

TERM OF COMMISSION: November Session of the November Adjourned Term

PLACE OF MEETING: Boone County Government Center Commission Chambers

PRESENT WERE: Presiding Commissioner Don Stamper
District I Commissioner Karen M. Miller
District II Commissioner Skip Elkin
Deputy County Clerk Shawna Victor

The meeting was called to order at 9:35 a.m.

Subject: Central Missouri County Human Development Corporation – Second Reading and Approval of Budget Revision for Section 8 Voucher and Certificate Program Grant

Commissioner Miller stated Barbara Johnson was at the last meeting to explain this is just a matter of structure. It was requested that this item be presented to the Commission in case there were any questions about the program. Neither Commissioner Miller nor Commissioner Elkin had any questions.

Commissioner Miller moved to approve the budget revision for the Central Missouri Human Development Corporation for the Section 8 Voucher and Certificate Program Grant.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion passed 3-0. **Order 515-2001**

Subject: Circuit Clerk – Second Reading and Approval of Hire Above the Base of the Range

Commissioner Elkin moved to approve the hire above the base of the range for a Court Clerk III at \$0.75 above the base.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion passed 3-0. **Order 516-2001**

Subject: Sheriff's Department – Second Reading and Public Hearing of Budget

Amendment

Commissioner Stamper moved to approve the following budget amendment:

Department Account and Title	Amount Increase
2530-91300: Machinery and Equipment	\$8,061.00

Said budget amendment is to establish an expenditure account to purchase portable radios from Block Grant Funds.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion passed 3-0. **Order 517-2001**

Subject: Purchasing Department

A. Second Reading and Approval for Purchase of Radio Based Station and Control Equipment from State Contract C900181001

Marlene Ridgeway, Purchasing Department Buyer, present on behalf of this item.

Marlene Ridgeway stated this is related to the previous budget amendment for portable radios. This is a request to use the state contract for portable radios. Because of time constraints, the department is requesting to use the state contract for this. This includes eleven Motorola HT 1000 radios. The total cost of contract is \$8,881.08. Also included in the documents given to the Commissioners is prices from local vendors. The prices from the local vendors were competitive but purchasing the radios from the state contract will be cheaper.

Commissioner Elkin moved to approve the purchase of Radio Based Stations and Control Equipment from State Contract C900181001.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion passed 3-0. **Order 518-2001**

B. First Reading of Bid 46-02OCT01 (Rock and Chip Seal Products Term and Supply)

Melinda Bobbitt, Purchasing Department Director, present on behalf of this item.

Melinda Bobbitt stated the Purchasing Department received a request from the Public Works Department to issue a bid for Rock and Chip Seal Products Term and Supply. The bid was issued on September 14 and closed on October 16, 2001. Six bids were received. Upon completion of bid evaluations, Purchasing and Public Works recommend award to Cemex Inc (Southdown Quarry) for Rock Products for Area Two and Area Three, FOB Destination and FOB Plant. Award is recommended to Mid-Missouri Limestone (Riggs Quarry) for Rock Products for Area One, FOB Destination and FOB Plant. Award is recommended for Chip Seal Products to Cemex Inc (Southdown Quarry) for Areas One, Two and Three, FOB Destination and FOB Plant. These awards were based upon the vendor submitting the lowest and best bid meeting the minimum specifications.

Rock and Chip Seal products will be paid out of organization 2040, accounts 26200 and 26201. This is a term and supply contract, therefore there are no purchase orders.

Commissioner Stamper asked for what period of time this bid is for. Mrs. Bobbitt stated this will run through December 31 and there are two-one year renewals that will be reviewed.

Commissioner Elkin stated this will save Public Works a lot of travel time.

Commissioner Stamper stated this is a first reading and requested the Deputy County Clerk to schedule this for a second reading at the next available meeting with an appropriate order for approval.

Subject: Information Technology

Michael Mallicoat, Information Technology Department Director, present on behalf of these items.

A. First Reading to Reinstate the Programmer/Analyst Title

Commissioner Miller stated when the former IT Director was here, rather than hiring a Programmer/Analyst he under-filled the position to a Programmer II position. At that time this was done, it was to evaluate all the Programmer II positions and then elevate one to the Programmer/Analyst position in the future. Now there is a new director and an opportunity to fill this position.

Mr. Mallicoat stated the purpose of this request is to seek authorization to reinstate the Programmer/Analyst title, range 30, for position #462 in the Information Technology department.

Toni Matticks resigned effective 10/26/01 as Programmer II (position #620). I discussed the need to hire someone at the Programmer/Analyst level with Auditor June Pitchford,

Human Resources Director Betty Dickneite and IT liaisons Karen Miller and Kay Murray. It was suggested that since Ken Uchibori's old position (#462) was recently classified and titled as Programmer/Analyst, that we consider requesting that position #462 be reinstated. To make this possible, and with June's help, I submitted a Personnel Action Form (PAF) to move Julia Underhill into position #620, which was vacated by Toni Matticks. This would leave position #462 vacant. The PAF was approved by both the Auditor and Commission on 10/29/01.

The Programmer Analyst position, #462, was previously occupied by Ken Uchibori, and was under-filled by Julia Underhill earlier this year. June Pitchford, Boone County Auditor, recommends it is appropriate and effective departmental structure and a long-range plan needs to be developed. Mr. Mallicoat confirms that this is in line with the organizational structure that he would recommend for the department, in which he will come up with a plan by the end of the year. It also fit well into the purpose of trying to increase Programmer productivity in the department. In addition, it is consistent with the study and recommendation recently completed by the Public Sector Personnel Consultant. Mr. Mallicoat is requesting the approval to reinstate the Programmer/Analyst Title, Range 30, for position #462.

Commissioner Stamper asked Commissioner Miller if this is implying that there is not anyone that could logically be promoted. Commissioner Miller stated this is correct. Commissioner Miller stated there is a job being posted at this time for a Programmer II. Mr. Mallicoat did not have the authority to post as a Programmer/Analyst. There is a policy when the County under-fills, the position is lost.

Commissioner Stamper asked how the consultant dealt with this issue in his report. Mr. Mallicoat stated the consultant recommended taking all of the Programmer II positions and upgrading them to Senior Programmer/Analyst positions.

Commissioner Stamper stated this is a first reading and requested the Deputy County Clerk to schedule this for a second reading at the next available meeting with an appropriate order for approval.

B. First Reading to extend Administrative Authority to purchase laptop computers, personal computers, and peripherals from Cooperative Contracts

Mr. Mallicoat stated the purpose of this request is to seek administrative authority for the Information Technology Department to purchase laptop computers, personal computers, peripherals, and printers from cooperative contracts for the fiscal year 2002. The department's current authority expires December 31, 2001. Cooperative contracts include the State, NACo, and WISKA.

This request is an extension of the Commission's Order #17A-2001 on January 11, 2001, authorizing the Information Technology Department to operate off of the cooperative contracts as stated above.

Commissioner Stamper asked how many years the County has been doing this. Commissioner Miller stated this is the second year.

Commissioner Stamper asked if the logic in this was because of staffing issues. Commissioner Miller stated not only that but in the past there was a cookie-cutter approach. The County bid computers and the base computer and every department received the same thing. The logic behind being able to purchase off of cooperative contracts is each departments needs are different. Some departments do more work in certain programs than what is on the base computers and other departments do less. This would allow the department to specifically targets the needs of an individual department, consequently keeping the costs low when they can. This would allow for the extra savings to increase the memory or the RAM or whatever is needed for high levels of use. Plus there would not be 60 to 70 computers sitting in stock somewhere that takes all year to get them in place and leaving the computers to be out of date when they are put in place. This would allow the County to buy three computers at a time or five computer, or whatever can be managed work wise.

Commissioner Stamper asked how much would be spent in doing this. Mr. Mallicoat stated it could be all of the class nine funds, which is approximately a \$60,000 to \$70,000 cost.

Commissioner Elkin asked Commissioner Stamper what his recollection was of this issue. Commissioner Stamper stated there was staffing problems in the Purchasing department at the time and staffing shortages in IT. Any time that would be used on working towards this would be taking time away from jobs that needed to be done. For a period of time, the County worked off of these Cooperative Contracts. He is concerned with this when this much money is being spent and automatically goes to cooperatives. This does not give the local vendors any opportunity to compete at all.

Mr. Mallicoat stated that Melinda Bobbitt, Purchasing Department Director, brought this issue to his attention and suggested that he bring this to the Commission and she supports this.

Commissioner Stamper stated this is a first reading and requested the Deputy County Clerk to schedule this for a second reading at the next available meeting with an appropriate order for approval.

C. First Reading for equipment purchase for Recorder Management System

Commissioner Miller stated the staff has been meeting with Bettie Johnson, Boone County Recorder of Deeds, and David Mudd, consultant. After having evaluated what was originally proposed and the department's second option Mr. Mallicoat will explain the pros and cons of all three systems and what has finally been agreed upon.

Mr. Mallicoat stated the purpose of this request is to seek authorization for the Recorder's Office to proceed with the purchase of equipment for their new Records Management system.

After thorough discussion and research by Bettie Johnson, David Mudd, Jim Pettit, Carlow Strus, Karen Miller, Kay Murray and myself, a cooperative agreement has been reached on the specific computer platform and implementation timing. The platform will consist of an IBM xSeries server that is certified to connect to the AS/400 via a direct, high-speed link (HSL) and System Power Control Network (SPCN). This allows the county to utilize its current investment in the AS/400 in the following ways:

- Uses AS/400 disk space
- Uses AS/400 backup and recovery facilities
- Allows synchronization of user passwords between the AS/400 and the server
- Uses the reliability of the AS/400
- Allows AS/400 operators to monitor and control the server

The connection to the AS/400, however, requires an upgrade of OS/400 (the AS/400's operating system). This upgrade will no longer support OfficeVision, which is currently used by several departments for several applications. Current resources do not allow us time to research and implement OfficeVision application conversions and the OS/400 upgrade in time for the new records management to be in production by the first of the year. Also, if the new system were not in production by the first of the year, significant IT department programming resources would be required to modify old systems. This would not be good utilization of resources, since the programming changes would only be used a short time until the new system is up and running.

The consensus of everyone on the timing, is to proceed immediately with the equipment purchase, and to bring up the new system initially on a stand-alone server that is capable of connecting to the AS/400 in the future. This allows the new system to be implemented by the first of the year, and eliminates the need for additional programming on the old systems. Furthermore, this allows the IT department sufficient time to research and plan the OfficeVision conversion and OS/400 upgrade.

The Recorder's Office has secured their own funding outside of the county general revenue, and estimates the total cost of the equipment to be approximately \$28,000.

Mr. Mallicoat stated all options were looked at. One option being a stand-alone server that would not connect to the AS400. Commissioner Miller stated this was the original proposal by the Recorder's Office.

The second option was an internal card, which was a complete server, completely inside the AS400 system. There are performance problems with this solution. The

recommendation is to use the external connection from the AS400 to a server that is certified to connect and still utilize the resources of the AS400 but allow the applications to proceed independently.

Commissioner Miller stated once the system is connected then all the back up tapes and other components are all part of the AS400 system so there is safety securing the data and reliability in connecting to the AS400.

Commissioner Miller stated this is a better solution. It is about a \$10,000 increase in the cost to the Recorder but meets all the issues identified of integration, access by other departments, and other issues.

Commissioner Elkin asked what workload would be created, if any, for the IT Department. Mr. Mallicoat stated initially, IT would be involved in getting the SPEC's, working jointly with Bettie Johnson and David Mudd in getting the equipment ordered. Commissioner Miller stated this was a request by the department that they be part of this process.

Mr. Mallicoat stated later, after the security recommendation for the network, the department would need to look at the recommendation at converting the OfficeVision applications and the AS400 upgrade. This would be done as time and resources permit.

Commissioner Stamper stated he was surprised to see this in Commission because the Recorder had been making many of the decision on this issue her self. Commissioner Miller commented on the possible options for this process and how the Commission and the Recorder had been involved in this process.

Commissioner Stamper stated this is a first reading and requested the Deputy County Clerk to schedule this for a second reading at the next available meeting with an appropriate order for approval.

D. First Reading of Contract with consultant David Mudd for Recorder's Management System

Commissioner Miller stated although she did not have the contract with her, she would still like to discuss the issues there were concerns about and have some agreement on the consultant. The documentation was one of the issues. There were no documentation standards that the department supported. There is an agreement now as to what the required standards are. Commissioner Miller asked Mr. Mallicoat what the plan of work is, the deliverables in milestones, and if these were laid out in a paper document.

Mr. Mallicoat stated the deliverables and the actual milestones are not tied in with the project.

Commissioner Miller stated that as far as the access, the implementation, and compensation have all been worked out.

Commissioner Stamper asked if the contract would be with David Mudd or with Bettie Johnson. Commissioner Miller stated the contract would be with David Mudd. Commissioner Stamper stated Mr. Mudd is accountable to Mrs. Johnson not to the Commission.

Commissioner Stamper and Commissioner Elkin both agreed that, to their understanding, the Commission would not directly engage with the consultant since the Commission was not involved in the bidding and acquisition of the consultant. Commissioner Stamper believed that the Commission's arrangement would be between them and Mrs. Johnson, which would allow her consultant access.

Commissioner Miller stated she would like to further discuss this issue in their 3C IT meeting later this week.

Commissioner Stamper requested a first reading be scheduled for the contract on Thursday.

Subject: Planning and Building Inspection – Receive and Acknowledge Airport Area Storage Final Development Plan

Thad Yonke, Planning and Building Inspection, present on behalf of this item.

Thad Yonke stated this the final review plan for the Airport Area Storage. Mr. Ed Holt brought this forward to the Commission back in March. Mr. Holt was originally approached by the City of Ashland to try to place this within their city limits, but Mr. Holt wanted to place this under County jurisdiction. This was brought through the Planning and Zoning Commission in March of this year. At the time this was acted upon, Planning and Building Inspection did not have the original copy. There were no changes made to the final plan. Under County regulations, if there are no changes from what the Commission put on the review plan, the applicant can bring it back and have the Planning and Zoning Commission Chair sign it. As a bookkeeping measure, the department brings the final review plan in front of the Commission with a Commission Order, otherwise there is no proof that the applicant actually had the final plan approved.

Commissioner Miller moved to receive and acknowledge the Airport Area Storage Final Development Plan.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion passed 3-0. **Order 519-2001**

Subject: Discussion – Judicial Law Enforcement Task Force

Commissioner Stamper stated the Commission received a letter from Gary Oxenhandler, former chair of the Judicial Law Enforcement Task Force, dated November 2, 2001. It is their recommendation that the on going group be comprised of seven non-stakeholder citizens for a standing committee.

Commissioner Miller stated that this is well thought out and for the first oversight committee, it makes sense to use the chairs of the task force because they are knowledgeable of this issue. She also agrees with having someone from the Mental Health community on the task force. This still allows for three citizens to get involved, who were not involved from the beginning. She believes that seven is a good number of committee members to work with. Commissioner Elkin agreed.

Commissioner Stamper stated he met last week with Boone County Sheriff Ted Boehm and discussed the capital aspect of the committees recommendation. They would like agreement from the Commission to have a small sub-committee to meet, discuss, and report back to the Commission on the capital structural perspective. This committee would consist of Commissioner Stamper, Sheriff Boehm, June Pitchford, and another elected official to be identified. This would address the need to modify the existing square footage of the jail, the need for dorm type space, and the need for relocation of the Sheriff's administrative activities to allow for remodeling for the jail. Commissioner Stamper stated another issue that came out of these discussions with the Sheriff is to engage the Mental Health Board in this discussion.

Commissioner Miller stated the Mental Health Board wants to be engaged in these discussions.

The Commission agreed to have a small sub-committee to work on the other aspects of this issue.

Commissioner Stamper requested the Deputy County Clerk to schedule this for a second discussion of the Judicial Law Enforcement on going Monitoring Committee for the next available meeting with an appropriate order for approval of the recommendation.

Subject: Second Reading and Approval of Boone County Holidays for 2002

Commissioner Miller moved to declare that the Boone County Holiday Schedule for the year 2002 will be in agreement with the Public Holiday List from the State offices issued by the Office of the Governor, State of Missouri on October 25, 2001. It is further ordered that any holiday adopted by the Office of the Governor will also automatically be adopted by Boone County.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion passed 3-0. **Order 520-2001**

Commissioner Reports

Commissioner Stamper

JCIC User Agency Billing Report

Commissioner Stamper submitted for the public record the Joint Communications and Information Center's expenditures for July 2001 to September 2001.

Voluntary Annexation (0.97 acres and 4.55 acres)

Commissioner Stamper stated the Commission has been notified of two voluntary annexations. One of 0.97 acres located on East St. Charles Road. The other of 4.55 acres located on Brown School Road.

Rock Bridge Memorial State Park Information Meeting

Commissioner Stamper stated he attended a meeting on November 5, which was a public information meeting by the Department of Natural Resources on Rock Bridge Memorial Park. There were several speakers, a new ranger, new maintenance facility and changes in the park use. The Friends of Rock Bridge Park was discussed. They are having managed deer hunts on the property because the deer population is growing.

Missouri Levee and Drainage District Association

Commissioner Stamper stated the Commission received a communication from the Missouri Levee and Drainage District Association. There are a variety of hearings that will be held across the State. The hearings will be November 1, 6, 7, and 13.

Emergency Management Training

Commissioner Stamper stated this was held in Emmitsburg, Maryland. David Mink, Public Work Director, Jim McNabb, JCIC Director, and Commissioner Stamper all attended the session. It was a four and one half-day presentation with most of the focus on recovery. Communities need to have recovery plan that engages almost immediately. So that if something happens that effects commerce or peoples everyday lives, there is the capacity to respond with housing, aid to businesses, cleaning streets and buildings, and

determining what buildings are safe for use. Many case studies were presented.

Commissioner Miller congratulated Commissioner Stamper on being appointed to the Governor's Task Force on Homeland Security.

Commissioner Miller

None to report at this time

Commissioner Elkin

Meeting with Missouri Department of Transportation – North Shared Facility for Public Works

Commissioner Elkin stated he attended a meeting with MoDOT representative on Friday, November 9. What MoDOT is looking to do is to combine two of their Northern Boone County Facilities into one and they are exploring the options of having a shared State-County facility. They discussed wants and needs of the State and the County and the type and amount of equipment that would possibly be stored at this facility. It would be located at the Highway 124-Highway 63 interchange, of about 25 acres. The County has to put together what is envisioned in using that facility by November 30.

There was no public comment.

The meeting was adjourned at 10:29 a.m.

Attest:

Don Stamper
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner