

TERM OF COMMISSION: February Session of the January Adjourned Term

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

PRESENT WERE: Presiding Commissioner Kenneth M. Pearson
District I Commissioner Karen M. Miller
District II Commissioner Skip Elkin
Deputy County Clerk Kristina Johnson

The meeting was called to order at 1:33 p.m.

Betty Dickneite from Human Resources was present on behalf of this item.

Human Resources

1. 2009 Human Resources Department Annual Report

Ms. Dickneite stated she would be highlighting the Human Resources Department activities in 2009:

(the full Annual Report can be accessed at <http://www.showmeboone.com/HR/>)

MISSION

The County Commission in 1994 created the Human Resources Department. This department provides support services to Elected Officials, Department Heads, and staff as it relates to human resources issues (excluding the Thirteenth Judicial Circuit). Services include, but are not limited to, continuous evaluation of the job classification system, applicant screening, EEO-4 reporting, development and coordination of the County's Affirmative Action Plan, insure compliance with federal and state employment laws, review and development of the County's Personnel Policy Manual, and coordination of training programs for County employees.

GOAL: EEO-4 REPORT & AFFIRMATIVE ACTION PLAN UPDATE

Performance Measure:

Complete EEO-4 Report and update the Affirmative Action Plan as necessary.

Outcome:

- Ethnic/race information is collected on an ongoing basis and is utilized to complete the EEO-4 Report and to update the Affirmative Action Plan.
 - Ethnic/race information was re-evaluated in March 2009 and presented to the Commission for review. Areas of opportunity were presented to the Administrative Authority/Elected Official affected.
 - The job posting announcement is sent to 32 area contacts in addition to mass mailings to 37 other organizations in an effort to target minority groups to ensure EEOC and AA compliance.
- Successfully filed the County's 2009 EEO-4 report which was due by September 30, 2009 as required by the Equal Employment Opportunity Commission. This report shows the sex, ethnicity and job category of full-time employees, new hires and other than full-time employees for 2009.
- As a requirement of a Federal grant awarded to the County, the Human Resources Department compiled a separate Equal Employment Opportunity Plan (EEOP). The new EEOP was posted on the County Human Resources website. This plan was reported to Elected Officials and Department Directors during the October 1st, 2009 Personnel Advisory Committee meeting to make them aware of deficiencies.
- Continued monitoring of new hires into job code 400 – Law Enforcement & Corrections as identified in the County's Affirmative Action Plan. Data was gathered and communicated to the Sheriff's Department in March and September.
- Prepared and presented quarterly reports on salary increases, transfers, promotions and demotions to the Commission for review.

GOAL: EMPLOYEE RETENTION

Performance Measure:

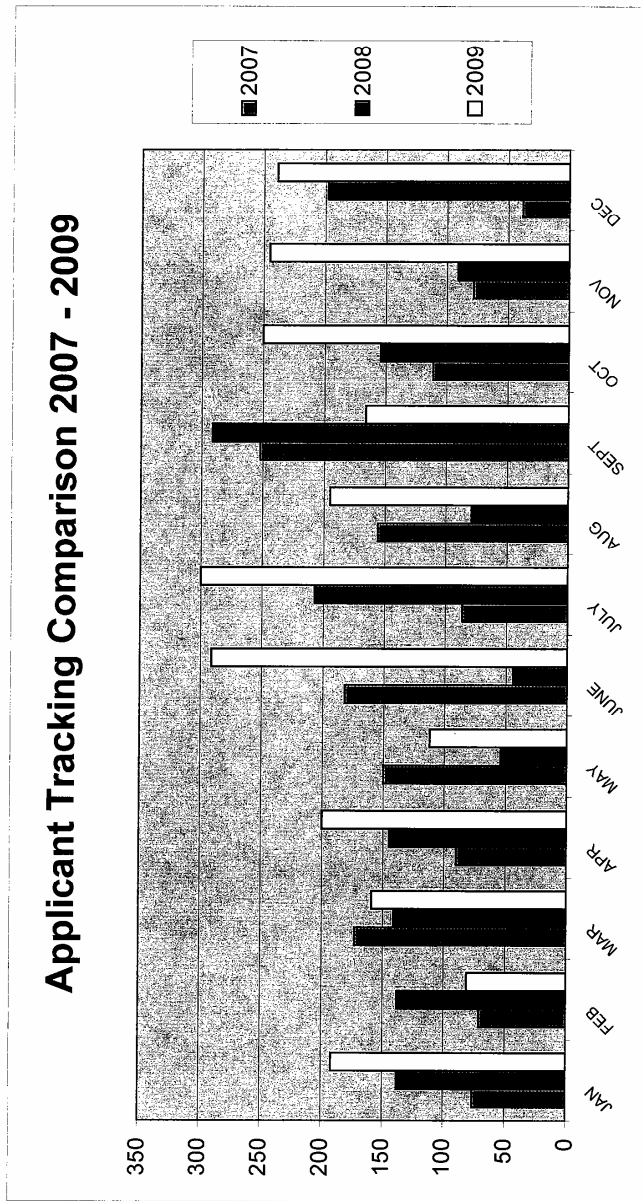
Develop an employee retention strategy to retain valued employees to reduce turnover and associated training costs.

- a) Analyze exit questionnaires to determine what issues have the greatest impact on employee turnover;
- b) Recommend actions to reduce turnover and its associated costs.

Outcome:

- Turnover information has been compiled for Boone County over the last eight (8) years. The figures do not include Court Services Employees, Temporary, Pool Positions, or Elected Officials who leave office. Results are show below:

<u>YEAR</u>	<u>TOTAL NUMBER OF TERMINATIONS</u>		<u>NUMBER OF TEMPORARY EMPLOYEE TERMINATIONS</u>	<u>=</u>	<u>NUMBER OF PERMANENT EMPLOYEE TERMINATIONS</u>	<u>NUMBER OF FULL TIME EMPLOYEES BUDGETED</u>	<u>TURNOVER %</u>
2002	63	-	16	=	47	328.16	14%
2003	62	-	14	=	48	351.42	14%
2004	85	-	34	=	51	352.42	14%
2005	63	-	18	=	45	360.09	12%
2006	149	-	101	=	48	365.40	13%
2007	95	-	50	=	45	359.87	13%
2008	99	-	51	=	48	363.43	13%
2009	53	-	12	=	41	363.03	11%

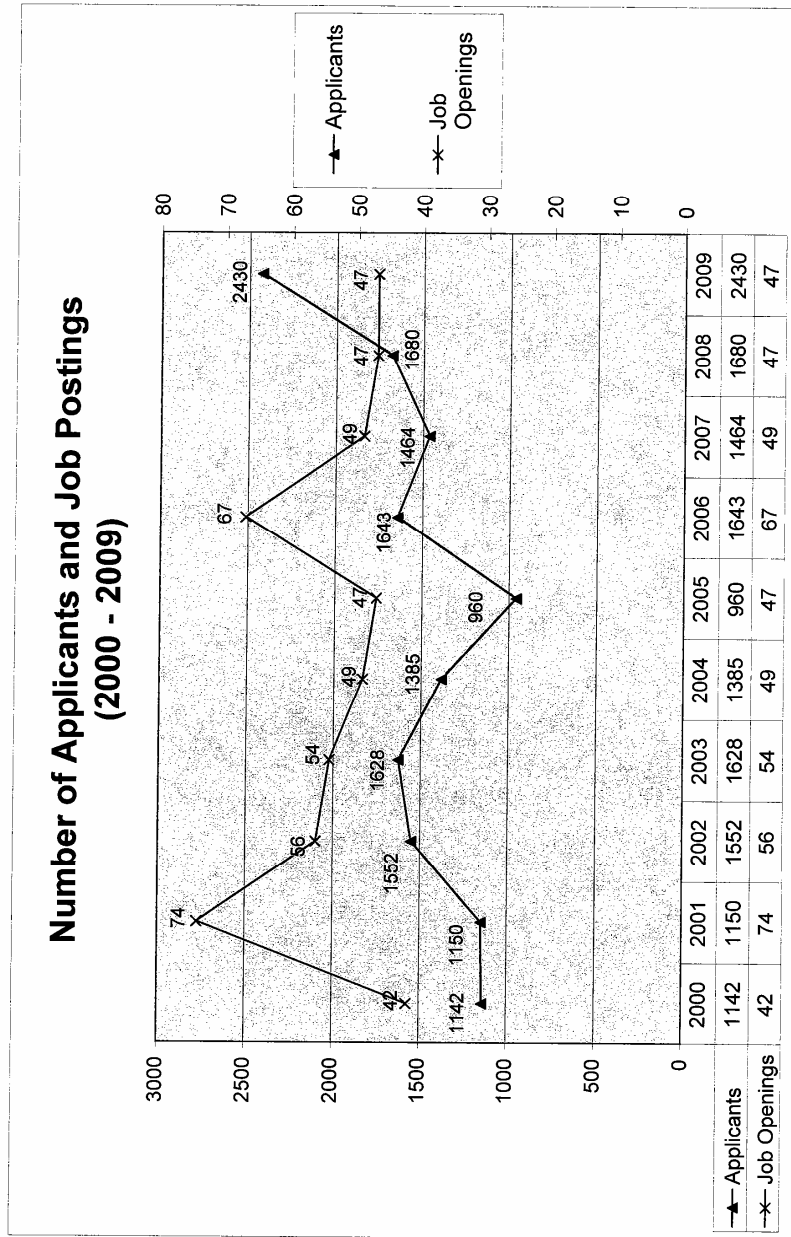


	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2007	76	71	173	90	150	182	85	156	252	111	78	38
2008	138	138	141	145	54	44	207	79	291	154	91	198
2009	192	81	159	200	112	291	300	195	166	250	145	239

Highest Applicant Month in the Year

Second Highest Month in the Year

Boone County Application and Job Posting Trends



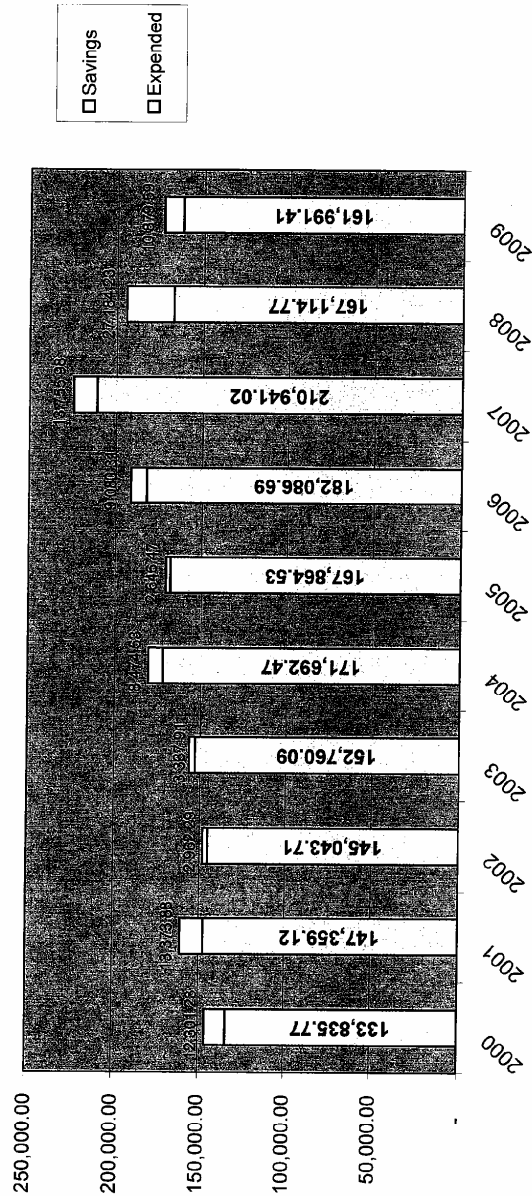
HUMAN RESOURCES 2009 BUDGET

ACCOUNT CLASSES	ORIGINAL BUDGET	BUDGET ADJUSTMENTS	REVENUE/ EXPENDITURES	UNUSED BUDGET
Personal Services				
10100 Salaries & Wages	\$96,532.00	322.00	96,853.20	0.80
10110 Overtime	\$2,000.00	0.00	1,992.77	7.23
10120 Holiday Worked	\$0.00	0.00	0.00	0.00
10200 FICA	\$7,537.00	0.00	7,486.22	50.78
10300 Health Insurance	\$9,500.00	0.00	9,500.00	0.00
10325 Disability Insurance	\$364.00	0.00	357.58	6.42
10350 Life Insurance	\$106.00	0.00	105.60	0.40
10375 Dental Insurance	\$712.00	0.00	712.00	0.00
10400 Workers Comp	\$335.00	0.00	335.00	0.00
10500 Matching Plan 401 (A)	\$1,170.00	45.00	1,280.00	(65.00)
TOTAL CLASS 1	\$118,256.00	367.00	118,622.37	0.63
Materials & Supplies				
22500 Subscriptions/Publication	\$1,900.00	0.00	1,725.14	174.86
23000 Office Supplies	\$1,200.00	0.00	939.36	260.64
23001 Printing	\$600.00	(95.00)	785.75	(280.75)
23050 Other Supplies	\$850.00	(367.00)	374.39	108.61
TOTAL CLASS 2	\$4,550.00	(462.00)	3,824.64	263.36
Dues Travel & Training				
37000 Dues	\$550.00	0.00	412.50	137.50
37200 Seminar/Conf./Mtgs. (County-Wide)	\$5,000.00	0.00	2,367.00	2,633.00
37210 Training/Schools (Human Resources)	\$1,300.00	0.00	480.00	820.00
37220 Travel: Mileage, Airfare, Etc.	\$750.00	0.00	644.15	105.85
37230 Meals/Lodging for Training	\$1,900.00	0.00	1,350.18	549.82
TOTAL CLASS 3	\$9,500.00	0.00	5,253.83	4,246.17
Utilities				
48000 Telephones	\$1,000.00	0.00	875.13	124.87
48050 Cellular Telephones	\$350.00	0.00	272.03	77.97
TOTAL CLASS 4	\$1,350.00	0.00	1,147.16	202.84
Vehicle Expense				
59200 Local Mileage	\$100.00	0.00	19.80	80.20
TOTAL CLASS 5	\$100.00	\$0.00	\$19.80	\$80.20
Equip & Bldg Maintenance				
60050 Equip Service Contract	\$620.00	0.00	617.00	3.00
TOTAL CLASS 6	\$620.00	0.00	617.00	3.00
Contractual Services				
71100 Outside Services	\$2,500.00	0.00	1,769.35	730.65
71500 Building Use/Rent Charge	\$4,495.00	0.00	4,495.00	0.00
TOTAL CLASS 7	\$6,995.00	0.00	6,264.35	730.65
Other				
83100 Awards	\$1,000.00	(162.00)	526.05	311.95
84010 Receptions/Meetings	\$500.00	0.00	82.93	417.07
84300 Advertising	\$30,000.00	0.00	25,376.28	4,623.72
TOTAL CLASS 8	\$31,500.00	(162.00)	25,985.26	5,352.74
GRAND TOTALS	\$172,871.00	(257.00)	161,734.41	10,879.59

Human Resources Budgets and Expenses

Year	Budgeted	Expended	Savings	Percent of Budget Expended	FTE's
2000	146,137.00	133,835.77	12,301.23	92%	2.00
2001	160,733.00	147,359.12	13,373.88	92%	2.00
2002	148,006.00	145,043.71	2,962.29	98%	2.00
2003	156,098.00	162,760.09	3,337.91	98%	2.00
2004	180,167.00	171,692.47	8,474.53	95%	2.00
2005	170,511.00	167,864.53	2,646.47	98%	2.00
2006	191,167.00	182,086.69	9,080.31	95%	2.00
2007	224,697.00	210,941.02	13,755.98	94%	2.00
2008	194,299.00	167,114.77	27,184.23	86%	2.00
2009	172,871.00	161,991.41	10,879.59	94%	2.00
		<u>103,996.42</u>			

Human Resources Budgets and Expenses from 2000 - 2009



Commissioner Elkin asked if the Human Resources Department advertises jobs on Monster?

Ms. Dickneite stated there is a whole list of places that they advertise on.

Commissioner Elkin asked if this costs?

Ms. Dickneite stated no, there are just a few that cost and generally that is due to the restrictions on some positions like Public Works.

Commissioner Pearson stated the chart on page 23 is indicative of what is going on with many areas in the County in terms of expenditures. In 2009 it appears the Human Resources Department is actually below where it was in 2004, in terms of budget. While there was a savings of \$11,000.00 that savings is really greater then it appears because HR and the County has been cutting spending over the past several years.

Public Works

2. Consultant Agreements – MECO Engineering Company (second reading, first read on 2/23/2010)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the following consultant agreements:

- a. MECO Engineering Company

It is further ordered the Presiding Commissioner is hereby authorized to sign said agreements.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 100-2010**

Commission

3. Contract with the Centro Latino de Salud, Educacion y Cultura: Adult Education (second reading, first read on 2/23/2010)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the contract between the Centro Latino de Salud, Educacion y Cultura and Boone County, Missouri for Adult Education in the amount of \$500.00. The terms of this agreement are stipulated in the attached contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 101-2010**

4. Contract with the Centro Latino de Salud, Educacion y Cultura: Youth Education (second reading, first read on 2/23/2010)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the contract between the Centro Latino de Salud, Educacion y Cultura and Boone County, Missouri for Youth Tutoring in the amount of \$2,000.00. The terms of this agreement are stipulated in the attached contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 102-2010**

5. Contract with the Rainbow House for a Parenting Program (second reading, first read on 2/23/2010)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the contract between the Rainbow House and Boone County, Missouri for the Parenting Program in the amount of \$1,452.00. The terms of this agreement are stipulated in the attached contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 103-2010**

6. Contract with the Rainbow House for the Children's Emergency Shelter (second reading, first read on 2/23/2010)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the contract between the Rainbow House and Boone County, Missouri for the Children's Emergency Shelter in the amount of \$4,804.00. The terms of this agreement are stipulated in the attached contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 104-2010**

7. Contract with the Rainbow House for the Transitional Living Program (second reading, first read on 2/23/2010)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the contract between the Rainbow House and Boone County, Missouri for the Transitional Living Program in the amount of \$3,881.00. The terms of this agreement are stipulated in the attached contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 105-2010**

8. Contract with the Rainbow House for the Regional Child Advocacy Center (second reading, first read on 2/23/2010)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the contract between the Rainbow House and Boone County, Missouri for the Regional Child Advocacy Center in the amount of \$3,393.00. The terms of this agreement are stipulated in the attached contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 106-2010**

9. Extension of MOU (first and second reading)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the agreement between Boone County, Missouri and the Laborer's Local Union to extend the MOU through April 1, 2010. The terms of this agreement are stipulated in the attached contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 107-2010**

Miscellaneous

10. Appointment of Kay Evans to the Judicial and Law Enforcement Task Force (first and second reading)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the appointment of Kay Evans to the Judicial and Law Enforcement Task Force effective 2/25/2010 and expiring on 2/20/2013.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 108-2010**

11. Public Comment

Rex Taggart at 15775 Hagans Rd. stated there is a campaign scheduled the last two weeks of May within Columbia. There is nothing geared specific to the County, it is a two day training session for people organizing Laborers International Union. Columbia is kind of centrally located so it was picked as a good location to house this event.

Commissioner Pearson asked Mr. Taggart to provide a letter stating what it is that is being done and when?

Mr. Taggart stated he will be able to get real specific in a couple of weeks.

Commissioner Miller stated this would help define what your goal is.

Mr. Taggart stated they are looking more for a place to provide training more than anything else.

Commissioner Miller stated so the purpose is to train the organizers.

Mr. Taggart stated that is correct.

12. Commissioner Reports

Commissioner Pearson stated at the Extension Council tonight there will be recognition of outgoing Council members, and new members. This will be a desert thing and you are supposed to bring a clock or time piece.

Commissioner Miller stated she would be attending Job Point Awards Banquet tonight.

The meeting adjourned at 2:05 p.m.

Attest:

Kenneth M. Pearson
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner