

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 20 04

County of Boone

In the County Commission of said county, on the

14<sup>th</sup> day of September 20 04

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

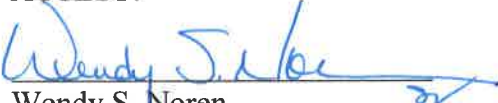
Now on this day the County Commission of the County of Boone does hereby approve the following budget revision:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT DECREASE	AMOUNT INCREASE
1123-86800: Emergency	\$10,000.00	
1126-71105: County Counselor – Legal Services		\$10,000.00

Said budget revision is for additional legal services for the County Counselor's Office.

Done this 14<sup>th</sup> day of September, 2004.

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

  
Keith Schnarre  
Presiding Commissioner

  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner



2004 Emergency Fund  
1123-86800

DATE	DEPARTMENT	DEPT. NO.	ACCOUNT	AMOUNT	BALANCE	DESCRIPTION
1/1/2004	Original budget			650,000	650,000	Original budget
4/20/2004	Commission Office	1121	91100	(1,335)	648,665	Commission chambers desk
6/4/2004	Human Resources	1115	92100	(650)	648,015	chair for HR director
6/17/2004	Non-Departmental	1190	71100	(1,140)	646,875	real estate appraisal
7/29/2004	County Counselor	1126	10100	(1,600)	645,275	Increase pos #664 Secretary from .5 FTE to .6 FTE
8/31/2004	County Counselor	1126	71105	(10,000)	635,275	Additional legal services
	Total Revisions			<u>(14,725)</u>		

9/1/2004

FY 2004  
Budget Amendments/Revisions  
County Counselor Office (1126)

Index #	Date Recd	Account	Account Name	\$Increase	\$Decrease	Reason/Justification
1	7/30/2004	1123-86800 1126-10100	Emergency County Counselor: Salary & Wages	1,600	1,600	Increase position #664 Secretary from .50 FTE to .60 FTE
2	8/31/2004	1123-86800 1126-71105	Emergency County Counselor: Legal Services	10,000	10,000	Additional legal services

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County of Boone

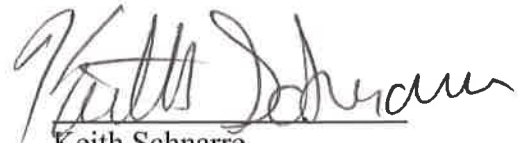
In the County Commission of said county, on the

14<sup>th</sup> day of September 20 04

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

Now on this day the County Commission of the County of Boone does hereby approve the contract between the Boone County Clerk and Kelly F. Dobyns. It is further ordered that the Presiding Commissioner be hereby authorized to sign said contract.

Done this 14<sup>th</sup> day of September, 2004.



Keith Schnarre  
Presiding Commissioner

ATTEST:



Wendy S. Noren  
Clerk of the County Commission



Karen M. Miller  
District I Commissioner



Skip Elkin  
District II Commissioner

Proposal for Provision of Services  
to  
The Clerk of Boone County, Missouri  
Wendy S. Noren  
by  
Kelly F. Dobyms  
July 12, 2004

RECEIVED  
SEP 10 2004  
BOONE COUNTY AUDITOR

### **Executive Summary**

The following describes services Kelly F. Dobyms ("Dobyms") will provide to the Boone County Clerk Wendy S. Noren ("the Clerk"). These services will include the review, development, implementation, and evaluation of a training program for election judges and poll workers who will work during the primary election ("primary") on August 3, 2004, and the general election ("election") on November 2, 2004.

The development phase will include a review of current policies, procedures, and materials employed in the training of election judges and poll workers, and an adaptation of these to meet new federal, state, and county election guidelines. Activities will consist of training observations, primary polling place site observations, curriculum and instructional materials production for not only the training of election judges and poll workers, but also for a train-the-trainers program. This phase of the project will also see the development of formative and summative evaluation procedures and instruments.

The first segment of the implementation phase will include the hiring and training of instructors who will, along with the Clerk and Dobyms, conduct training for election judges and poll workers working at polling places during the election. This training will consist of a 2-4 hour classroom experience and a second, 1-2 hour hands-on training session. Also during this phase, Dobyms will begin administration and analysis of formative evaluations of the evolving training program.

The second segment of the implementation phase will occur on November 2, 2004, the day of the election. These activities will consist mainly of polling place site observations and support. During this period, Dobyms will also analyze the formative evaluations of the project and complete development of the summative evaluation procedures and instruments.

The final phase of the project will involve the administration and analysis of summative evaluations of the project. At the conclusion of this phase, Dobyms will supply the Clerk with a compilation report.

# Project Detail

## Phase I

This phase will involve Dobyns' review of federal, State of Missouri, and Boone County policies, procedures, and materials mandated, suggested, or supplied for the training of election judges and poll workers. While there are many useful and mandated resources currently available, the formats of these are both overlapping and disconnected. Employing observational and ethnographic research techniques, Dobyns will develop a competency-based curriculum that incorporates the required and essential knowledge and skills, leading to a formative, outcomes-driven assessment process. Products here may include hardcopy, electronic, and/or web-based training resources, all designed to streamline and improve the efficiency, effectiveness, and knowledge/skills transfer of the election judge/poll worker training process. Also included will be a competency-based train-the-trainer curriculum and materials, allowing for the concurrent training of the 300-500 election judges and poll workers the Clerk anticipates will be required to conduct the election in a fair, impartial, legal, and efficient manner.

## Phase II-A & B

The first segment of this, the implementation phase (Phase II-A), will consist of the Clerk's hiring and Dobyns' training of persons who will complete the train-the-trainer program. These part-time, temporary employees—having successfully completed the trainer curriculum—will be responsible for assisting the Clerk and Dobyns in the conduct of the training of election judges and poll workers, thus increasing the efficiency and effectiveness of state-provided funding. The trainers will also be asked to complete formative evaluation materials assessing the effectiveness of the train-the-trainer process.

The Clerk, Dobyns, and the employed trainers will then conduct the second segment of this phase of the project, training for the election judges and poll workers scheduled to perform their respective duties during the election on November 2, 2004. This training will consist of a 2-4 hour classroom experience, tentatively planned to occur at the Roger B. Wilson County Government Center, designed to familiarize veteran election judges and poll workers with new policies, procedures, technology, and guidelines, and to introduce first-time and novice election judges and poll workers to the overarching process, as well as current rules, regulations, technology, and practices. This segment will also include a second, 1- 2 hour hands-on training, conducted either at the election judges' and poll workers' particular polling place sites, or at a mock-up polling place at a site to be determined.

Also during this segment, Dobyms will analyze the formative evaluations of the project, providing the Clerk with a project update report. In addition, Dobyms will complete development of the summative evaluation procedures and instruments. These will draw upon the recommendations gleaned from the formative analyses to provide an outcomes-based assessment process—one utilizing both quantitative and qualitative methodologies—designed to ascertain both the efficiency and effectiveness of the new training programs.

The second segment of this phase (Phase II-B) will focus primarily on election-day observation and support at various polling place sites around Boone County. The Clerk, Dobyms, and employed trainers will make random and request-related visits to all voting sites to ensure compliance with mandated and desired federal, state, and county election and voting guidelines, and to offer technical, procedural, and morale support to election judges and poll workers. Other activities planned for this segment, though not occurring on election day, include Dobyms' analysis of formative evaluation materials and completion of summative assessment instruments and procedures.

### **Phase III**

The final phase of the project will involve assessment of the project's overall effectiveness. Dobyms will administer and analyze summative evaluations of the project provided by the Clerk, employed trainers, election judges and poll workers, and any other stakeholders the Clerk deems appropriate. This outcomes-based assessment process—one utilizing both quantitative and qualitative methodologies—will provide data useful for determining both the strengths and weaknesses of the training program developed via project activities. At the conclusion of this phase, Dobyms will supply the Clerk and other stakeholders the Clerk deems appropriate, with a report compiling both the formative and summative evaluations of the project, including any recommendations for further improvement.

Payment for the above referenced programs shall be 12,000.

#### **Concurrent Phase:**

Recruitment and coordination of training of vocational education students to staff the precinct laptop program for the November election. Payment for this phase shall be \$3,000.

#### **Payment Schedule**


The County shall provide clerical support, printing and graphics design services. Payment shall be made according to the following schedule:




- 3,000 upon completion of August Election
- 3,000 upon receipt of invoice on or about Sept 15<sup>th</sup>
- 3,000 upon receipt of invoice on or about October 15<sup>th</sup>
- 6,000 upon completion of the project and submission of project evaluations and recommendations


Project expenses shall be charge to the county and reimbursed with prior approval from the Clerk as provided County policies. On site expenses shall be limited to mileage to and from Ames, IA and reimbursed at .375 per mile.

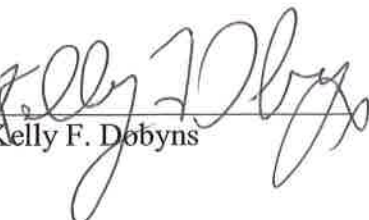
APPROVED AS TO FORM:

  
\_\_\_\_\_  
John Patton  
County Counselor

AUDITOR CERTIFICATION

\_\_\_\_\_  
  
\_\_\_\_\_  
Keith Schnarre  
Presiding Commissioner

  
\_\_\_\_\_  
Wendy Noren  
County Clerk

  
\_\_\_\_\_  
Kelly F. Dobyns

**CERTIFICATION:**  
I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance of such appropriation sufficient to pay the costs arising from this contract.  
*Juno Pritchford by KF 9/13/04*  
Auditor Date  
#15,000 1132-71101

## Tentative Timeline for Project Activities

Activity	Start Date	End Date	Locale
<b>Phase I</b>			
Draft Development of New Curriculum & Materials	07/12	07/25	Ames
Current Training Observation & Continued Development of Curriculum & Materials	07/26	08/02	Columbia
Primary Observation	08/03	08/03	Columbia
<b>Phase II-A</b>			
Finalization of New Curriculum & Materials	08/04	09/03	Ames
Production of New Curriculum & Materials	09/06	09/10	Ames / Columbia
Hiring & Scheduling of Trainers	09/13	09/17	Ames / Columbia
Train-the-Trainer Classes	09/20	09/24	Columbia
<b>Phase II-B</b>			
Hiring, Scheduling, & Training of Election Judges and Poll Workers	09/27	10/31	Ames / Columbia
Election Day	11/02	11/02	Columbia
<b>Phase III</b>			
Analyses of Evaluations & Production of Final Project Report	11/03	11/12	Ames / Columbia

KELLY FRANKLIN DOBYNS  
4804 Utah Drive  
Ames, IA 50014  
(515) 292-2590 or (515) 451-1491  
kfd55@hotmail.com

**EDUCATION:**

A.B.D.—Higher Education Administration—Texas Tech University; (Ed.D. 12/04).  
M.F.A.—Creative Writing, Poetry—University of Alabama, 1986.  
B.A.—English, emphasis in Creative Writing—University of Missouri, 1978.

**EXPERIENCE:**

**Consultant**, Self-employed, 2/03-present. Responsibilities include providing writing/editing, grant writing/administration, curriculum evaluation/development, survey design, administration, & analysis, accreditation review, strategic & operational planning, and other services to a growing number of public, private, and non-profit organizations.

**Dean of Sciences & Humanities**, Des Moines Area Community College, 7/02-2/03. Responsibilities included supervision of over 200 full & part-time faculty in the area of liberal arts and sciences; also coordinate A & S curriculum across DMACC system as well as participate in senior-level planning, budgeting, and decision-making.

**Associate Dean of Instruction**, Texas State Technical College West Texas, 1/99-7/02. In addition to the duties as Director of Institutional Planning & Research detailed below, responsibilities included new program development and curriculum coordination, oversight of distance learning activities, faculty development, and administration of three grant-funded projects; these responsibilities included supervision of over 15 regular and grant-funded personnel; also teach one course per semester.

**Interim Dean of Instruction**, Texas State Technical College West Texas, 5/1998-12/98. Duties included oversight of Instruction Division, over 80 full-time faculty and support staff, as well as Institutional Planning & Research responsibilities detailed below.

**Director of Institutional Planning and Research**, Texas State Technical College West Texas, 12/91-12/98. Reporting directly to the President, duties included strategic planning, institutional effectiveness, institutional research, accreditation oversight, facilities planning, instructional administration, faculty evaluation, grant writing & administration, member of President's Administrative Council, MIS/information resources coordination, and student academic relations; directed entire reaffirmation of accreditation process 1991-1994, leading to successful reaffirmation status in December of 1994.

**Assistant to the Dean of Instruction**, Texas State Technical College West Texas, 3/90-11/91. Reporting to the Dean of Instruction, duties included instructional administration,

faculty development & evaluation, federal budget administration, civil rights and special populations coordination, child day care program administration, grant writing and administration, MIS/information resources coordination, and student academic/discipline relations; left the position to become Director of Institutional Planning & Research at TSTC-WT.

**Senior Instructor**, Texas State Technical College West Texas, 8/87-2/90. Reporting to the chair of the English Department, taught the Freshman Composition sequence, Developmental Writing, Speech Communications, and Introduction to Fiction Writing in A.C.E.; left the position to become Assistant to the Dean of Instruction at TSTC-WT.

**Lecturer/Graduate Teaching Assistant**, University of Alabama, 1982-87. Reporting to the Director of the Freshman English Program, taught Freshman Composition & Literature, Sophomore-level courses in British & American Literature, and Junior/Senior-level workshops in the Writing of Poetry. Left the position of Lecturer to become Instructor of English at TSTC-WT.

#### **PROFESSIONAL AWARDS AND ACTIVITIES:**

- Iowa Community College Leadership Initiative Consortium (CLIC), participant, 2002-present.
- George Washington Carver Minority Teacher Scholarship Task Force, member, 2002-present.
- Des Moines Higher Education Association, member, 2002-present.
- Iowa Association of Arts & Sciences Administrators, member, 2002-present.
- Texas Association of College Technical Educators, Treasurer, 2001-present, board of directors, 1999-2001, co-chair Awards & Excellence Committee, 2000-2001, active member 1990-present.
- Texas Higher Education Coordinating Board Workforce Education Course Manual (WECM) Maintenance project director, 2001-present, course review facilitator, 1999-2000.
- Texas Higher Education Coordinating Board Program Quality & Standards Advisory Committee, active member 1998-present.
- Certified DACUM Facilitator, 1999-present.
- Texas Higher Education Coordinating Board new program field reviewer, 1997, peer review team member, 1996-1998.
- Virtual College of Texas, college liaison, 1998-present, Distance Learning Advisory Committee, active member 1998-present.
- Southern Association of Colleges and Schools Commission on Colleges, accreditation liaison, 1991-present.
- Texas A & M Summer Seminar on Academic Administration, graduate, 1991.
- Texas State Technical College System, Chancellor's Award, 2002.
- Texas State Technical College West Texas, Distinguished Service Award, 1994.
- Texas Association for Institutional Research, active member, 1994-1998.

- Texas Higher Education Coordinating Board, Institutional Effectiveness Task Force, 1992-1994.
- South Central Modern Language Association, active member, 1994-present.
- National Council of Teachers of English, active member, 1987-1994.
- Texas Department of Information Resources—University Advisory Committee, active member, 1991-1993.
- Permian Basin Quality Workforce Planning, active member, 1991-1993.
- Texas Department of Human Services Child Care Management Services—Region 4 Advisory Committee vice-chair, 1990-1992.
- Editorial Staff, *University of Alabama Press Poetry Series*, 1982-86, and *Black Warrior Review*, a nationally circulated literary magazine, 1982-85.
- Teaching/Writing Fellowship, University of Alabama, 1985.

## GRANTS

- Texas Higher Education Coordinating Board, Workforce Education Course Manual (WECM) Maintenance project, director, 2001-2002, \$174,000.
- National Science Foundation Computer Science, Engineering, and Mathematics Scholarships (CSEMS) Program, Principal Investigator, Program Years 2002-2002, \$211,000.
- National Science Foundation Computer Science, Engineering, and Mathematics Scholarships (CSEMS) Program, Principal Investigator, Program Years 2000-2001, \$135,000.
- National Science Foundation/Texas Higher Education Coordinating Board, Computer and Information Exchange Project, Principal Investigator, Program Years 1996-97, \$27,600.
- Texas Higher Education Coordinating Board, Carl D. Perkins Annual Grant, Program Year 1993--\$187,000.
- Texas Higher Education Coordinating Board, Carl D. Perkins Discretionary Grant, "Rolling Plains Equity Center," Program Year 1993--\$75,000.
- Texas Higher Education Coordinating Board, Carl D. Perkins Annual Grant, Program Year 1992--\$168,223.
- National Science Foundation, Instrumentation and Laboratory Improvement Grant, "Analog and Digital Telecommunications Laboratory," Program Years 1992-95--\$100,262.
- Texas Higher Education Coordinating Board, Carl D. Perkins Discretionary Grant, "Child Day Care Assistance," Program Year 1992-\$42,500.
- Texas Higher Education Coordinating Board, Carl D. Perkins Discretionary Grant, Program Year 1991—\$317,874.

## PERSONAL INFORMATION & ACTIVITIES

- Married, two children; wife, Cappie is a middle school art teacher; children, Marley, twelve & Riley, eight
- Member, Collegiate Presbyterian Church of Ames, Iowa, 2002-present; teacher, adult Sunday School, 2003.

- Member, Council for School Improvement at Sawyer Elementary School, Ames Iowa, 2002-present.
- Member, First Presbyterian Church of Sweetwater, Texas, 1997-2002; elder on Session, class of 2002; teacher, adult Sunday school, 1998-2001.
- Member, Nolan County (TX) Services Assessment Committee, 1997-2002.
- Member, Sweetwater (TX) Classroom Teachers Association Political Forum, 2000-2002.
- Participant, Sweetwater (TX) "Looking Good" Project, 2000-2002.
- Member, Sweetwater (TX) Chamber of Commerce Leadership Program Board, 1992-1993.
- Graduate, Leadership Sweetwater (TX), 1991.

## REFERENCES

Dr. Robert L. Musgrove, President  
Pine Technical College  
1000 4<sup>th</sup> Street  
Pine City, MN 55063  
(320) 629-6764

Dr. Frank W. Wright  
People for Progress, Inc.  
1413 12<sup>th</sup> Street  
Sweetwater, TX  
(915) 235-0547

Mr. Charles Dekovic, A.I.A.  
Professor Emeritus, Iowa State University  
4814 Utah Drive  
Ames, IA 50014  
(515) 296-2961

Ms. Mary Burrows, Associate Professor & Program Chair, Humanities & Social Sciences  
Texas State Technical College Sweetwater  
300 College Drive  
Sweetwater, TX 79556  
(915) 235-7445

Dr. Edward "Ted" Raspiller, Dean of Technical & Workforce Education  
Blinn College  
P. O. Box 6030  
Bryan, TX 77805-6030  
(979) 821-0202

Dr. Belinda Newman, Provost—Central Park Campus  
Collin County Community College  
2200 W. University Drive  
McKinney, TX 75070  
(972) 548-6800

Mr. William Thompson, Faculty Development Coordinator  
Texas State Technical College West Texas  
300 College Drive  
Sweetwater, TX 79556  
(915) 235-7415

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STATE OF MISSOURI }  
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September Session of the July Adjourned

Term. 20 04

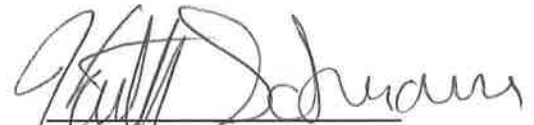
In the County Commission of said county, on the

14<sup>th</sup> day of September 20 04

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

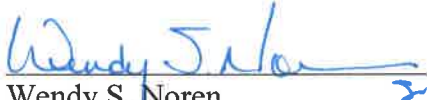
Now on this day the County Commission of the County of Boone does hereby release the certificate of deposit bond for sewer improvements for Lake of the Woods Little General subdivision in the amount of \$50,960 and authorize County Treasurer to sign the release.

Done this 14<sup>th</sup> day of September, 2004.

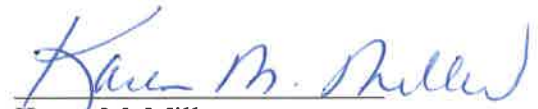


Keith Schnarre  
Presiding Commissioner

ATTEST:



Wendy S. Noren  
Clerk of the County Commission



Karen M. Miller  
District I Commissioner



Skip Elkin  
District II Commissioner



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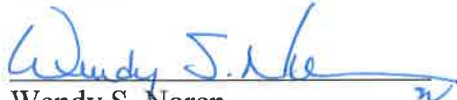
Now on this day the County Commission of the County of Boone does hereby authorize the use of the Commission Chambers on December 4, 2004 from 8:00 a.m. to 6:00 p.m. for a summit of environmental organizations sponsored by the Missouri Votes Conservation. It is further ordered that the Presiding Commissioner be hereby authorized to sign said application.

Done this 14<sup>th</sup> day of September, 2004.

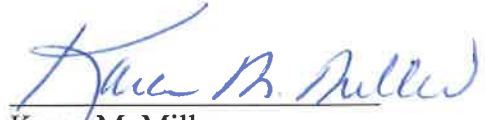


Keith Schnarre  
Presiding Commissioner

ATTEST:



Wendy S. Noren  
Clerk of the County Commission



Karen M. Miller  
District I Commissioner



Skip Elkin  
District II Commissioner

Keith Schnarre, Presiding Commissioner  
Karen M. Miller, District I Commissioner  
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

388-2004

## APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The undersigned organization hereby applies for a permit to use the Boone County Courthouse Grounds and/or Governmental Center as follows:

Description of Use: Summit of Environmental Organizations - CONFERENCE *STATE WIDE*

Date(s) of Use: December 4, 2004 (Saturday)

Time of Use: From: 8:00 a.m./p.m. thru 6:00 a.m. (p.m.)

Facility requested: Courthouse Grounds  - Courtyard Square  - Chambers  - ~~Chambers Atrium #1~~  - ~~Rm 220~~  - ~~Rm 208~~  - ~~Rm 139~~

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, ordinances and county policies in using Courthouse grounds or designated rooms.
2. To remove all trash or other debris that may be deposited (by participants) on the courthouse grounds and/or in rooms by the organizational use.
3. To repair, 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 and/or carpet and furnishings in rooms.
4. To conduct its use of courthouse grounds and/or rooms in such a manner as to not unreasonably interfere with normal courthouse and/or Boone County Government building 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 and/or use of rooms as specified in this application.

Name of Organization/Person: Missouri: Votes Conservation

Organization Representative/Title: Mark Fogal, Executive Director

Address/Phone Number: 6267 Delmar, Ste. 2W, St. Louis MO 63130 ; 314

Date of Application: 9/8/04 725-9494

### PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

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. K...  
County Clerk

Keith Schnarre  
County Commissioner

DATE: 14 Sept 2004

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI }  
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September Session of the July Adjourned Term. 20 04

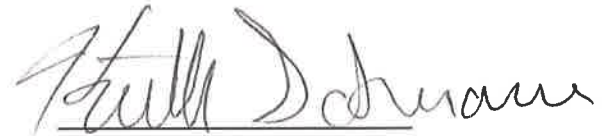
In the County Commission of said county, on the 14<sup>th</sup> day of September 20 04  
 the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby authorize a closed session on Thursday, September 16, 2004 at 8:00 a.m. The meeting will be held in Room 243 of the Roger B. Wilson Boone County Government Center at 801 E Walnut, Columbia, Missouri, as authorized by 610.021(2) RSMo. to discuss leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore.

Done this 14<sup>th</sup> day of September, 2004.

ATTEST:

  
 Wendy S. Noren  
 Clerk of the County Commission

  
 Keith Schnarre  
 Presiding Commissioner

  
 Karen M. Miller  
 District I Commissioner

  
 Skip Elkin  
 District II Commissioner