

-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 Dan Atwill  
District I Commissioner Karen Miller  
District II Commissioner Janet Thompson  
Employee Recognition Committee Kelle Westcott  
Buyer Jacob Garrett  
Recruitment & Hiring Coordinator Jennifer Feltner  
Deputy County Clerk Mike Yaquinto

The meeting was called to order at 1:30 p.m.

**Employee Recognition & Suggestion Committee**

**1. Employee of the Quarter for the 4<sup>th</sup> Quarter, 2015**

Kelle Westcott said that in addition to the Employee of the Quarter award, there is an award to be given to an employee for a suggestion that has been implemented.

Elizabeth Stratman suggested that change tables be inserted in the public restrooms in the Government Center and Courthouse. The change tables have been ordered and the work order has been initiated. The County thanks Elizabeth for this suggestion.

John Flaughner (Facilities Maintenance) and Mike Yaquinto (County Clerk) were nominated for Employee of the Quarter. Mike Yaquinto was awarded Employee of the Quarter for 4<sup>th</sup> Quarter 2015.

**Purchasing**

**2. First reading; Bid Award 65-23NOV15 – Extradition Services for the Boone County Sheriff's Department**

Jacob Garrett read the following memo:

Request for Proposal 65-23NOV15 – Extradition Services for the Boone County Sheriff's Department closed on November 23<sup>rd</sup>, 2015. Two proposal responses were received.

The evaluation committee consisted of the following;

Christie McCaleb, Corrections Sergeant

Gary German, Captain

Leasa Quick, Budget Administrator

Jenny Atwell, Corrections Captain

The evaluation committee recommends award to both US Corrections LLC and PTS of America, LLC as per their attached evaluation report. US Corrections LLC will be the primary provider of this service and PTS of America, LLC will be the secondary provider.

This is a term and supply contract and invoices will be paid from department 1255 – Corrections, account 85600 – Extradition Services, amount budgeted \$23,000.00.

There were no comments or questions.

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

**3. Second reading; Cooperative Contract 032515-JDC to purchase a Compact Track Loader 333E and dispose of a 2011 Case Skid Steer (1<sup>st</sup> read 2-2-16)**

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the utilization of the National Joint Powers Alliance Cooperative Contract 032515-JDC to purchase one (1) Compact Track Loader 333E from John Deere Construction Retail Sales of Moline IL and to dispose, by auction, a 2011 Case TR320 Skid Steer, fixed asset #17753.

The terms of the Cooperative Contract are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement and Request for Disposal form.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #62-2016**

**4. Second reading; Bid Award 80-30DEC15 – Sign Posts Term & Supply (1<sup>st</sup> read 2-2-16)**

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby award bid 80-30DEC15 – Sign Posts Term & Supply to MD Solutions, Inc. of Plain City, OH.

The terms of the bid award are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #63-2016**

**Human Resources**

**5. 1<sup>st</sup> & 2<sup>nd</sup> reading; Recommendations on new OEM staff positions – Mitigations and Recovery Specialist, Planning and Preparedness Specialist and Training and Exercise Specialist**

Jennifer Feltner read the following memo:

The Job Classification Committee met on February 1, 2016, to review and discuss three newly created positions in the Office of Emergency Management. These positions are titled Mitigation and Recovery Specialist; Planning and Preparedness Specialist; and Training and Exercise Specialist. The Committee agreed to bring forward the following recommendations to the Commission:

Establish a “Mitigations and Recovery Specialist” classification (class code 408310) on pay range 35, classified as FLSA non-exempt.

Pay range 35 has a minimum salary of \$38,480 and a maximum salary of \$57,740.80.

Establish a “Planning and Preparedness” classification (class code 408311) on pay range 35, classified as FLSA non-exempt.

Pay range 35 has a minimum salary of \$38,480 and a maximum salary of \$57,740.80.

Establish a “Training and Exercise Specialist” classification (class code 408312) on pay range 35, classified as FLSA non-exempt.

Pay range 35 has a minimum salary of \$38,480 and a maximum salary of \$57,740.80.

Job descriptions for each position are attached hereto.

Commissioner Atwill said he attended the meeting and can advise the Commission that the Emergency Management Director had wanted a higher pay range, but when you analyze the range of payments available, the class 35 seemed to be appropriate and to get a window of employment at a value that was consistent with what we have in the county for similarly situated employees. This would allow some flexibility in the employment of people from other agencies where people with experience would potentially have an interest in these jobs. This is a fair result and it is always possible to raise numbers, but rather difficult to lower them.

There were no further comments or questions.

Commissioner Atwill moved on this day the County Commission of the County of Boone does hereby approve the recommendations by the Job Classification Committee to establish the following new positions within the Office of Emergency Management:

- Mitigations and Recovery Specialist, class code 408310 on pay range 35, classified as FLSA non-exempt.
- Planning and Preparedness Specialist, class code 408311 on pay range 35, classified as FLSA non-exempt.
- Training and Exercise Specialist, class code 408312 on pay range 35, classified as FLSA non-exempt.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. Order #64-2016

**13<sup>th</sup> Judicial Circuit Court**

- 6. Second reading; Accept STOP Violence Against Women Act Grant Award (1<sup>st</sup> read 2-2-16)**

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the acceptance of the 2016/2017 Stop Violence Against Women Grant awarded to the 13<sup>th</sup> Judicial Circuit Court.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #65-2016**

**Commission**

- 7. 1<sup>st</sup> & 2<sup>nd</sup> reading; Approve Closed Session authorized per RSMo Sec 610.021 (3) and RSMo Sec 610.021 (13) at 2:00PM on February 4, 2016**

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Thursday, February 4, 2016, at 2:00 p.m. The meeting will be held in the Conference Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by RSMo 610.021(3), to discuss the hiring, firing, disciplining or promoting of particular employee by a public governmental body when personal information about the employee is discussed or recorded and RSMo 610.021(13), to discuss individually identifiable personnel records,

performance ratings or records pertaining to employees or applicants for employment.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #66-2016**

**8. Public Comment**

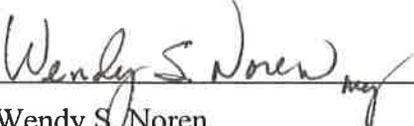
None

**9. Commissioner Reports**

None

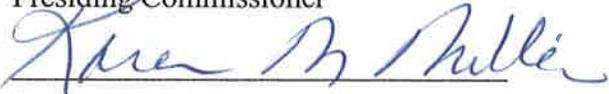
The meeting adjourned at 1:45 p.m.

Attest:

  
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Wendy S. Noren  
Clerk of the County Commission

  
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Daniel K. Atwill  
Presiding Commissioner

  
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Karen M. Miller  
District I Commissioner

  
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Janet M. Thompson  
District II Commissioner

