

CERTIFIED COPY OF ORDER

25 -2004

STATE OF MISSOURI }
County of Boone } ea.

January Session of the January Adjourned Term. 20 04

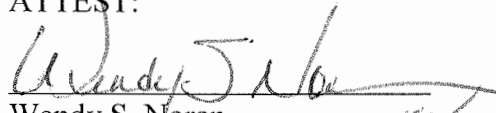
In the County Commission of said county, on the 27th day of January 20 04

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

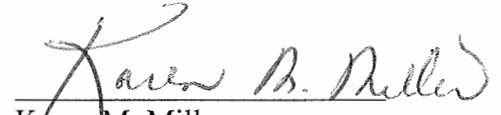
Now on this day the County Commission of the County of Boone does hereby approve the attached recommendations from the Personnel Advisory Committee.


Done this 27th day of January, 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

From: Betty Dickneite
To: Victor, Shawna
Date: 1/20/04 11:41AM
Subject: Commission Agenda Items

Shawna, Please schedule for first reading the following recommendations from the Personnel Advisory Committee:

- 1) Utilize Rick McRoy, Profession Human Resource Service Center to do the pay plan market update (written proposal from Rick McRoy dated 1/7/04 is being faxed to you);
- 2) Revise the Flexible Hiring Rate Policy & "Request to Hire Above Salary Range Mid-Point" Form;
- 3) Revise Section 4.6 Business & Travel Expenses section of the Personnel Policy Manual; and
- 4) Revise Section 3.8 Call Back Pay Policy of the Personnel Policy Manual (would change 2 hour minimum to 3 hours).

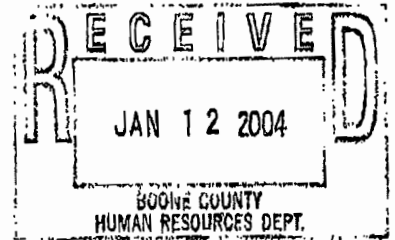
The revised policies and forms are attached. Let me know if you have any questions. Otherwise, please place on the Commission agenda as soon as possible. Thanks!

Betty

CC: Elkin, Skip; Miller, Karen; Richards, Cathy; Schnarre, Keith; Wells, Susan

PROFESSIONAL HUMAN RESOURCES SERVICE CENTER

January 7, 2004



Ms. Betty Dickneite
Director, Human Resources
601 East Walnut
Johnson Building, 2nd Floor
Columbia, MO 65201

Dear Betty:

I enjoyed talking with you yesterday, and look forward to working with you again. Our proposal is attached with this letter.

As I mentioned over the phone, we opened our business the first of the year. PHRSC will focus in the areas of classification and compensation, performance management, and training and communication. We have established a network of consultants that will handle assignments in other areas of human resources.

We would be pleased to take on the assignment of updating the Boone County Salary Plan. Our approach to this study is attached with this letter, describing the project steps, as well as the fees and timing. I am confident that we can complete the project in a timely and cost effective manner. Our billing rate is \$1,000 per day.

In response to your questions, I do not have a non-compete agreement with PSPC. In addition, we do have all of the resources necessary to complete the project.

I will send you additional information on the business as we proceed, including an overview of services and the website address. If you need any additional information, please let me know. You can reach me at 480-699-2790 or rickmcroy@cox.net.

Best wishes for a Happy New Year. I will talk to you soon.

Sincerely,

A handwritten signature in black ink that reads "Rick McRoy".

Rick McRoy
President

PROFESSIONAL HUMAN RESOURCES SERVICE CENTER**Boone County****Suggested Approach to a
Salary Plan Update**

The purpose of this material is to outline our suggested approach for updating the Boone County Salary Plan to be competitive with the defined salary market. This material outlines our understanding of the current situation, our suggested approach, and our fees and timing.

Current Situation

The current salary plan was implemented in January 2002 following the completion of a county-wide classification/compensation study. The study indicated that the existing salary structure was significantly below the market. Almost two-thirds of the benchmark jobs lagged the market by more than five percent. As a result, close to 30% of the employees had salaries that were below the minimum of their new salary ranges.

The 2002 Salary Plan was designed using open ranges. In this design, the midpoints of the salary ranges are established to correspond to the external market rates. The County adopted a two-year implementation plan to adjust employee salaries to these midpoints or market rates. This approach has succeeded in making the County more competitive and has addressed existing concerns about internal equity.

During this two-year implementation period, the County did not adjust the salary ranges for changing market conditions. With the implementation complete, this year is an appropriate time to survey the market and to make adjustments to maintain the competitiveness of the Salary Plan.

Suggested Approach

The following information describes our suggested approach for updating the Salary Plan. The update process will include a salary survey of designated market comparators, the pricing of all jobs to align midpoints with current market rates, costing analyses, and development of an implementation plan. In completing the study, we will use the same methodologies used to design the current plan.

The following steps are included in this approach. We can modify these steps, as appropriate, to best meet the County's needs.

Step 1: Planning and Information Gathering

We will prepare a list of information required for our analysis, including a list of any jobs added or deleted from the classification plan and a payroll listing of current employees. We will also prepare listings of comparators and benchmark jobs identified for the prior salary survey. The County can review these listings and determine whether any changes are appropriate.

In addition, we will request information on compensation policies and procedures developed to support implementation of the FY 2002 Salary Plan. We will review these policies to assure that the plan update is consistent with current policies. We will also determine whether the County believes that any of the existing policies need further review.

We will prepare a work plan detailing each step in the study process and its recommended completion date. We will discuss this work plan in a conference call and make changes as necessary to meet the County's planning and budgeting schedules.

PROFESSIONAL HUMAN RESOURCES SERVICE CENTER***Step 2: Salary Survey***

We will conduct a salary survey of the designated comparator public agencies and private sector businesses. We will use two approaches in gathering the competitive salary data.

- For public sector agencies, we will request their salary plans and identify the benchmark matches. We will review the matches with each agency, comparing job descriptions as necessary to validate the matches. We will then extract data directly from the salary plans and record it in the worksheets.
- For private sector businesses, we will gather data from published surveys, including those prepared by the International City/County Management Association, the Mid-America Regional Council, the Society for Human Resources Management, and the Bureau of Labor Statistics.

We will quality control the data collected and will detail the data for each benchmark on a separate page. We will develop a summary analysis that compares the current midpoints to the current prevailing market rates.

Step 3: Salary Range Assignments

Using the market data collected in Step 2, we will assign each job to a salary range that is market competitive. We will not adjust the salary structure, but will move jobs to new salary ranges as warranted by the market.

The process begins by evaluating the change for each individual benchmark. The second step is to review the changes by job family and make adjustments to maintain consistency. The third step is to adjust the non-benchmarks in a way that is consistent with the benchmarks that they are linked to. The final step is to review the overall hierarchy for consistency and internal equity.

Once all of the jobs are assigned to appropriate salary ranges, we will conduct the cost analyses. These analyses will identify where employees fall within the new salary ranges, as well as any employees that may fall below the minimum or over the maximum of their ranges. We will also evaluate costs associated with implementation of the updated salary plan.

We will summarize this information in a series of tables for the County to review.

Step 4: Review Meeting

We will prepare a draft of the updated salary plan for review with the County. This draft will include the detailed salary survey, the market comparison, the recommended salary range assignments and the cost analyses. We will meet with County representative to review this draft plan. This meeting will provide the opportunity to respond to questions relating to the design, and to resolve any internal equity issues that may have been caused by the market changes.

This meeting will also provide the opportunity to evaluate the cost impact of the updated plan. We will develop an implementation approach for the plan and revise policies, if necessary, to support the implementation.

Step 5: Final Report

We will make changes, as necessary, based on issues raised in the review meeting. We will then prepare a report summarizing the results of our study and detailing the updated Salary Plan. County representatives will present the final report to the Commission for approval.

PROFESSIONAL HUMAN RESOURCES SERVICE CENTER

Fees and Timing

Our budget for the study outlined above is \$13,000, including all professional fees and administrative expenses. Travel expenses are additional to this budget, and will be billed separately and at cost. Our experience indicates that travel expenses will be approximately \$600.

The budget provides for one meeting day on site in Boone County. This should be sufficient to review the salary survey and draft plan update. Additional meetings will be billed at our standard rate of \$1,000 per day.

The elapsed time for the study will not exceed 90 days from the date the project is approved.

Boone County Human Resources
FLEXIBLE HIRING RATE

In order to provide Administrative Authorities with the flexibility to compete for highly qualified individuals and to compete where the desired job skills are scarce, Boone County will utilize a flexible hiring rate plan. Under the plan, an Administrative Authority is authorized to hire a new employee between 80% - 100% of the mid-point without further approval subject to the Auditor certifying that budgeted funds are available. Such certification shall be indicated by Auditor's approval of the Personnel Action Form. If the requested salary amount exceeds the salary budgeted for the position in the adopted budget, the Administrative Authority shall prepare a schedule demonstrating that funds are available and attach the schedule to the Personnel Action Form. However, if the prospective employee requires a higher starting salary (i.e., between 101% - 120% of the mid-point of the pay range), the approval level for hiring rates above the minimum of the pay range shall be correlated to position in the salary range, as outlined in the table below:

<u>Position in Salary Range</u>	<u>Approval Level</u>
80% - 100%	Administrative Authority
101% - 120%	Human Resource Director Review/County Commission Approval

In summary, steps are outlined below:

1. The Administrative Authority shall complete the attached form "Request to Hire Above Salary Range Mid-Point" and prepare a schedule that demonstrates that funding is available within the salary and wage appropriation (account #10100) and calculates the amount for a budget revision, if needed. The Administrative Authority shall submit the form, the schedule and the budget revision (if needed) to the Auditor for certification of fund availability.
2. The Auditor certifies fund availability and approves budget revision (if applicable) and forwards to the Human Resource Director for review and processing.
3. The Human Resource Director will review the request, provide recommendations regarding the proposed starting salary and schedule the request on the Commission agenda for approval.
4. The County Commission will review all requests for a starting salary above the mid-point and will either approve or deny the request. After approval/denial, the County Commission will return the request form to the Administrative Authority.
5. The Administrative Authority will attach a copy of the approved "Request to Hire Above Salary Range Mid-Point" form to the Personnel Action Form and submit to the Auditor's office.

(HR/Betty/Flexible Hiring Rate) Revised 01/02/04

REQUEST TO HIRE ABOVE SALARY RANGE MID-POINT
BOONE COUNTY

Description of form: To request approval to hire between 101% - 120% of the salary range mid-point

Procedure:

1. The Administrative Authority or designee completes the form and prepares a schedule that demonstrates that funding is available within the salary and wage appropriation (account #10100) and calculates the amount for a budget revision, if needed. The Administrative Authority submits the form, the schedule, and the budget revision (if needed) to the Auditor for certification of funds availability.
2. The Auditor certifies funds availability and approves budget revision (if applicable) and forwards to Human Resource Director.
3. The Human Resource Director reviews the information, makes recommendation, and schedules the request on the Commission agenda for approval.
4. The County Commission will review all requests for a starting salary above the mid-point and will either approve or deny the request. After approval/denial, the County Commission will return this form to the Administrative Authority.
5. The Administrative Authority will attach a copy of this approved form to the Personnel Action Form.

Name of prospective employee _____ Department _____

Position Title _____ Position _____

No. _____

Proposed Starting Salary (complete one only) Annual: _____ % of Mid-Point

OR

Hourly: _____ % of Mid-Point

No. of employees in this job classification within your Department? _____

Justification (Describe the prospective employee's education and/or work experience which supports this proposed compensation level) _____

If proposed salary exceeds what other employees in the same job classification are paid, explain how the prospective employee's background exceeds others working in the same job classification: _____

What effect, if any, will this proposal have on salary relationships with other positions in your office and/or positions in other offices?

Additional comments: _____

Administrative Authority's Signature: _____ Date: _____

Auditor's Certification: _____ Funds are available within the existing departmental salary and wage appropriation (#10100).
_____ Funds are not available within the existing departmental salary and wage appropriation (#10100);
budget revision required to provide funding is attached.

Auditor's Signature: _____ Date: _____

Human Resource Director's Recommendations: _____

Human Resource Director's Signature: _____ Date: _____

County Commission _____ Approve _____ Deny _____
Comment(s): _____

Presiding Commissioner's Signature: _____ Date: _____
District I Commissioner's Signature: _____ Date: _____
District II Commissioner's Signature: _____ Date: _____

(hr/forms/Request to Hire Above Salary Range Mid-point) Revised 1/02/04

4.5: EMERGENCY CLOSING OF COUNTY SERVICES & BUILDINGS:

The Boone County Commission makes the decision to close County offices and departments for any reason or circumstance deemed appropriate or necessary. All employees will receive one (1) hour additional sick leave for each hour County operations are suspended up to a maximum of eight (8) hours. Employees in Offices and Departments that are required to stay open will receive the same amount of sick leave hours added to their balances

In addition, employees who are in Offices and Departments that close have the options listed in the "*SECTION 4.4 – INCLEMENT WEATHER POLICY*". This policy does not apply when the offices and departments are closed for official paid holidays.

4.6: TRAVEL EXPENSES:

Employees shall exercise restraint and keep the best interests of the taxpayers in mind when incurring travel expenses to be paid by the County. Administrative Authorities are responsible for authorizing business and travel expenses and for ensuring that employees comply with established policies. Prior to traveling, Administrative Authorities and/or employees are encouraged to review the most recent revisions to these policies and to discuss travel plans with the Auditor's Office to ensure compliance with the policies and to ensure that appropriate documentation is obtained. **Original receipts are required for all expenses unless otherwise noted.**

Administrative Authorities are responsible for documenting and substantiating the business purpose of all expenses to be charged to the County and should be prepared to provide such documentation upon request. Travel expenses incurred by an employee for personal benefit or personal preference shall not be charged to the County. Travel expenses incurred by a family member or friend who may accompany an employee in authorized travel shall not be charged to the County.

Travel expenses are generally paid one of three ways:

1. Payment is made directly to the vendor (i.e., registration, lodging, airfare, etc.). This method is preferred, whenever applicable.
2. Expenses are reimbursed to the employee upon filing a Claim for Reimbursement (i.e., mileage, meals, shuttles, etc.).
3. A cash advance is paid to an employee (restricted use only).

Allowable Expenses

1. Meal and Incidental Expenses:

Meal expenses incurred while traveling and performing official County business may be charged to the County. The County will pay for only those meal(s) incurred during the period of authorized travel. Meal expenses incurred as a result of **local** meetings will only be paid upon written justification of the need to incur such costs. Generally, employees and Administrative Authorities are expected to schedule local business meetings at such time that a meal is not required.

The maximum meal reimbursement to be paid to employees is shown in the table below and it

4.6: BUSINESS AND TRAVEL EXPENSES: (Cont.)

includes gratuity as well as meal cost. The schedule includes various rates which allow employees to receive a higher meal reimbursement when traveling to more expensive locations. However, the maximum reimbursement shall not exceed the established CONUS rate in effect for the applicable locale. The Standard CONUS rate applies in all areas where a Special CONUS has not been established. (CONUS rates for any geographic area may be viewed at www.policyworks.gov or www.gsa.gov/travel).

For purposes of determining the maximum meal reimbursement for a specific travel event, an employee may combine the maximum meal amounts for each meal that s/he is eligible to claim. The employee may spend more or less on individual meals; however the total reimbursement paid by the County will be limited to the maximum allowable for the day(s), based on the meals the employee is eligible to claim.

	Standard	---Special---				
CONUS RATE	\$30	\$34	\$38	\$42	\$46	\$50
Breakfast	\$ 6	\$ 7	\$ 8	\$ 9	\$ 9	\$10
Lunch	\$ 6	\$ 7	\$ 8	\$ 9	\$11	\$12
Dinner	\$16	\$18	\$20	\$22	\$24	\$26
Incidental	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3

The incidental fee is intended to provide reimbursement to employees for miscellaneous tips (such as bell hop) that may be incurred while traveling overnight and where obtaining a receipt is not practical. According to IRS rules, the incidental fee may be claimed only when an employee is in a “constant state of travel for a period of 12 hours or longer”. The incidental fee may be paid for each day in which the 12 hour requirement is met. Original receipts are not required to claim the incidental fee.

2. Mileage, Airfare, or other Commercial Transportation:

When official travel is authorized, an employee’s private car may be used and mileage reimbursement may be paid at the maximum rate authorized by the IRS, or the rate authorized by the County Commission in the annual budget, if different. The IRS rate is published at several websites, including <http://www.gsa.gov> (search for Privately Owned Vehicle (POV) reimbursement rates) and <http://www.irs.gov/index.html> (search for standard mileage rate.)

For out-of-state travel, the Administrative Authority is responsible for selecting the mode of travel most economical and appropriate for the County. An employee may use an alternate means of transportation (such as driving his/her personal vehicle), if approved by the Administrative Authority. In this event, transportation reimbursement paid to the employee for costs incurred for the alternate means of transportation shall not exceed the amount that would have otherwise been paid for the most economical and appropriate mode of travel.

Whenever an employee is granted permission to use an alternate means of transportation for out-of-state travel, documentation of the amount that would have otherwise been paid for the most economical and appropriate mode of travel must be provided in order to claim reimbursement for travel expenses. Documentation may include, but is not limited to, travel fare price quotes (net of all usual and customary discounts such as advance booking discounts), quoted parking fees, and

4.6: BUSINESS AND TRAVEL EXPENSES: (Cont.)

quoted taxi service or shuttle service that would have been incurred if the usually acceptable commercial transportation had been used. For airline travel, the quote should reflect the cost of coach class.

Employees traveling in a County car should submit receipts for refueling the County car, if applicable, rather than requesting mileage reimbursement.

3. Rental Car, Cab Fares, Shuttle, or Other Transportation Fees:

Employees may be reimbursed for reasonable expenses such as shuttle service, cab fares, limousine service, bus rides, rental car fees, and other forms of transportation required for business purposes. The employee shall, at all times, attempt to secure the least costly form of transportation. Employees must provide a written explanation for car rental and/or unusual transportation fees. Employees may be requested to provide written justification that the selected transportation was the most suitable and economical means of transportation available.

4. Room Accommodations:

The County pays for single rate occupancy for overnight lodging pertaining to official County business. Employees should inquire about applicable discounts, such as conference rates and government rates.

If motel or hotel accommodations are located in Missouri, a Missouri Tax Exemption Form must be used either at time of reservation or when paying the bill upon checkout. The Tax Exemption Form should be obtained from the Administrative Authority. The County will not pay or reimburse Missouri Sales Tax.

5. Registration Fees for Seminars, Conferences and other Training:

The County will pay the costs for registrations pertaining to authorized training. Employees are encouraged to take advantage of all available discounts.

Methods of Payment

1. Prepayment of Travel Expenses

Administrative Authorities may request advance payment for registration, travel fare, and room accommodation. Requests for payment should include documentation, consisting of but not limited to, original invoices, official registration forms and confirmations, or official FAX or e-mail confirmations. All prepayments will be made payable to the respective agency, organization, airline, travel agency or hotel: checks for these expenses will NOT be made payable to the Administrative Authority or employee. However, the checks may be returned to the Administrative Authority or employee for personal delivery, if requested.

2. Reimbursement to Employee

Employees requesting reimbursement for mileage only, may use the *Mileage Claim Form*. Employees requesting reimbursement for mileage and/or other types of travel expenses should use the *Claim for Reimbursement Form*. The form should be completed in its entirety with

4.6: BUSINESS AND TRAVEL EXPENSES: (Cont.)

original receipts attached. The form should be signed by the employee and the Administrative Authority.

3. Travel Cash Advances

A request for a travel cash advance must be approved and signed by the Administrative Authority and is restricted to situations requiring at least one overnight stay and where the Administrative Authority believes non-payment of a travel cash advance will impose a financial hardship on the employee. Travel cash advances will not be made for expenses that could have been handled as a prepayment of travel expenses (see above). Supporting documentation justifying the need for the requested amount must be attached to the requisition.

Any unused portion of the travel cash advance must be promptly returned to the Boone County Treasurer. The amount of travel cash advance constitutes indebtedness to the County until liquidated by the filing of a journal entry and an expense report (*Claim for Reimbursement Form*) including all necessary documentation. These documents should be signed by the Administrative Authority and submitted to the Auditor's Office within 10 days of return from travel. Failure to file the necessary documents may result in a payroll withholding for the amount of the travel cash advance.

4. County Credit Card Use

Employees issued a County travel credit card may only charge items and services for appropriate travel expenses while traveling on County business and they must adhere to all County policies governing credit card usage. Employees should contact their Administrative Authority with any questions regarding use of county credit cards.

3.8: CALL BACK PAY POLICY:

A non-exempt employee who is called back into work at a time which is not his or her normal working hours or days will be compensated a minimum of three (3) hours.

The hours paid for Call Back will not be credited toward hours “worked” in the week for overtime purposes. Only actual worked hours will be used for computing overtime hours.

If a staff member is called back to work and then leaves and is called back again within the original three (3) hour window, he/she will be paid for the initial three (3) hours plus any time worked in excess of the minimum hours.

CERTIFIED COPY OF ORDER

26 -2004

STATE OF MISSOURI }
County of Boone } ea.

January Session of the January Adjourned Term. 20 04

In the County Commission of said county, on the 27th day of January 20 04

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

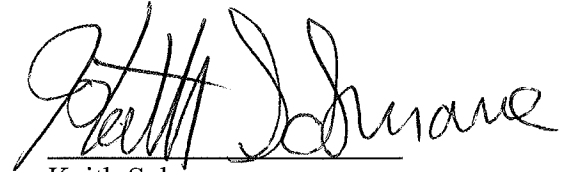
Now on this day the County Commission of the County of Boone does hereby accept the attached certification for the County Hospital Trustee and authorize the Presiding Commissioner to sign the Commission for Greg Stienhoff to serve as Hospital Trustee.

Done this 27th day of January, 2004.

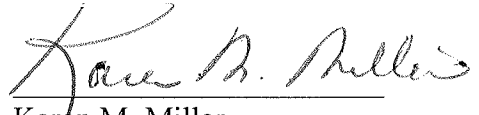
ATTEST:



Wendy S. Noren
Clerk of the County Commission



Keith Schnarre
Presiding Commissioner



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner



**WENDY S. NOREN
BOONE COUNTY CLERK
801 E WALNUT ROOM 236
COLUMBIA MO 65201
(573) 886-4295 FAX (573) 886-4300**

I, Wendy S. Noren, County Clerk and Election Authority in and for the County of Boone, State of Missouri, hereby certify that at the close of filing for Hospital Trustee of Boone County at 5:00 p.m. on January 20, 2004 the number of candidates filed for the position equals the number of positions to be elected. I further certify that the notice provided for in subsection 5 of section 115.127 has been published in at least one newspaper of general circulation in the county. Pursuant to the provisions of 115.124.1 RSMo., no election shall be held for such office and the candidate, Greg Steinhoff, shall assume the duties of his office at the same time and in the same manner as if he had been elected at the April, 2004 election.

Given under my hand and seal this 27th day of January, 2004.

Wendy S. Noren
County Clerk and Election Authority
County of Boone, State of Missouri

DECLARATION OF CANDIDATE FOR ELECTION

Section 115.349, RSMo 1994 (1999 Supp)

STATE OF MISSOURI }
County of Boone } ss.

To Wendy S. Noren, Boone County Clerk

Date 12-16-03

I, Greg Steinhoff a resident and registered voter of the County of Boone and the state of Missouri, residing at 5708 Sundance Dr. Columbia, MO 65203

do announce myself a candidate for the office of Hospital Trustee to be voted for at the municipal election to be held on the 6th day of April, 2004, and I further declare that if elected to such office I will qualify.


Signature of Candidate

NOTICE	
Type or print your name exactly as you desire it printed on the ballot.	
Name	<u>Greg Steinhoff</u>
Address	<u>5708 Sundance Dr. Columbia, MO 65203</u>
Mailing Address (if different)	<u>Same</u>
Telephone # (optional)	<u>573-446-4046</u>

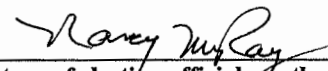
AFFIDAVIT

STATE OF MISSOURI }
County of Boone } ss.

I hereby swear (or affirm) that the information contained in the foregoing declaration of candidacy is, to the best of my knowledge, true.


Signature of Candidate

Subscribed and sworn to before me this 16 day of December, 2003.


Signature of election official or other officer authorized to administer oaths

Date Filed: 12/16/03

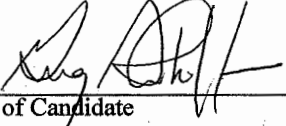
Time Filed: 8:40 am

Deputy Initials: JKR

PERSONAL FINANCIAL DISCLOSURE NOTICE
105.487 RSMo

I, Greg Steinhoff, acknowledge that I have received notice that candidates for elective
must file a financial interest statement no later than the 14th day after the last day for declaring candidacy
for election (statements being due February 3, 2004), and the statement shall be for the 12 month period closing
December 31, 2003, and the statement shall be filed with the Missouri Ethics Commission.

I further acknowledge that I have received a Plain English Summary of all laws over which the Missouri Ethics
Commission has enforcement powers pursuant to chapter 105 RSMo, and chapter 130, RSMo.



Signature of Candidate

DATE: 12-16-03

Notice of Candidate's Obligation to File Financial Interest Statement

Candidate's Name: Greg Steinhoff

Office Sought: Hospital Trustee

Political Subdivision: Boone County

Date of Election: April 6, 2004

Financial Interest Statement
(Election Official Check One)

You **must file** a Financial Interest Statement pursuant to section 105.483 to 105.492 RSMO. If you do not file the Financial Interest Statement by February 3, 2004, you will be assessed a \$10 per day late fee for each day the report is late!

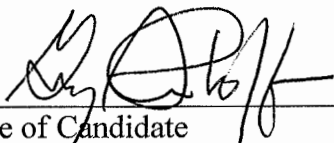
If you do not file the Financial Interest Statement by February 10, 2004, you will be disqualified as a candidate punishable by removal from the ballot.

Plain English Summary

The Election Official, pursuant to section 105.973 RSMO, provided me a Plain English Summary of Ethics Laws for Candidates for Election to Office in Missouri over which the Missouri Ethics Commission has enforcement authority pursuant to Chapters 105 and 130, RSMO.

acknowledgment

I acknowledge that on the below listed date I have received written notice of a candidate's obligation to file a financial interest statement including the consequences for failure to file on time, and that I have received a Plain English Summary of Laws of Candidates for Election to Office in Missouri over which the Missouri Ethics Commission has enforcement authority.



Signature of Candidate
(Required by sections 105.487 and 105.973 RSMO)

Date: 12-16-03

Witness: Nancy McKay
Signature of Election Official

27 -2004

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.


January Session of the January Adjourned Term. 20 04

In the County Commission of said county, on the 27th day of January 20 04

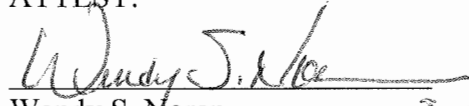
the following, among other proceedings, were had, viz:


Now on this day the County Commission of the County of Boone does hereby accept the attached certification for the Centralia Special Road District and authorize the Presiding Commissioner to sign the Commission for Ralph C. Jobe to serve as Road District Commissioner.

Done this 27th day of January, 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



**WENDY S. NOREN
BOONE COUNTY CLERK
801 E WALNUT ROOM 236
COLUMBIA MO 65201
(573) 886-4295 FAX (573) 886-4300**

I, Wendy S. Noren County Clerk and Election Authority in and for the County of Boone, State of Missouri, hereby certify that at the close of filing for Commissioner of Centralia Special Road District of Boone County at 5:00 p.m. on January 20, 2004 the number of candidates filed for the position equals the number of positions to be elected. I further certify that the notice provided for in subsection 5 of section 115.127 has been published in at least one newspaper of general circulation in the district. Pursuant to the provisions of 115.124.1 RSMo., no election shall be held for such office and the candidate, Ralph C. Jobe, shall assume the duties of his office at the same time and in the same manner as if he had been elected at the April, 2004 election.

Given under my hand and seal this 27th day of January, 2004.

Wendy S. Noren
County Clerk and Election Authority
County of Boone, State of Missouri

DECLARATION OF CANDIDATE FOR ELECTION

Section 115.349, RSMo 1994 (1999 Supp)

STATE OF MISSOURI }
County of Boone } ss.

To Wendy S. Noren, Boone County Clerk

Date 01-12-04

I, Ralph C. Jobe a resident and registered voter of the County of Boone and the state of Missouri, residing at 18500 N. Adams Rd, Centralia, mo.

do announce myself a candidate for the office of Commissioner of Centralia Special Road District to be voted for at the municipal election to be held on the 6th day of April, 2004, and I further declare that if elected to such office I will qualify.

Ralph C. Jobe
Signature of Candidate

NOTICE	
Type or print your name exactly as you desire it printed on the ballot.	
Name	<u>Ralph C. Jobe</u>
Address	<u>18500 N. Adams Rd</u>
Mailing Address (if different)	_____
Telephone # (optional)	<u>573 682 5673</u>

AFFIDAVIT

STATE OF MISSOURI }
County of Boone } ss.

I hereby swear (or affirm) that the information contained in the foregoing declaration of candidacy is, to the best of my knowledge, true.

Ralph C. Jobe
Signature of Candidate

Subscribed and sworn to before me this 12th day of January, 2004.



KATHY COLVIN
Boone County
My Commission Expires
March 5, 2007

Kathy Colvin
Signature of election official or other officer
authorized to administer oaths

Date Filed: 1-12-04

Time Filed: 11:04 a.m.

Deputy Initials: KAC

ACKNOWLEDGMENT OF NOTIFICATION FOR FILING FINANCIAL DISCLOSURES

TO CANDIDATE FOR PUBLIC OFFICE:

Candidates and members of the governing body of a political subdivision with a budget of less than 1 million dollars are not required to file personal financial statements. If elected and the operating budget exceeds \$1 million, I understand that I will be required to file personal financial disclosure statements as required under Chapter 105 RSMo.

I, Ralph C. Jobe acknowledge that I have been notified of personal financial
(Print Name)

requirements under Chapter 105 RSMo.

I further acknowledge that I have received a written summary of all laws over which the Missouri Ethics Commission has enforcement powers pursuant to chapter 105 RSMo, and chapter 130, RSMo.

Ralph C. Jobe
Signature of Candidate

DATE: 01-12-04

Notice of Candidate's Obligation to File Financial Interest Statement

Candidate's Name: Ralph C. Jobe

Office Sought: Centralia Special Road District Commissioner

Political Subdivision: Centralia Special Road District

Date of Election: April 6, 2004

Financial Interest Statement
(Election Official Check One)

You do not have to file a Financial Interest Statement because this political subdivision does not have an operating budget over \$1 million dollars

You **must file** a Financial Interest Statement pursuant to section 105.483 to 105.492 RSMO. If you do not file the Financial Interest Statement by February 3, 2004, you will be assessed a \$10 per day late fee for each day the report is late!

If you do not file the Financial Interest Statement by February 10, 2004, you will be disqualified as a candidate punishable by removal from the ballot.

Plain English Summary

The Election Official, pursuant to section 105.973 RSMO, provided me a Plain English Summary of Ethics Laws for Candidates for Election to Office in Missouri over which the Missouri Ethics Commission has enforcement authority pursuant to Chapters 105 and 130, RSMO.

Acknowledgment

I acknowledge that on the below listed date I have received written notice of a candidate's obligation to file a financial interest statement including the consequences for failure to file on time, and that I have received a Plain English Summary of Laws of Candidates for Election to Office in Missouri over which the Missouri Ethics Commission has enforcement authority.

Ralph C. Jobe
Signature of Candidate
(Required by sections 105.487 and 105.973 RSMO)

Date: 01-12-04

Witness: Kathy Colvin
Signature of Election Official

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

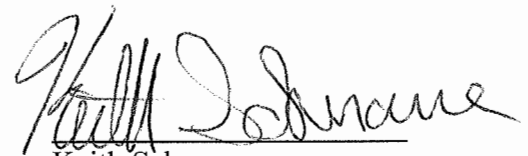
January Session of the January Adjourned Term. 20 04

In the County Commission of said county, on the 27th day of January 20 04

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

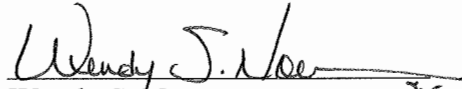
Now on this day the County Commission of the County of Boone does hereby order that Commission order 568-2003 be vacated and barricades for access from Teton Drive to Eastport Village Subdivision be removed upon (1) notification of the city of Columbia Public Works Department acceptance of Bull Run and Portway streets, (2) County Commission receipt of copies of letters sent by Mastermark Builders to contractors, subcontractors and material suppliers requesting use of Bull Run/Portway to access East Port Village Subdivision rather than Grace Lane and Teton Drive in connection with construction activities at East Port Village, and (3) erection of limited access and directional signage for construction traffic to East Port Village at Grace Lane and Teton Drive by Boone County Public Works to be paid for by the contractor. The effectiveness of these revised traffic control methods shall be reviewed within 60 days after the removal of the barriers.

Done this 27th day of January, 2004.

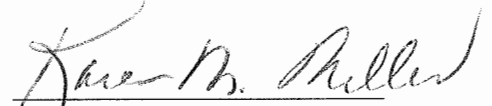


Keith Schnarre
 Presiding Commissioner

ATTEST:



Wendy S. Noren
 Clerk of the County Commission



Karen M. Miller
 District I Commissioner



Skip Elkin
 District II Commissioner