an infectious disease.
- (21) Institution is any public or private hospital, nursing home, clinic, mental health facility, home health agency, or medical or professional corporation composed of health care workers.
- (22) Isolation is the separation for the period of communicability of infected individuals and animals from other individuals and animals, in places and under conditions as will prevent the direct or indirect transmission of the infectious agent from infected individuals or animals to other individuals or animals who are susceptible or who may spread the agent to others.
- (23) Laboratory means a facility for the biological, microbiological, serological, chemical, immuno-hematological, biophysical, cytological, pathological, or other examination of materials derived from the human body for the purpose of providing information for the diagnosis, prevention, or treatment of any disease or impairment of, or the assessment of the health of a human. These examinations also include procedures to determine, measure, or otherwise describe the presence or absence of various substances or organisms in the body. Facilities only collecting or preparing specimens (or both) or



only serving as a mailing service and not performing testing are not considered laboratories. Laboratory includes hand-held testing equipment. All testing laboratories must be certified under the Clinical Laboratories Improvement Amendment of 1988 (CLIA—42 CFR part 493).

(24) Local health authority is the city or county health officer, director of an organized health department or of a local board of health within a given jurisdiction. In those counties where a local health authority does not exist, the health officer or administrator of the Department of Health district in which the county is located shall serve as a local health authority.

(25) Local public health agency is a legally constituted body provided by a city, county or group of counties to protect the public health of the city, county or group of counties.

(26) Outbreak or epidemic is the occurrence in a community or region of an illness(es) similar in nature, clearly in excess of normal expectancy and derived from a common or a propagated source.

(27) Period of communicability is the period of time during which an etiologic agent may be transferred, directly or indirectly, from an infected person to another person or from an infected animal to a person.

(28) Person is any individual, partnership, corporation, association, institution, city, county, other political subdivision authority, state agency or institution or federal agency or institution.

(29) Pesticide poisoning means human disturbance of function, damage to structure or illness which results from the inhalation, absorption or ingestion of any pesticide.

(30) Poisoning means injury, illness or death caused by chemical means.

(31) Quarantine is a period of detention for persons or animals that may have been exposed to a reportable disease. The period of time will not be longer than the longest period of communicability of the disease. The purpose of quarantine is to prevent effective contact with the general population.

(A) Complete quarantine is a limitation of freedom of movement of persons or animals exposed to a reportable disease, for a period of time not longer than the longest period of communicability of the disease, in order to

prevent effective contact with the general population.

(B) Modified quarantine is a selective, partial limitation of freedom of movement of persons or animals determined on the basis of differences in susceptibility or danger of disease transmission. Modified quarantine is designed to meet particular situations and includes, but is not limited to, the exclusion of children from school, the closure of schools and places of public or private assembly and the prohibition or restriction of those exposed to a communicable disease from engaging in a particular occupation.

(32) Reportable disease is any disease or condition for which an official report is required. Any unusual expression of illness in a group of individuals which may be of public health concern is reportable and shall be reported to the local health department, local health authority or the Department of Health by the quickest means.

(33) Small quantity generator of infectious waste is any person generating one hundred kilograms (100 kg) or less of infectious waste per month and as regulated in 10 CSR 80.

(34) Terrorist event is the unlawful use of force or violence committed by a group or individual against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Terrorist attacks are classified as chemical, biological, or radiological.

(A) Chemical means any weapon that is designed or intended to cause widespread death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or precursors of toxic or poisonous chemicals.

(B) Biological means any microorganism, virus, infectious substance, or biological product that may be engineered as a result of biotechnology, or any naturally occurring or bioengineered component of any such microorganism, virus, infectious substance, or biological product.

(C) Radiological means any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

(35) Toxic substance is any substance, including any raw materials, intermediate products, catalysts, final products or by-products of any manufacturing operation conducted in a commercial establishment that has the capacity through its physical, chemical or biological properties to pose a substantial risk of death or impairment, either immediately or later, to

the normal functions of humans, aquatic organisms or any other animal.

(36) Unusual diseases—Examples include, but are not limited to, the following:

(A) Diseases uncommon to a geographic area, age group, or anatomic site;

(B) Cases of violent illness resulting in respiratory failure;

(C) Absence of a competent natural vector for a disease; or

(D) Occurrence of hemorrhagic illness.

(37) Unusual manifestation of illness—Examples include, but are not limited to, the following:

(A) Multiple persons presenting with a similar clinical syndrome at a steady or increasing rate;

(B) Large numbers of rapidly fatal cases, with or without recognizable signs and symptoms;

(C) Two or more persons, without a previous medical history, presenting with convulsions;

(D) Persons presenting with grayish colored tissue damage; or

(E) Adults under the age of fifty years, without previous medical history, presenting with adult respiratory distress syndrome (ARDS).

AUTHORITY: sections 192.006 RSMo Supp. 1999, 192.020 and 260.203, RSMo 1994. This rule was previously filed as 13 CSR 50-101.010. Original rule filed July 15, 1948, effective Sept. 13, 1948. Rescinded and readopted: Filed Dec. 11, 1981, effective May 13, 1982. Amended: Filed Aug. 16, 1988, effective Dec. 29, 1988. Amended: Filed Aug. 14, 1992, effective April 8, 1993. Amended: Filed Sept. 15, 1995, effective April 30, 1996. Emergency amendment filed June 1, 2000, effective June 15, 2000, expired Dec. 11, 2000. Amended: Filed June 1, 2000, effective Nov. 30, 2000.*

**Original authority: 192.006.1, RSMo 1993, amended 1995; 192.020, RSMo 1939, amended 1945, 1951; and 260.203, RSMo 1986, amended 1988, 1992, 1993.*

19 CSR 20-20.020 Reporting Communicable, Environmental and Occupational Diseases

PURPOSE: This rule designates the diseases, disabilities, conditions and findings that must be reported to the local health authority or the Department of Health. It also establishes when they must be reported.

PUBLISHER'S NOTE: The publication of the full text of the material that the adopting



agency has incorporated by reference in this rule would be unduly cumbersome or expensive. Therefore, the full text of that material will be made available to any interested person at both the Office of the Secretary of State and the office of the adopting agency, pursuant to section 536.031.4, RSMo. Such material will be provided at the cost established by state law.

(1) Category I diseases or findings shall be reported to the local health authority or to the Department of Health within twenty-four (24) hours of first knowledge or suspicion by telephone, facsimile or other rapid communication. Category I diseases or findings are—

(A) Diseases, findings or agents that occur naturally or from accidental exposure:

Diphtheria
Haemophilus influenzae, invasive disease
 Hantavirus pulmonary syndrome
 Hepatitis A
 Hyperthermia
 Hypothermia
 Influenza, suspected—nosocomial outbreaks and public or private school closures
 Lead (blood) level greater than or equal to forty-five micrograms per deciliter (≥ 45 $\mu\text{g}/\text{dl}$) in any person equal to or less than seventy-two (≤ 72) months of age
 Measles (rubeola)
 Meningococcal disease, invasive
 Outbreaks or epidemics of any illness, disease or condition that may be of public health concern
 Pertussis
 Poliomyelitis
 Rabies, animal or human
 Rubella, including congenital syndrome
Staphylococcus aureus, vancomycin resistant
 Syphilis, including congenital syphilis
 Tuberculosis disease
 Typhoid fever

(B) Diseases, findings or agents that occur naturally or that might result from a terrorist attack involving biological, radiological, or chemical weapons:

Adult respiratory distress syndrome (ARDS) in patients under 50 years of age (without a contributing medical history)
 Anthrax
 Botulism
 Brucellosis
 Cholera
 Encephalitis, Venezuelan equine
 Glanders
 Hemorrhagic fever (e.g., dengue, yellow fever)
 Plague

Q fever
 Ricin
 Smallpox (variola)
 Staphylococcal enterotoxin B
 T-2 mycotoxins
 Tularemia

(2) Category II diseases or findings shall be reported to the local health authority or the Department of Health within three (3) days of first knowledge or suspicion. Category II diseases or findings are—

Acquired immunodeficiency syndrome (AIDS)
 Arsenic poisoning
 Blastomycosis
 Campylobacter infections
 Carbon monoxide poisoning
 CD4+ T cell count
 Chancroid
 Chemical poisoning, acute, as defined in the most current ATSDR CERCLA Priority List of Hazardous Substances; if terrorism is suspected, refer to section (1)(B)
Chlamydia trachomatis, infections
 Creutzfeldt-Jakob disease
 Cryptosporidiosis
 Cyclosporidiosis
 Ehrlichiosis, human granulocytic or monocytic
 Encephalitis, arthropod-borne [except VEE, see section (1)(B)]
Escherichia coli O157:H7
 Giardiasis
 Gonorrhea
 Hansen disease (leprosy)
 Heavy metal poisoning including, but not limited to, cadmium and mercury
 Hemolytic uremic syndrome (HUS), post-diarrhea
 Hepatitis B, acute
 Hepatitis B surface antigen (pre-natal HBsAg) in pregnant women
 Hepatitis C
 Hepatitis non-A, non-B, non-C
 Human immunodeficiency virus (HIV)-exposed newborn infant (i.e., newborn infant whose mother is infected with HIV)
 Human immunodeficiency virus (HIV) infection, as indicated by HIV antibody testing (reactive screening test followed by a positive confirmatory test), HIV antigen testing (reactive screening test followed by a positive confirmatory test), detection of HIV nucleic acid (RNA or DNA), HIV viral culture, or other testing that indicates HIV infection
 Human immunodeficiency virus (HIV) test results (including both positive and negative results) for children less than two

years of age whose mothers are infected with HIV Human immunodeficiency virus (HIV) viral load measurement (including nondetectable results)

Influenza, laboratory-confirmed
 Lead (blood) level less than forty-five micrograms per deciliter (< 45 $\mu\text{g}/\text{dl}$) in any person equal to or less than seventy-two (≤ 72) months of age and any lead (blood) level in persons older than seventy-two (> 72) months of age

Legionellosis
 Leptospirosis
Listeria monocytogenes
 Lyme disease
 Malaria
 Methemoglobinemia
 Mumps
 Mycobacterial disease other than tuberculosis (MOTT)
 Nosocomial outbreaks
 Occupational lung diseases including silicosis, asbestosis, byssinosis, farmer's lung and toxic organic dust syndrome
 Pesticide poisoning
 Psittacosis
 Respiratory diseases triggered by environmental contaminants including environmentally or occupationally induced asthma and bronchitis
 Rocky Mountain spotted fever
 Salmonellosis
 Shigellosis
 Streptococcal disease, invasive, Group A *Streptococcus pneumoniae*, drug resistance
 invasive disease
 Tetanus
 Toxic shock syndrome, staphylococcal or streptococcal
 Trichinosis
 Tuberculosis infection
 Varicella deaths
Yersinia enterocolitica

(3) The occurrence of an outbreak or epidemic of any illness, disease or condition which may be of public health concern, including any illness in a food handler that is potentially transmissible through food. This also includes public health threats that could result from terrorist activities such as clusters of unusual diseases or manifestations of illness and clusters of unexplained deaths. Such incidents shall be reported to the local health authority or the Department of Health by telephone, facsimile, or other rapid communication within twenty-four (24) hours of first knowledge or suspicion.

(4) A physician, physician's assistant, nurse, hospital, clinic, or other private or public



institution providing diagnostic testing, screening or care to any person with any disease, condition or finding listed in sections (1)–(3) of this rule, or who is suspected of having any of these diseases, conditions or findings, shall make a case report to the local health authority or the Department of Health, or cause a case report to be made by their designee, within the specified time.

(A) A physician, physician's assistant, or nurse providing care in an institution to any patient with any disease, condition or finding listed in sections (1)–(3) of this rule may authorize, in writing, the administrator or designee of the institution to submit case reports on patients attended by the physician, physician's assistant, or nurse at the institution. But under no other circumstances shall the physician, physician's assistant, or nurse be relieved of this reporting responsibility.

(B) Duplicate reporting of the same case by health care providers in the same institution is not required.

(5) A case report as required in section (4) of this rule shall include the patient's name, home address with zip code, date of birth, age, sex, race, home phone number, name of disease, condition or finding diagnosed or suspected, the date of onset of the illness, name and address of the treating facility (if any) and the attending physician, any appropriate laboratory results, name and address of the reporter, treatment information for sexually transmitted diseases, and the date of report.

(A) A report of an outbreak or epidemic as required in section (3) of this rule shall include the diagnosis or principal symptoms, the approximate number of cases, the local health authority jurisdiction within which the cases occurred, the identity of any cases known to the reporter, and the name and address of the reporter.

(6) Any person in charge of a public or private school, summer camp or child or adult care facility shall report to the local health authority or the Department of Health the presence or suspected presence of any diseases or findings listed in sections (1)–(3) of this rule according to the specified time frames.

(7) All local health authorities shall forward to the Department of Health reports of all diseases or findings listed in sections (1)–(3) of this rule. All reports shall be forwarded within twenty-four (24) hours after being received, according to procedures established by the Department of Health director. Reports will be forwarded as expeditiously as

possible if a terrorist event is suspected or confirmed. The local health authority shall retain from the original report any information necessary to carry out the required duties in 19 CSR 20-20.040(2) and (3).

(8) Information from patient medical records received by local public health agencies or the Department of Health in compliance with this rule is to be considered confidential records and not public records.

(9) Reporters specified in section (4) of this rule will not be held liable for reports made in good faith in compliance with this rule.

(10) The following material is incorporated into this rule by reference:

(A) Agency for Toxic Substances and Disease Registry (ATSDR) Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Priority List of Hazardous Substances (<http://www.atsdr.cdc.gov:8080/97list.html>)

*AUTHORITY: sections 192.006, RSMo Supp. 1999 and 192.020, 192.139, 210.040 and 210.050, RSMo 1994. * This rule was previously filed as 13 CSR 50-101.020. Original rule filed July 15, 1948, effective Sept. 13, 1948. Amended: Filed Sept. 1, 1981, effective Dec. 11, 1981. Rescinded and readopted: Filed Nov. 23, 1982, effective March 11, 1983. Emergency amendment filed June 10, 1983, effective June 20, 1983, expired Sept. 10, 1983. Amended: Filed June 10, 1983, effective Sept. 11, 1983. Amended: Filed Nov. 4, 1985, effective March 24, 1986. Amended: Filed Aug. 4, 1986, effective Oct. 11, 1986. Amended: Filed June 3, 1987, effective Oct. 25, 1987. Emergency amendment filed June 16, 1989, effective June 26, 1989, expired Oct. 23, 1989. Amended: Filed July 18, 1989, effective Sept. 28, 1989. Amended: Filed Nov. 2, 1990, effective March 14, 1991. Emergency amendment filed Oct. 2, 1991, effective Oct. 12, 1991, expired Feb. 8, 1992. Amended: Filed Oct. 2, 1991, effective Feb. 6, 1992. Amended: Filed Jan. 31, 1992, effective June 25, 1992. Amended: Filed Aug. 14, 1992, effective April 8, 1993. Amended: Filed Sept. 15, 1994, effective March 30, 1995. Amended: Filed Sept. 15, 1995, effective April 30, 1996. Emergency amendment filed June 1, 2000, effective June 15, 2000, expired Dec. 11, 2000. Amended: Filed June 1, 2000, effective Nov. 30, 2000.*

**Original authority: 192.006.1, RSMo 1993, amended 1995; 192.020, RSMo 1939, amended 1945, 1951; 192.139, RSMo 1988; 210.040, RSMo 1941, amended 1993; and 210.050, RSMo 1941, amended 1993.*

19 CSR 20-20.030 Exclusion From School and Readmission

PURPOSE: This rule requires the exclusion of persons from school who have a reportable disease or who are liable to transmit a reportable disease. The methods of readmission to school are also established.

Editor's Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the material referenced has been filed with the secretary of state. This material may be found at the Office of the Secretary of State or at the headquarters of the agency and is available to any interested person at a cost established by state law.

(1) Persons suffering from a reportable disease or who are liable to transmit a reportable disease listed in 19 CSR 20-20.020(1)–(3) shall be barred from attending school.

(2) Any person excluded from school under section (1) of this rule may be readmitted to school by one (1) of the following methods:

(A) Certification in writing by an attending physician attesting to the person's noninfectiousness;

(B) After a period of time equal to the longest period of communicability of the disease as established in the 1990 fifteenth edition of the *Control of Communicable Diseases in Man* published by the American Public Health Association; the 1991 twenty-second edition of the *Report of the Committee on Infectious Diseases* published by the American Academy of Pediatrics; or the following recommendations of the Immunization Practices Advisory Committee published by the Centers for Disease Control in the *Morbidity and Mortality Weekly Report: General Recommendations on Immunization*, April 7, 1989; *Update on Adult Immunization*, November 15, 1991; *New Recommended Schedule for Active Immunization of Normal Infants and Children*, September 19, 1986; *Pertussis Vaccination: Acellular Pertussis Vaccine for Reinforcing and Booster Use—Supplementary ACIP Statement*, February 7, 1992; *Diphtheria, Tetanus and Pertussis: Recommendations for Vaccine Use and Other Preventive Measures*, August 8, 1991; *Haemophilus b Conjugate Vaccines for Prevention of Haemophilus influenzae Type b Disease Among Infants and Children Two Months of Age and Older*, January 11, 1991; *Immunization of Children Infected With Human Immunodeficiency Virus—Supplementary ACIP Statement*, April



1, 1988; *Immunization of Children Infected with Human T-Lymphotropic Virus Type III/Lymphadenopathy-Associated Virus*, September 26, 1986; *Prevention and Control of Influenza*, May 15, 1992; *Measles Prevention: Recommendations of the Immunization Practices Advisory Committee (ACIP)*, December 29, 1989; *Meningococcal Vaccines*, May 10, 1985; *Mumps Prevention*, June 9, 1989; *Pneumococcal Polysaccharide Vaccine*, February 10, 1989; *Poliomyelitis Prevention: Enhanced-Potency Inactivated Poliomyelitis Vaccine Supplementary—Statement*, December 11, 1987; *Poliomyelitis Prevention*, January 29, 1982; *Rabies Prevention*, March 22, 1991; *Rubella Prevention*, November 23, 1990; *Varicella-Zoster Immune Globulin for the Prevention of Chickenpox*, February 24, 1984; *Hepatitis B Virus: A Comprehensive Strategy for Eliminating Transmission in the United States Through Universal Childhood Vaccination*, November 22, 1991; *Plague Vaccine*, June 11, 1982; *Typhoid Immunization*, July 13, 1990; *Typhus Vaccine*, June 2, 1978; and *Yellow Fever Vaccine*, May 4, 1990; or

(C) When the local health authority declares that the designated health emergency is ended, after consultation and concurrence of the director of the Department of Health or his/her designated representative.

AUTHORITY: sections 192.005.2. and 192.020, RSMo 1994. * This rule was previously filed as 13 CSR 50-101.041. Original rule filed Dec. 11, 1981, effective May 13, 1982. Amended: Filed Sept. 16, 1982, effective Jan. 14, 1983. Amended: Filed Aug. 4, 1986, effective Oct. 11, 1986. Amended: Filed April 4, 1988, effective June 27, 1988. Emergency amendment filed Jan. 13, 1989, effective Jan. 23, 1989, expired May 22, 1989. Amended: Filed Jan. 13, 1989, effective May 11, 1989. Amended: Filed Oct. 3, 1989, effective Feb. 25, 1990. Amended: Filed Nov. 2, 1990, effective March 14, 1991. Amended: Filed July 12, 1991, effective Oct. 31, 1991. Amended: Filed Aug. 14, 1992, effective Feb. 26, 1993.

*Original authority: 192.005.2., RSMo 1985, amended 1993 and 192.020, RSMo 1939, amended 1945, 1951.

19 CSR 20-20.040 Measures for the Control of Communicable, Environmental and Occupational Diseases

PURPOSE: This rule defines investigative and control measures for reportable diseases and establishes who is responsible for them.

Editor's Note: The following material is incorporated into this rule by reference:

1) *Mortality and Mortality Weekly Report* (Atlanta: Centers for Disease Control).

In accordance with section 536.031(4), RSMo, the full text of material incorporated by reference will be made available to any interested person at the Office of the Secretary of State and the headquarters of the adopting state agency.

(1) In controlling the diseases and findings listed in 19 CSR 20-20.020, the director shall comply with the methods of control section of one (1) of the two (2) books listed in 19 CSR 20-20.030(2)(B) or the recommendations of the Immunization Practices Advisory Committee (ACIP) published by the Centers for Disease Control in the *Morbidity and Mortality Weekly Report* listed in 19 CSR 20-20.030(2)(B). The director shall use the legal means necessary to control, investigate, or both, any disease or condition listed in 19 CSR 20-20.020 which is a threat to the public health.

(2) It shall be the duty of the local health authority, the director of the Department of Health or the director's designated representative on receiving a report of a communicable, environmental or occupational disease to—

(A) Inspect any premises that they have reasonable grounds to believe are in a condition conducive to the spread of any communicable disease;

(B) Confer with the physician, laboratory or person making the report;

(C) Collect for laboratory analysis any samples or specimens that may be necessary to confirm the diagnosis or presence of the disease or biological, chemical or physical agents and to determine the source of the infection, epidemic or exposure. Health program representatives and other personnel employed by the Department of Health, after training and certification to perform venipuncture, and after specific authorization from a physician, are authorized to perform venipuncture utilizing procedures within the scope of the training they have been given. The content and scope of this training shall be established by the Department of Health. Training shall be provided by a physician or his/her designee and the certificate shall be signed by the physician. Nothing in this rule shall limit the authority of local public health departments to establish their own training policies, with or without certification, or to limit their voluntary participation in the certification program developed by the

Department of Health, nor shall it apply to venipuncture for other purposes;

(D) Make a complete epidemiological, environmental or occupational industrial hygiene investigation and record of the findings on a communicable disease or exposure report form;

(E) Establish and maintain quarantine, isolation or other measures as required;

(F) Provide the opportunity to be immunized to all contacts of persons suffering from those diseases for which there is a reliable and approved means of immunization;

(G) Establish appropriate control measures which may include isolation, quarantine, disinfection, immunization, closure of establishment and other measures considered appropriate by medical experts for the protection of public health;

(H) Establish, as the local health authority, whenever a case of unrecognized illness is reported or otherwise brought to the attention of the local health authority or the Department of Health and investigation presents symptoms of a communicable disease, but sufficient time has not elapsed to render a positive diagnosis, after consultation with the director or his/her designated representative, the control measures applicable in actual cases of the suspected communicable disease, until a positive diagnosis can be established. If a disease proves to be noncommunicable, the temporary control measures shall be terminated at once;

(I) Assume direct responsibility as director of health to make necessary investigation and immediately institute appropriate control measures necessary for the protection of the public health in occurrence of outbreaks or unusual clusters of illness involving more than one (1) county or a general regional area; and

(J) Investigate, as the local health authority, the disease within the local jurisdiction with assistance from the director of the Department of Health or his/her designated representative when any outbreak or unusual occurrence of a reportable disease is identified through reports required by 19 CSR 20-20.020. If, in the judgment of the director, the disease outbreak or unusual occurrence constitutes a medical emergency, the director may assume direct responsibility for the investigation.

(3) It shall be the duty of the local health authority, upon identification of a case of a reportable disease or upon receipt of a report of that disease, to take actions and measures as may be necessary according to any policies which have been or may be established by the director of the Department of Health, within



the provisions of section (2) and subsections (2)(A)–(J) of this rule.

(A) When the local health authority is notified of a reportable disease or has reason to suspect the existence of a reportable disease within the local jurisdiction, the local health authority, either in person or through a designated representative, shall make an investigation as is necessary and immediately institute appropriate control measures as set forth in section (2) and subsections (2)(A)–(J) of this rule.

(B) The local health authority shall use every reasonable means to determine the presence of a communicable disease or the source of any disease listed in 19 CSR 20-20.020 or of any epidemic disease of unknown cause. In the performance of this duty, the local health authority shall examine or cause to be examined any person reasonably suspected of being infected or of being a source or contact of infection and any person who refuses examination shall be quarantined or isolated.

(C) Control measures implemented by the local health authority shall be at least as stringent as those established by the director of the Department of Health and shall be subject to review and alteration by the director. If the local health authority fails to carry out appropriate control measures, the director or his/her designated representative shall take steps necessary to protect the public health.

(4) It shall be the duty of the attending physician, immediately upon diagnosing a case of a reportable communicable disease, to give detailed instructions to the patient, members of the household and attendants regarding proper control measures. When a person dies while infected with a communicable disease, it shall be the duty of the attending physician to learn immediately who is to prepare the body for burial or cremation and then notify the funeral director, embalmer or other responsible person regarding the communicable disease the deceased had at the time of death. A tag shall also be affixed to the body providing the name of the communicable disease likely to have been present at the time of death.

(5) Every practitioner of the healing arts and every person in charge of any medical care facility shall permit the director of the Department of Health or the director's designated representative to examine and review any medical records which are in the practitioner's or person's possession or to which the practitioner or person has access, upon request of the director or the director's designated representative in the course of investi-

gation of reportable diseases in 19 CSR 20-20.020.

AUTHORITY: sections 192.006 and 192.020, RSMo 2000. This rule was previously filed as 13 CSR 50-101.050. Original rule filed July 15, 1948, effective Sept. 13, 1948. Rescinded and readopted: Filed Dec. 11, 1981, effective May 13, 1982. Amended: Filed Sept. 16, 1982, effective Jan. 14, 1983. Amended: Filed March 21, 1984, effective July 15, 1984. Amended: Filed June 2, 1988, effective Aug. 25, 1988. Amended: Filed Nov. 15, 1989, effective Feb. 11, 1990. Amended: Filed Aug. 14, 1992, effective April 8, 1993. Amended: Filed Sept. 15, 1995, effective April 30, 1996. Emergency amendment filed June 13, 2002, effective July 1, 2002, expires Dec. 27, 2002. Amended: Filed June 13, 2002, effective Nov. 30, 2002.*

**Original authority: 192.006.1., RSMo 1993, amended 1995 and 192.020, RSMo 1939, amended 1945, 1951.*

19 CSR 20-20.050 Quarantine or Isolation Practices and Closing of Schools and Places of Public and Private Assembly

PURPOSE: This rule provides for the isolation or quarantine of persons and animals with a communicable disease and their contacts; it also authorizes the closing of schools and places of public and private assembly.

(1) The local health authority, the director of the Department of Health or the director's designated representative shall require isolation of a patient or animal with a communicable disease, quarantine of contacts, concurrent and terminal disinfection, or modified forms of these procedures necessary for the protection of the public health. The isolation of a patient, animal or contact shall be carried out according to the methods of control in 19 CSR 20-20.040(1).

(2) No person or animal infected with or suspected of having a communicable disease listed in 19 CSR 20-20.020(1)–(3) or any contact of a disease subject to quarantine or isolation shall move or be moved from one (1) health jurisdiction to another, unless necessary for medical care, without notice to and consent from the local health authority, the director of the Department of Health or the director's designated representative. If a person is moved for the reason of medical care, the health authority who ordered the isolation or quarantine shall be notified within seventy-two (72) hours.

(3) The local health authority, the director of the Department of Health or the director's designated representative is empowered to close any public or private school or other place of public or private assembly when, in the opinion of the local health authority, the director of the Department of Health or the director's designated representative, the closing is necessary to protect the public health. Any school or other place of public or private assembly that is ordered closed shall not reopen until permitted by whomever ordered the closure.

AUTHORITY: section 192.020, RSMo 1994. This rule was previously filed as 13 CSR 50-101.061. Original rule filed Dec. 11, 1981, effective May 13, 1982.*

**Original authority: 192.020, RSMo 1939, amended 1945, 1951.*

19 CSR 20-20.060 Control Measures for Food Handlers

PURPOSE: This rule establishes control measures for persons working with food products who are suspected of having a communicable disease.

(1) For the purpose of this rule, a communicable disease is defined as a disease transmitted through handling food.

(2) No person infected with a communicable disease, whether actively infected or a chronic carrier, and no person with any one (1) of the signs and symptoms listed in this section, shall engage in the production, preparation, manufacture, packaging, storage, sale, distribution or transportation of food. The following signs and symptoms indicate infection with a foodborne pathogen: diarrhea, vomiting, open skin sores, boils, fever, dark urine or jaundice, unless determined not to be caused by a pathogen able to be transmitted by food. The local health authority, the director of the Department of Health or the director's designated representative may order examinations necessary to determine the presence of a foodborne infection.

(3) Notice shall be sent immediately to the local health authority, to the director of the Department of Health or to the director's designated representative by any person responsible for the production, preparation, manufacture, packaging, storage, sale, distribution or transportation of food if any infection or disease known to be transmissible through food occurs on the premises or among the employees.



(4) When the possibility of transmission of infection is suspected in any person engaged in the production, preparation, manufacture, packaging, storage, sale, distribution or transportation of food; the local health authority, the director of the Department of Health or the director's designated representative is authorized to require any of the following measures:

(A) The immediate exclusion of that person from the production, preparation, manufacture, packaging, storage, sale, distribution or transportation of food;

(B) The immediate exclusion of the food supply concerned from distribution and use; and

(C) Adequate medical examination of that person and his/her associates, including necessary laboratory testing of blood, feces, sputum, throat cultures and other bodily secretions or excreta.

AUTHORITY: sections 192.005.2., 192.020, 196.045 and 196.225, RSMo 1994.* This rule was previously filed as 13 CSR 50-101.071. Original rule filed Dec. 11, 1981, effective May 13, 1982. Amended: Filed Nov. 4, 1992, effective May 6, 1993.

*Original authority: 192.005.2., RSMo 1985, amended 1993; 192.020, RSMo 1939, amended 1945, 1951; 196.045, RSMo 1943, amended 1993; and 196.225, RSMo 1939, amended 1977.

19 CSR 20-20.070 Duties of Local Health Departments

PURPOSE: This rule establishes procedures for reporting communicable diseases to the Missouri Department of Health by local health departments.

(1) All local health authorities shall forward reports of all diseases and conditions mentioned in 19 CSR 20-20.020 to the Missouri Department of Health. These reports shall be forwarded within twenty-four (24) hours after they are received, according to procedures established by the Department of Health director. Local health authorities shall transcribe from the original reports information necessary to the conduct of their duties in 19 CSR 20-20.040(2), (2)(A)-(J), (3) and (3)(A)-(C) before forwarding the reports. All reports received by either the local health authority or the Department of Health are to be considered confidential records and not public records.

AUTHORITY: section 192.020, RSMo 1994.* This rule was previously filed as 13 CSR 50-101.080. Original rule filed July 15, 1948,

effective Sept. 13, 1948. Amended: Filed Dec. 11, 1981, effective May 13, 1982.

*Original authority: 192.020, RSMo 1939, amended 1945, 1951.

19 CSR 20-20.075 Confidentiality of Information Obtained for Reporting of Communicable, Environmental and Occupational Diseases and Conditions

PURPOSE: This rule requires local public health agencies to establish confidentiality policies and procedures which are as stringent as Missouri Department of Health (MDOH) policies and procedures for information obtained for reporting of communicable, environmental and occupational diseases. It also requires establishment of security policies and procedures for access to MDOH information systems.

(1) Local public health agencies shall adopt and abide by confidentiality policies and procedures which are as stringent as Missouri Department of Health (MDOH) policies and procedures for information obtained for the reporting of communicable, environmental and occupational diseases defined in 19 CSR 20-20.020.

(2) Such information may be used only for investigation to determine the source of exposure and/or potential for spread; follow-up screening to monitor disease, exposure status, or communicability; counseling and patient education regarding the disease or condition and its prevention; administration of immunizations and/or prophylactic medications to the case or contacts; isolation and/or restriction of the client's or contact's activities; environmental assessment and other activities undertaken to eliminate the source of exposure; or epidemiologic analysis to determine trends in incidence, prevalence, treatment, disease progression, and/or risk factors associated with diseases.

(3) Local public health agencies shall forward reports to MDOH in accordance with 19 CSR 20-20.020. Otherwise, such information shall be released only in a statistical aggregate form that precludes and prevents the identification of an individual, physician, or medical facility except when such release is specifically authorized by law.

(4) Local public health agencies that access MDOH information systems shall establish security policies and procedures which are as stringent as MDOH policies and procedures to protect information systems against unau-

thorized data disclosure, modification, or destruction and to protect the integrity of the information system. Local public health agencies and employees who use MDOH information systems to perform their duties shall abide by MDOH policies and procedures for access to and use of information systems.

(5) Local public health agencies shall provide comprehensive training to employees on confidentiality and security policies, laws, and the administrative, civil, and criminal penalties for violations. Local public health agencies shall monitor employees to assure compliance with confidentiality laws, rules, policies and procedures. Local public health agencies shall immediately report to MDOH any breaches of confidentiality and security as specified by MDOH policy.

(6) Contractors performing work for MDOH or local public health agencies that involves access to information obtained for the reporting of communicable, environmental and occupational diseases shall be required, through their contracts, to abide by sections (1)-(5) of this rule.

AUTHORITY: sections 191.656, 192.006, 701.328, RSMo Supp. 1998 and 167.183, 192.020, 192.067 and 192.802, RSMo 1994.* Original rule filed Aug. 4, 1999, effective Jan. 30, 2000.

*Original authority: 167.183, RSMo 1992; 191.656, RSMo 1988, amended 1992, 1993, 1996; 192.006, RSMo 1993, amended 1995; 192.020, RSMo 1939, amended 1945, 1951; 192.067, RSMo 1988; 192.802, RSMo 1992; and 701.328, RSMo 1993, amended 1998.

19 CSR 20-20.080 Duties of Laboratories

PURPOSE: This rule establishes the responsibility of laboratories to report to the Missouri Department of Health specified results of tests and to submit isolates/specimens for certain diseases and conditions.

(1) The director or person in charge of any laboratory shall report to the local health authority or the Missouri Department of Health the result of any test that is positive for, or suggestive of, any disease or condition listed in 19 CSR 20-20.020. These reports shall be made according to the time and manner specified for each disease or condition following completion of the test and shall designate the test performed, the results of test, the name and address of the attending physician, the name of the disease or condition diagnosed or suspected, the date the test results were obtained, the name and home



address (with zip code) of the patient and the patient's age, date of birth, sex, and race.

(2) In reporting findings for diseases or conditions listed in 19 CSR 20-20.020, laboratories shall report—

Arsenic (urinary) level greater than or equal to one hundred micrograms per liter ($\geq 100 \mu\text{g/l}$) in a 24-hour urine sample;

Cadmium (urinary) level greater than or equal to three micrograms per liter ($\geq 3.0 \mu\text{g/l}$) in a 24-hour urine sample;

Carboxyhemoglobin level greater than fifteen percent (15%);

Chemical/pesticide (blood or serum) level greater than the Lowest Quantifiable Limit;

Lead (blood) level—report all results;

Mercury (blood) level greater than or equal to three-tenths micrograms per deciliter ($\geq 0.3 \mu\text{dl}$);

Mercury (urinary) level greater than or equal to twenty micrograms per liter ($\geq 20 \mu\text{g/l}$) in a 24-hour urine sample; and

Methemoglobin proportion greater than or equal to seventy-five percent ($\geq 75\%$).

(3) Isolates or specimens positive for the following reportable diseases or conditions must be submitted to the State Public Health Laboratory for epidemiological or confirmation purposes:

- Anthrax (*Bacillus anthracis*)
- Cholera (*Vibrio cholerae*)
- Diphtheria (*Corynebacterium diphtheriae*)
- Enteric *Escherichia coli* infection (*E. coli* O157:H7)
- Haemophilus influenzae*, invasive disease
- Malaria (*Plasmodium* species)
- Measles (rubeola)
- Mycobacterium tuberculosis*
- Neisseria meningitidis*, invasive disease
- Pertussis (*Bordetella pertussis*)
- Plague (*Yersinia pestis*)
- Salmonellosis (all *Salmonella* species)
- Shigellosis (all *Shigella* species)
- Vancomycin Resistant *Staphylococcus aureus*

AUTHORITY: sections 192.006, RSMo Supp. 1999 and 192.020, RSMo 1994. * This rule was previously filed as 13 CSR 50-101.090. Original rule filed July 15, 1948, effective Sept. 13, 1948. Amended: Filed Aug. 4, 1986, effective Oct. 11, 1986. Amended: Filed Aug. 14, 1992, effective April 8, 1993. Amended: Filed Sept. 15, 1995, effective April 30, 1996. Emergency rule filed June 1, 2000, effective June 15, 2000, expired Dec. 11, 2000. Emergency rescission filed June 2, 2000, effective June 15, 2000, expired Dec. 11, 2000. Previous version of rule rescinded filed June 1, 2000, effective Jan. 30, 2001.

Readopted: Filed June 1, 2000, effective Nov. 30, 2000.

*Original authority: 192.006, RSMo 1993, amended 1995; 192.020, RSMo 1939, amended 1945, 1951.

19 CSR 20-20.090 Contact With Communicable Diseases by First Responders or Emergency Medical Person and Mortuary Personnel

PURPOSE: This rule defines the procedures for notification to a first responder or emergency medical person and mortuary personnel who are exposed to an individual who is human immunodeficiency virus seropositive, hepatitis B infected or infected with any other reportable communicable disease as listed in 19 CSR 20-20.020(1)–(5).

(1) The following definitions shall be used in administering this rule:

(A) Authorized personnel—any individual who has the authority to hire or fire and demote or promote employees for a corporation, entity or organization;

(B) Emergency medical person—a licensed attendant who has been specially trained in emergency cardiac and noncardiac care, and who has successfully completed an emergency service training program certified by the Department of Health as meeting the requirements of sections 190.100–190.190, RSMo and any individual providing emergency medical services who is licensed under Chapters 334 and 335, RSMo;

(C) Employee—a wage earner or volunteer providing emergency care;

(D) Employer—one who provides gainful work for wage earners and volunteers in the emergency care area;

(E) Exposure—any contact with an individual who is human immunodeficiency virus (HIV) seropositive or infected with any other reportable communicable disease as listed in 19 CSR 20-20.020(1)–(5), when the contact is consistent with the known means of transmission and occurs within the period of communicability of the disease;

(F) Facility—a facility licensed under Chapter 197 or 198, RSMo.

(G) First responder—an individual with training in first aid or emergency medical care, who is associated with a police department, sheriff's department, fire service or ambulance service and who is routinely dispatched to the scene of an accident or unforeseen emergency medical incident prior to or with the arrival of a licensed, staffed and equipped ambulance;

(H) Mortuary personnel—those persons having direct contact with a corpse prior to

completion of embalming, cremating or enclosing the corpse in a sealed casket; and

(I) To notify—within forty-eight (48) hours after confirming potential exposure, the facility shall report the potential exposure by phone or in person to the employer(s)/funeral director of the potentially exposed employee(s)/mortuary personnel.

(2) If a facility admits a patient who was in an emergency rescue operation, received medical treatment or was transported to the facility by a first responder or an emergency medical person and is subsequently diagnosed as HIV seropositive or infected with any other reportable communicable disease as listed in 19 CSR 20-20.020(1)–(5), the facility, after confirming the presence of the disease, shall notify the employer(s) of the potentially exposed employee(s). The employer(s) shall be provided with the ambulance run number, police incident report or sufficient information to enable identification of the potentially exposed employee without reference to the patient's name. Notifications shall remain confidential and shall be released to authorized personnel only.

(3) If mortuary personnel remove a corpse from a facility or provide care to the corpse and the facility subsequently determines the presence at the time of death of HIV seropositivity or infection with any other reportable communicable disease as listed in 19 CSR 20-20.020(1)–(5), the facility shall notify the funeral director of the mortuary personnel's contact.

(4) The employer/funeral director shall investigate the potential exposure of the employee/mortuary personnel to determine if it was consistent with the known means of transmission and occurred within the period of communicability of the disease in question.

(A) If the exposure was consistent with the known means of transmission and occurred within the period of communicability, the employer/funeral director shall notify the employee/mortuary personnel within forty-eight (48) hours.

(B) The employer/funeral director shall instruct the employee/mortuary personnel to contact the facility for medical direction.

AUTHORITY: sections 190.100–190.190 and 191.653, RSMo 1994. * Original rule filed July 18, 1989, effective Nov. 11, 1989.

*Original authority: 190.100, RSMo 1973, amended 1987, 1989; 190.105–190.115, RSMo 1973; 190.120, RSMo 1973, amended 1980; 190.125–190.135, RSMo 1973; 190.140, RSMo 1973, amended 1987; 190.141, RSMo 1989; 190.145, RSMo 1973, amended 1975; 190.150–190.160, RSMo 1973; 190.165, RSMo 1973.



amended 1978; 190.171, RSMo 1978; 190.175–190.180, RSMo 1973; 190.185, RSMo 1973, amended 1989, 1993; 190.190, RSMo 1973; and 191.653, RSMo 1988.

19 CSR 20-20.100 Tuberculosis Testing for Residents and Workers in Long-Term Care Facilities and State Correctional Centers

PURPOSE: This rule establishes tuberculosis testing requirements for residents and workers in long-term care facilities and state correctional centers.

(1) General Requirements. Long-term care facilities and state correctional centers shall screen their residents and staff for tuberculosis using the Mantoux method purified protein derivative (PPD) five tuberculin unit (5 TU) test. Each facility shall be responsible for ensuring that all test results are completed and that documentation is maintained for all residents, employees, and volunteers.

(A) In interpreting this rule, long-term care facilities shall include employees, volunteers, and residents of residential care facilities I, residential care facilities II, intermediate care facilities and skilled nursing facilities as defined in section 198.006, RSMo.

(B) In interpreting this rule, state correctional centers shall include all employees and volunteers of the Missouri Department of Corrections and the residents of all correctional institutions operated by the Missouri Department of Corrections.

(C) Whenever tuberculosis is suspected or confirmed, or tuberculosis infection is diagnosed among residents, employees or volunteers, the Department of Health or local health authority shall be notified as required in 19 CSR 20-20.020(2).

(2) Long-Term Care Residents. Within one (1) month prior to or one (1) week after admission, all residents new to long-term care are required to have the initial test of a Mantoux PPD two (2)-step tuberculin test. If the initial test is negative, zero to nine millimeters (0–9 mm), the second test, which can be given after admission, should be given one to three (1–3) weeks later. Documentation of chest X ray evidence ruling out tuberculosis disease within one (1) month prior to admission, along with an evaluation to rule out signs and symptoms compatible with infectious tuberculosis, may be accepted by the facility on an interim basis until the Mantoux PPD two (2)-step test is completed.

(A) All skin test results are to be documented in millimeters (mm) of induration.

(B) Bacillus of Calmette and Guerin (BCG) vaccination shall not prevent residents from receiving a tuberculin test.

(C) A reaction of ten millimeters (10 mm) or more shall be considered as infected with *Mycobacterium tuberculosis* for an individual with a history of BCG vaccination.

(D) Evidence of tuberculosis infection is considered to be a reaction of five millimeters (5 mm) or more for all contacts to infectious tuberculosis or for an individual who is immunosuppressed or has abnormal chest X-ray findings consistent with old healed tuberculosis disease, and ten millimeters (10 mm) or more for all others.

(E) Residents with a negative, zero to nine millimeters (0–9 mm), Mantoux PPD two (2)-step test need not be routinely retested unless exposed to infectious tuberculosis or they develop signs and symptoms which are compatible with tuberculosis disease.

(F) Residents with a documented history of tuberculosis infection or an adequate course of preventive treatment shall not be required to be retested. Residents with a documented history of tuberculosis disease and adequate chemotherapy shall not be required to be retested. In the absence of documentation, a repeat test shall be required.

(G) All skin test results of five millimeters (5 mm) or more for contacts to infectious tuberculosis or for an individual who is immunocompromised, or ten millimeters (10 mm) or more for all others, shall require a chest X ray within one (1) week, or a review of the results of a chest X ray taken within the month prior to admission along with an evaluation to rule out signs and symptoms compatible with tuberculosis disease to rule out active pulmonary disease.

(H) Individuals with a positive finding presenting evidence of a recent, within one (1) month of the date of admission, chest X ray need not be given a new X ray. However, the results of the X ray must be reviewed in the light of the additional information of the identification of tuberculosis infection as indicated by the Mantoux PPD skin test.

(I) An individual who is skin-test positive with a normal chest X ray should be considered for preventive medication. Those who complete a recommended course of preventive treatment and those for whom preventive treatment is not medically indicated need have no further testing for tuberculosis unless signs and symptoms which are compatible with tuberculosis disease are present.

(J) All residents of long-term care facilities who are exposed to a case of infectious tuberculosis or who develop signs and symptoms which are compatible with tuberculosis disease shall be medically evaluated. All long-

term care facility residents shall have a documented annual evaluation to rule out signs and symptoms of tuberculosis disease.

(3) Long-Term Care Employees and Volunteers. All new long-term care facility employees and volunteers who work ten (10) or more hours per week are required to obtain a Mantoux PPD two (2)-step tuberculin test within one (1) month prior to starting employment in the facility. If the initial test is zero to nine millimeters (0–9 mm), the second test should be given as soon as possible within three (3) weeks after employment begins, unless documentation is provided indicating a Mantoux PPD test in the past and at least one (1) subsequent annual test within the past two (2) years. It is the responsibility of each facility to maintain a documentation of each employee's and volunteer's tuberculin status.

(A) All skin test results are to be documented in millimeters (mm) of induration.

(B) BCG vaccination shall not prevent employees and volunteers from receiving a tuberculin test.

(C) For an individual with a history of BCG vaccination, a reaction of ten millimeters (10 mm) or more shall be considered as infected with *Mycobacterium tuberculosis*.

(D) Evidence of tuberculosis infection is considered to be a reaction of five millimeters (5 mm) or more for all contacts to infectious tuberculosis or for an individual who is immunosuppressed or has abnormal chest X ray findings consistent with old healed tuberculosis disease, and ten millimeters (10 mm) or more for all others.

(E) Employees and volunteers with an initial zero to nine millimeters (0–9 mm) Mantoux PPD two (2)-step test shall be one (1)-step tuberculin tested annually and the results recorded in a permanent record.

(F) Employees and volunteers with a documented history of a positive Mantoux PPD test shall not be required to be retested. In the absence of documentation, a repeat test shall be required.

(G) All positive findings shall require a chest X ray to rule out active pulmonary disease.

(H) Individuals with a positive finding need not have repeat annual chest X rays. They shall have a documented annual evaluation to rule out signs and symptoms of tuberculosis disease.

(I) An individual who is skin-test positive with a normal chest X ray should be considered for preventive medication. Those who complete a recommended course of preventive medication need have no further testing for tuberculosis unless signs and symptoms



which are compatible with tuberculosis disease are present.

(J) All employees and volunteers of long-term care facilities who are exposed to a case of infectious tuberculosis or who develop signs and symptoms which are compatible with tuberculosis disease shall be medically evaluated. All employees or volunteers of these facilities shall have a documented annual evaluation to rule out signs and symptoms of tuberculosis disease.

(4) State Correctional Centers Residents. All residents of state correctional centers are required to obtain a Mantoux PPD two (2)-step tuberculin test upon admission to rule out tuberculosis. If the initial test is negative, zero to nine millimeters (0–9 mm), the second test should be given within ninety (90) days of entrance into the state correctional system.

(A) All skin test results are to be documented in millimeters (mm) of induration.

(B) BCG vaccination shall not prevent residents from receiving a tuberculin test.

(C) For an individual with a history of BCG vaccination, a reaction of ten millimeters (10 mm) or more shall be considered as infected with *Mycobacterium tuberculosis*.

(D) A positive test is defined as having a reaction of five millimeters (5 mm) or more for all contacts to infectious tuberculosis or for an individual who is immunosuppressed or has abnormal chest X ray findings consistent with old healed tuberculosis disease, and ten millimeters (10 mm) or more for all others.

(E) Individuals with an initial negative zero to nine millimeters (0–9 mm) Mantoux PPD two (2)-step test shall be one (1)-step tuberculin tested annually and the results recorded in a permanent record.

(F) Individuals with a documented history of a positive Mantoux PPD test shall not be required to be retested. In the absence of documentation, a repeat test shall be required.

(G) All positive findings shall require a chest X ray to rule out active pulmonary disease.

(H) Individuals with a positive finding need not have repeat annual chest X rays. They shall have a documented annual evaluation to rule out signs and symptoms of tuberculosis disease.

(I) An individual who is skin-test positive with a normal chest X ray should be considered for preventive medication. Those who complete a recommended course of preventive medication need have no further testing for tuberculosis unless signs and symptoms which are compatible with tuberculosis disease are present.

(J) All residents of state correctional centers who are exposed to a case of infectious tuberculosis or who develop signs and symptoms which are compatible with tuberculosis disease shall be medically evaluated. All residents shall have a documented annual evaluation to rule out signs and symptoms of tuberculosis disease.

(5) Missouri Department of Corrections New Employees and Volunteers. All new employees and volunteers who work ten (10) or more hours per week for the Missouri Department of Corrections are required to obtain a Mantoux PPD two (2)-step tuberculin test within three (3) weeks of starting employment. If the initial test is negative, zero to nine millimeters (0–9 mm), the second test should be given one to three (1–3) weeks after the initial test. It is the responsibility of each state correctional center to maintain documentation of each employee's or volunteer's tuberculin status.

(A) All skin test results are to be documented in millimeters (mm) of induration.

(B) BCG vaccination shall not prevent new employees and volunteers from receiving a tuberculin test.

(C) For an individual with a history of BCG vaccination, a significant reaction of ten millimeters (10 mm) or more shall be considered as infected with *Mycobacterium tuberculosis*.

(D) A positive test is defined as having a reaction of five millimeters (5 mm) or more for all contacts to infectious tuberculosis or for an individual who is immunosuppressed or has abnormal chest X ray findings consistent with old healed tuberculosis disease, and ten millimeters (10 mm) or more for all others.

(E) Employees and volunteers with a negative zero to nine millimeters (0–9 mm) Mantoux PPD two (2)-step test shall be one (1)-step tuberculin tested annually and the results recorded in a permanent record.

(F) Employees and volunteers with a documented history of a positive Mantoux PPD test shall not be required to be retested. In the absence of documentation, a repeat test shall be required.

(G) All positive findings shall require a chest X ray to rule out active pulmonary disease.

(H) Individuals with a positive finding need not have repeat annual chest X rays. They shall have a documented annual evaluation to rule out signs and symptoms of tuberculosis disease.

(I) An individual who is skin-test positive with a normal chest X ray should be considered for preventive medication. Those who

complete a recommended course of preventive medication need have no further testing for tuberculosis unless signs and symptoms which are compatible with tuberculosis disease are present.

(J) All employees and volunteers of state correctional centers who are exposed to a case of infectious tuberculosis or who develop signs and symptoms which are compatible with tuberculosis disease shall be medically evaluated. All employees and volunteers shall have a documented annual evaluation to rule out signs and symptoms of tuberculosis disease.

*AUTHORITY: section 199.350, RSMo 1994. *Original rule filed April 17, 1995, effective Nov. 30, 1995. Emergency amendment filed June 14, 2000, effective June 24, 2000, expired Feb. 22, 2001. Amended: Filed June 14, 2000, effective Nov. 30, 2000.*

**Original authority: 199.350, RSMo 1992.*

Boone County Clerk

WENDY S. NOREN
BOONE COUNTY CLERK
COUNTY GOVERNMENT CENTER, RM 230
801 E WALNUT
COLUMBIA, MO 65201
573-886-4295

Fax

To: KRISTINA	From: Boone County Clerk
Date: 20 May 2003	From: Shawna Victor
Phone: 882-5714	Phone: 573-886-4295 or 886-4297
Re: Order for Public Notice	Pages: 2 (including cover)
Fax #: 884-5293	Fax #: 573-886-4300

Urgent For Review Please Comment Please Reply Please Recycle

Kristina-
Please find attached a copy of the Order for Public Notice for the Boone County Health Regulations Chapter.8. Please begin running this as soon as possible.

The bill for this should be sent to the City of Columbia/Boone County Health Department - Attention: Deanna. Please send me a copy of the affidavit for my files. If you have any questions, you may contact me at 886-4297 or Deanne at the Health Department at 874-7347.

Thank you



Shawna M. Victor

**BEFORE THE COUNTY COMMISSION OF
BOONE COUNTY, MISSOURI**

In Re: Chapter VIII)	May Session
Boone County)	May Adjourned
Code of Health Regulations)	Term 2003
)	Commission Order No. <u>255-2003</u>

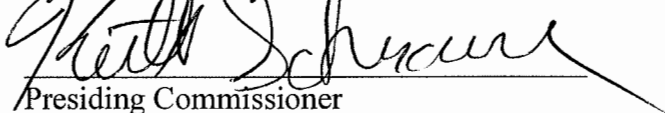
ORDER FOR PUBLIC NOTICE

On the 20 day of MAY 2003, the County Commission for Boone County, Missouri, met in regular session and entered the following order in regard to the enactment of Chapter VIII of the Code of Health Regulations for Boone County, Missouri:

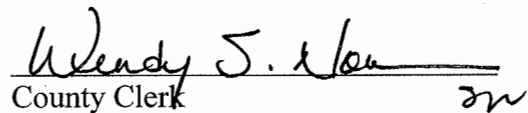
IT IS ORDERED THAT the County Clerk of Boone County, Missouri, make available to the public copies of Chapter VIII of the Code of Health Regulations for Boone County, Missouri, adopted on the 20 day of MAY, 2003, by order of this Commission and that the general public is hereby notified that such regulations are available for distribution to the public at the office of the County Clerk, Boone County, Missouri, Roger B. Wilson Boone County Government Center, 801 E. Walnut, Columbia, Missouri 65201.

Boone County, Missouri

By: Boone County Commission:


Presiding Commissioner

ATTEST:


County Clerk *WJW*

Insertions:

MAY-20-03 TUE 11:59 AM

TRANSACTION REPORT

FOR:) 1400 CLERK

DATE	START	RECEIVER	TX TIME	PAGES	TYPE	NOTE
MAY-20	11:58 AM	98845293	56"	2	SEND	OK

Legal Notices 1300

BEFORE THE COUNTY COMMISSION OF BOONE COUNTY, MISSOURI
In Re: Chapter VIII
Boone County
Code of Health Regulations
May Session
May Adjourned
Term 2003
Commission Order No. 255-2003

ORDER FOR PUBLIC NOTICE
On the 20th day of May, 2003, the County Commission for Boone County, Missouri, met in regular session and entered the following order in regard to the enactment of Chapter VIII of the Code of Health Regulations for Boone County, Missouri:

IT IS ORDERED THAT the County Clerk of Boone County, Missouri, make available to the public copies of Chapter VIII of the Code of Health Regulations for Boone County, Missouri, adopted on the 20th day of May, 2003, by order of this Commission and that the general public is hereby notified that such regulations are available for distribution to the public at the office of the County Clerk, Boone county, Missouri, Roger B. Wilson Boone County Government Center, 801 E. Walnut, Columbia, Missouri 65201.

Boone County Missouri
By: Boone County Commission:
Keith Schnarre
Presiding Commissioner
ATTEST:
Wendy S. Noren
County Clerk

Insertion dates: May 22, 23, 25, 26, 27, 28, 29, 30, June 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, and 15, 2003

CIRCUIT COURT FOR THE COUNTY OF BOONE STATE OF MISSOURI

In the Interest of:
DWH
CASE NUMBER: 03JU164134
THE ESTATE OF MISSOURI
TO:

MATTHEW PAUL TYLER
604 MAPLE STREET
ROLLA, MO 65401

You are hereby notified that an action has been commenced in the Circuit Court for the County of Boone, Missouri, the object and general nature of which is: **PETITION FOR JURISDICTION.**

The names of all parties to said action are stated above in the caption hereof and the name and address of the attorney for juvenile officer is **MELISSA McALLISTER, 115 NORTH EIGHTH STREET, COLUMBIA, MO 65201.**

You are further notified that, unless you file an answer or other pleadings or shall otherwise appear and defend against the aforesaid petition within 45 days after **MAY 1, 2003**, judgment by default will be rendered against you.
Witness my hand and the seal of the Circuit Court this date **April 25, 2003.**

Cheryl Whitmarsh
Circuit Clerk
By: Karen Pudenz
Deputy Clerk

Insertion dates: May 1, 8, 15, and 22, 2003

NEED A ROOMMATE?

CLASSIFIED ADVERTISING CAN HELP

30 mpg city, cruise 26k, \$5,800
MUST SELL! 447-1744

1999 FORD CONTOUR LX auto, ac, 63k, CD, spoiler, new tires, alloy wheels, cruise, PS/PM, silver. \$4950. 268-0015

1999 MITSUBISHI GALLANT V-6, auto, power everything, AC, wood grain, burgandy/tan, keyless entry, 78k, \$6500. 268-1240

2000 TOYOTA AVALON, white, tan leather, sunroof, loaded. 30K, cd changer, heated seats. ext. war. \$21,400. 573-449-2324

OVER 60 CARS & TRUCKS under \$3,000. See at 4597 N. Hwy 763 **MID-MO AUTO PLAZA** (next to the big chicken) **573-442-8047**

Motorcycles 960

1999 KAWASAKI VULCAN 805, windshield, approx 7,000 miles, \$3500. 696-0750

2000 SUZUKI BANDIT 600cc., red, 2800 miles, like new, 573-443-7277.

Auto Parts 970

4-15" ALUMINUM WHEELS for Chevy S-10 4x4, Blazer or Pickup \$80 OBO. 573-642-6836

FULL SIZE aluminum truck tool box. \$100/neg. 660-882-6910.

WERNER LADDER RACKS for full size truck. Excellent cond'n. \$200.00 660-882-6910.

Trucks/Vans 980

1999 DODGE HALF TON Pick up \$500. 874-5949 or 875-8861

1987 FORD 3/4 Ton, 4x4, diesel, 4spd, wagon wheels, 5th wheel ball, 98k, \$3450. 875-0684 or 881-2558

1990 ASTRO VAN needs engine, new all weather tires & Die Hard battery. Great for parts \$700 OBO. 474-0092/ 424-3338

1991 GMC SONOMA 4x4, aluminum wheels, 5 sped, bed liner, 143KO, \$2875. 875-0684 or 881-2558

1994 FORD E150 Osage Custom Van, 100 K miles, 302 V8, all power, one owner, exc. condition. \$4,900. 446-7548.

1997 TOWN & COUNTRY LX in great condition, loaded, dual air, AM/FM/CASS 6/spkr, 86k, \$6850. 874-9423

1999 FORD WINDSTAR LX 48k, excellent condition, rear air, left rear door, power, below book \$9,500 OBO. 445-3280

1999 HONDA ODYSSEY EX 86k, extended warranty, AC, keyless entry, TCS, power doors, just detailed, new tires, loaded, \$15,500. 445-2238

2002 FORD F150 LARIAT, super cab, 4dr, 4wd, 5.4l V8, auto, towing, leather, warranty, loaded, great truck, bargain price, \$22,000. 442-5935

Sports Utility Vehicle 985

1987 S-10 BLAZER 4x4 120k,

Bicycles & Access 810

MAN'S BIKE excellent condition \$351. 442-4171

Boats/Motors 820

1965 EVENRUDE 32 HP Outboard motor \$150, with steering wheel & tank. 234-0306

1979 RANGER BASS BOAT 150 HP/Evenrude, 12-24 Brute trolling motor, 2 depth finders/ live wells, red. \$4500 w/ trailer. 657-2304

1998 SEADOO, new engine w/ warranty, and 1996 Seadoo w/ double trailer. Low hours 573-819-2703

Recreation 860

1969 BONANZA CAMPING TRAILER \$650 cash. 874-5949 or 875-8861

Sport Equip/Supply 870

PING PONG TABLE full size \$160. 442-7034

GOOD QUALITY USED GOLF BALLS! Most Brands. 100/\$25 OR .30/EACH 442-7349

NORDIC TRAC PRO, like new \$125. 474-5530

PORTABLE BASKETBALL SET \$45. 499-9841 (Moving)

SCUBA EQUIPMENT Integrated weight bcd, regulator with/Safe/Second & 3 Gauge Console (pressure/depth/compass) Weights Etc. \$585 449-2324 or 875-8028

VITA-MASTER SKI machine \$45, treadmill (non-electric) \$10. 573-642-3585

WEIGHT MACHINE w/many accessories - full body workout. Like new. \$125.00/neg. 660-882-6910.

Automotive 900



Automobiles 920

1984 LINCOLN TOWNCAR, 140K, runs great, brand new a/c, power everything, leather seats in perfect cond., no body damage, must sell, \$2,500. 573-256-4915

1986 HONDA CIVIC HB, 5 spd, new paint, wheels, runs great, black, good suspension, asking \$2000 w/o wheels \$1500 OBO 573-256-1035

1989 HONDA ACCORD LXI auto, 121k, CD, 4dr, AC, well maintained, sunroof, \$2850. 445-9553

1991 MITSUBISHI GALLANT 4dr, needs engine rebuild, body excellent \$500. 815-0643

1992 HONDA ACCORD LX 4dr, 5 spd, 150k, well maintained, \$3450 NEG. 443-0325 Eve.

1993 BUICK PARK AVENUE auto, AC, PW/PL, keyless entry,

ATER CAMERA Self Motor Marine 35 Mm, \$185. 449-2324

FLORAL PRINT OC- L CHAIR \$30, 4 drawer (tall) \$25.

ATH TUB \$30, large \$10. 696-0750

CKER BOOKCASE \$70. 815-7553

musical 575

phone Bundy II, with excellent condition, beginners, \$650 ave message

oys 585

OTER \$45, Clue ss game complete \$65 (both) 442-7034

xols 586

1d/Or Router Table; Router With Router ed On \$65 875-8028

H MARK V, table drill press, edge \$0. 499-4407

eo/VCR 587

00 Watt Remote lver; Teac Cassette 100. 442-2324

uppies 600



ts 690

2 year old male Neutered, shots, and heartworm Housebroken. Animal Sanctuary -1680

arden 700



arden 740

IN BC ALITY 0" & nder 1" Muri, ear cut 5-5434

ASS CATCHER g lawn mower, w \$300 asking

20" cordless, n mower, \$50.

255-2003

CERTIFIED COPY OF ORDER

256-2003

STATE OF MISSOURI }
County of Boone } ea.

May Session of the May Adjourned Term. 20 03

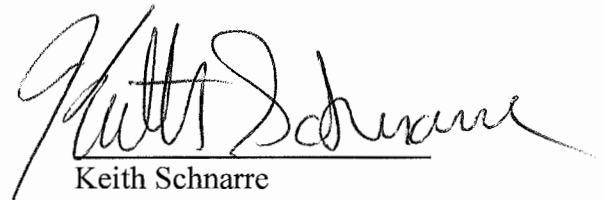
In the County Commission of said county, on the 20th day of May 20 03

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby rescind Commission Orders 88-2002 and 89-2002 and appoint the following to the Boone County Group Homes and Family Support Board of Directors:

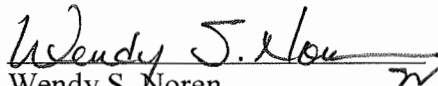
- Craig Brumfield for a term that will run from December 31, 2001 to December 31, 2004, and
- Robert G. Bailey for a term that will run from December 31, 2001 to December 31, 2004.

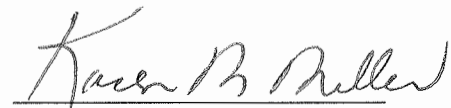
Done this 20th day of May, 2003.



Keith Schnarre
Presiding Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

~~250~~

88 -2002

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

February Session of the February Adjourned Term. 2002

In the County Commission of said county, on the 21st day of February 20 02

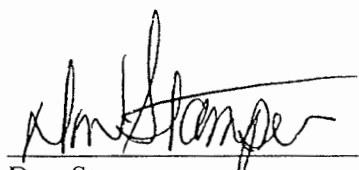
the following, among other proceedings, were had, viz:

ERROR

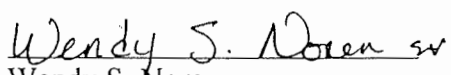
Now on this day, the County Commission of the County of Boone does hereby appoint Craig Brumfield to the Boone County Group Homes and Family Support Board of Directors for a term that will run from December 31, ~~2002~~ to December 31, ~~2005~~.

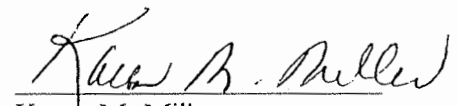
2001 2004

Done this 21st day of February, 2002.


Don Stamper
Presiding Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

Don Stamper, Presiding Commissioner
Karen M. Miller, District I Commissioner
Skip Elkin District II Commissioner



Boone County Government Center
801 E. Walnut, Room 245
Columbia, MO 65201
573-886-4305 • FAX 573-886-4311
E-mail: commission@boonecountymo.org
88-200Z

Prm. agenda
reappoint for 3 yr. term
run 12/31/2003 - 12/31/2005
2004
2001

Boone County Commission

BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Ved. Jan. 30
10:30
Reapplying

Board or Commission: Boone County Group Homes + Family Support Term: 3 yr

Current Township: _____ Today's Date: 12/31/01

Name: CRAIG BRUMFIELD

Home Address: 2912 LYNNWOOD DR Zip Code: 65203

Business Address: PO BOX 1867 Zip Code: 65205

Home Phone: 573.442.5687 Work Phone: 441.2872
Fax: 573.443.8342 E-mail: cbrumfield@fnb-columbia.com

Qualifications: JUST COMPLETED 3 yr TERM + WAS ACTIVELY INVOLVED DURING THAT TIME; HEADED THE PROPERTY SUB-COMMITTEE, WORKED CLOSELY WITH THE STAFF IN COORDINATING BUILDING DEDICATION CEREMONIES + CURRENTLY INVOLVED IN PLANNING 25 YEAR ANNIVERSARY EVENTS.

Past Community Service: FRIENDS OF RUSK BOARD, ROTARY SOUTH BOARD, COLUMBIA CHAMBER OF COMMERCE, UNITED WAY LOANED EXECUTIVE, AMERICAN DIABETES WALK CO. CHAIR, TIGER QRS CLUB BOARD

References: CHUCK GRAHAM, DALE CREECH - MEA OIL CEO
JOE MOSELEY - SHELTER INSURANCE

I have no objections to the information in this application being made public. To the best of my knowledge at this time I can serve a full term if appointed. I do hereby certify that the above information is true and accurate.

Craig Brumfield
Applicant Signature

Return Application To: Boone County Commission Office
Boone County Government Center
801 East Walnut, Room 245
Columbia, MO 65201
Fax: 573-886-4311

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

February Session of the February Adjourned Term. 2002

In the County Commission of said county, on the 21st day of February 20 02

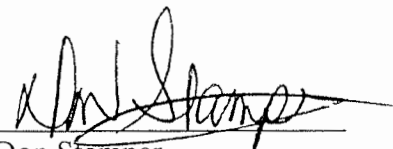
the following, among other proceedings, were had, viz:

ERROR

Now on this day, the County Commission of the County of Boone does hereby appoint Robert G. Bailey to the Boone County Group Homes and Family Support Board of Directors for a term that will run from December 31, ~~2002~~ to December 31, ~~2005~~.

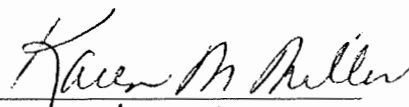
2001 *2004*

Done this 21st day of February, 2002.


Don Stamper
Presiding Commissioner

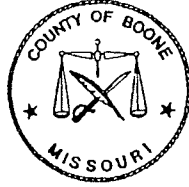
ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

Doni Stamper, Presiding Commissioner
Karen M. Miller, District I Commissioner
Skip Elkin District II Commissioner



89-2002
Boone County Government Center
801 E. Walnut, Room 245
Columbia, MO 65201
573-886-4305 • FAX 573-886-4311
E-mail: commission@boonecountymo.org

0 n. agenda
reappoint for 3 yr. term
run (12/31/2002) 2001
12/31/2005 2004

Boone County Commission

Tues Jan. 29
3:00

BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Reapplying
Board or Commission: Boone County Group Home + Family Support Term: 3

Current Township: _____ Today's Date: 12/26/01

Name: Robert G. Bailey

Home Address: 3378 S. Country Woods Zip Code: 65203

Business Address: 217 Hulston Hall Zip Code: 65211

Home Phone: 573-446-8157 Work Phone: 882-6891

Fax: 882-4984 E-mail: BaileyR@Missouri.com

Qualifications: Present President of Board. Please refer to resume
sent upon separate cover.

Past Community Service: See Resume

References: Please see Resume

I have no objections to the information in this application being made public. To the best of my knowledge at this time I can serve a full term if appointed. I do hereby certify that the above information is true and accurate.

Applicant Signature

Return Application To: Boone County Commission Office
Boone County Government Center
801 East Walnut, Room 245
Columbia, MO 65201
Fax: 573-886-4311

CERTIFIED COPY OF ORDER

257-2003

STATE OF MISSOURI }
County of Boone } ea.

May Session of the May Adjourned

Term. 20 03

In the County Commission of said county, on the

20th day of

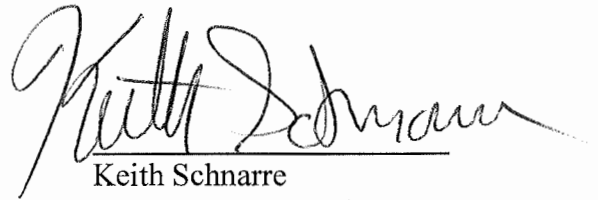
May

20 03

the following, among other proceedings, were had, viz:

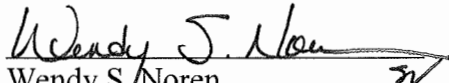
Now on this day the County Commission of the County of Boone does hereby rescind Commission Order 242-2003 appoint Kevin Holman to the Road and Bridge Advisory Committee.

Done this 20th day of May, 2003.



Keith Schnarre
Presiding Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission
Karen M. Miller
District I Commissioner
Skip Elkin
District II Commissioner

257

~~247~~-2003

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

May Session of the May Adjourned Term. 20 03

In the County Commission of said county, on the
the following, among other proceedings, were had, viz:

^{13th} day of May 20 03
^{26th}

Now on this day the County Commission of the County of Boone does hereby appoint Kevin Holman, representing Rock Bridge Township, to the Road and Bridge Advisory Committee for a four year term to expire on May 5, 2007.

Done this 13th day of May, 2003.

** This actually rescinds order 247-2003*

Keith Schnarre

Keith Schnarre
Presiding Commissioner

Karen M. Miller

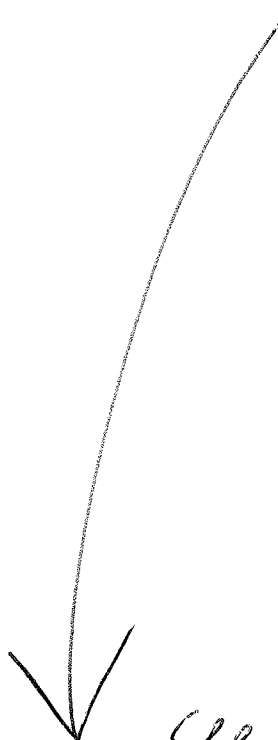
Karen M. Miller
District I Commissioner

Skip Elkin

Skip Elkin
District II Commissioner

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



see Commission Agenda file for actual wording.



Keith Schnarre, Presiding Commissioner
Karen M. Miller, District I Commissioner
Skip Elkin District II Commissioner



RECEIVED

PR 29 2003

Boone County Government Center
801 E. Walnut, Room 245
Columbia, MO 65201
573-886-4305 • FAX 573-886-4311
E-mail: commission@boonecountymo.org

Boone County Commission

appt for a 4-yr. term to expire 5-5-2007

BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Board or Commission: Road & Bridge Advisory Board Term: _____

Current Township: ROCK BRIDGE Today's Date: 4/28/2003

Name: Kevin Holman

Home Address: 5132 South Brock Rodgers Road Zip Code: 65201

Business Address: 2504 West Worley Zip Code: 65203

Home Phone: (573) 442-7986 (Unlisted) Work Phone: (573) 446-3360

Fax: (573) 446-7001 E-mail: N/A

Qualifications: Over 25 years in the construction industry ranging from Clarence Cannon Dam, Teaching Asst in Civil Engineering Dept, to residential construction and remodeling.
See Attached

Past Community Service: President Columbia Jaycees 1990-1991
President Columbia Lutheran Assn Schools - School Board 2000-2002

References: H. Soc Hulen (0) 573 446-4111, Larry Hendren (0) 449-2646
Steve Maledy (0) 886-8900

I have no objections to the information in this application being made public. To the best of my knowledge at this time I can serve a full term if appointed. I do hereby certify that the above information is true and accurate.

Kevin Holman
Applicant Signature

Return Application To: Boone County Commission Office
Boone County Government Center
801 East Walnut, Room 245
Columbia, MO 65201
Fax: 573-886-4311

Kevin Holman
5132 S. Brock Rodgers Road
Columbia, MO 65201
(573) 446-3360

Professional Experience

1989 – Present Holman Construction

President of a residential/commercial construction and remodeling company. Briefly during this time period, my company was affiliated with Ash Corporation, a residential construction company

1987 – 1988 Harry Houf Construction

Carpenter and Concrete Finisher for road, bridge and other heavy construction projects

1986 – 1987 Jomac Construction

Layout Superintendent for road, bridge and other heavy construction projects

1984 – 1985 University of Missouri-Columbia
Department of Civil Engineering

Lab Instructor and Teaching Assistant for engineering courses for 3 semesters

1978 – 1985 Numerous construction and carpentry positions

Education

University of Missouri-Columbia
Bachelor of Science
School of Forestry, Fisheries and Wildlife
Concentration: Woods Products/Wood Engineering

CERTIFIED COPY OF ORDER

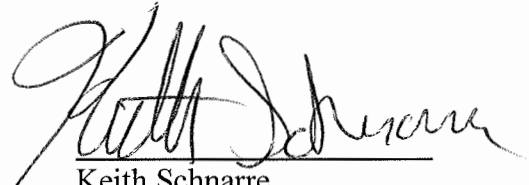
STATE OF MISSOURI }
 County of Boone } ea.

May Session of the May Adjourned Term. 20 03

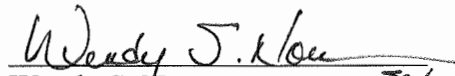
In the County Commission of said county, on the 20th day of May 20 03
 the following, among other proceedings, were had, viz:

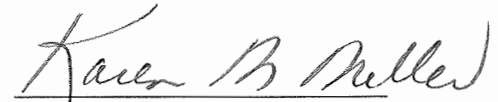
Now on this day the County Commission of the County of Boone does hereby authorize the use of the Courthouse Grounds on October 5, 2003 from 11:00 a.m. to 4:00 p.m. for a registration area for the Alzheimer's Memory Walk sponsored by the Alzheimer's Association. It is further ordered that the Presiding Commissioner be hereby authorized to sign said application.

Done this 20th day of May, 2003.


 Keith Schnarre
 Presiding Commissioner

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission


 Karen M. Miller
 District I Commissioner


 Skip Elkin
 District II Commissioner

Keith Schname, Presiding Commissioner
Karen M. Miller, District I Commissioner
Skip Elkin, District II Commissioner



Roger B. Wilson
Boone County Government Center
801 East Walnut Room 245
Columbia, MO 65201-7732
573-886-4305 • FAX 573-886-4311

Boone County Commission

Commission agenda

258-2003

APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY COURTHOUSE GROUNDS

The undersigned organization hereby applies for a permit to use the Boone County Courthouse grounds as follows:

Description of Use: Registration Area For Alzheimer's Memory Walk

Date(s) of Use: October 5, 2003

Time of Use: From: 11:00 a.m./~~p.m.~~ thru 3 or 4:00 ~~p.m.~~

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To notify the Columbia Police Department and Boone County Sheriff's Department of time and date of use and abide by all applicable laws and ordinances in using Courthouse grounds.
2. To remove all trash or other debris which may be deposited on the courthouse grounds by participants in the organizational use.
3. To repair or replace or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds.
4. To conduct its use of courthouse grounds in such a manner as to not unreasonably interfere with normal courthouse functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds as specified in this application.

Name of Organization/Person: Alzheimer's Association

Organization Representative/Title: Barbara Hodges - Development Director

Address/Phone Number: 1121 Business Loop 20 E; 65201 443 8665

Date of Application: May 14, 2003

PERMIT FOR ORGANIZATIONAL USE OF COURTHOUSE GROUNDS

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

BOONE COUNTY, MISSOURI

Wendy J. New
County Clerk *sr*

Keith Schname
County Commissioner

DATE: 20 MAY 2003