

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

April Session of the April Adjourned

Term. 20 10

In the County Commission of said county, on the 22nd day of April 20 10

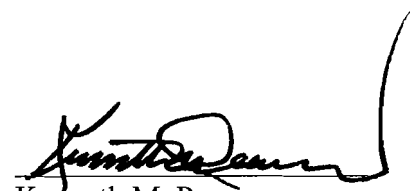
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby award bid 11-05Mar10- Clinical Testing Services to Boyce and Bynum Pathology. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

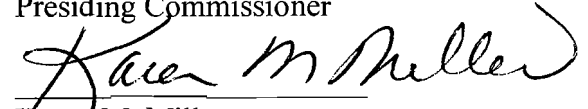
Done this 22nd day of April, 2010.

ATTEST:

Wendy S. Noren KS
Wendy S. Noren
Clerk of the County Commission



Kenneth M. Pearson
Presiding Commissioner



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

Boone County Purchasing

Tyson Boldan
Buyer



601 E. Walnut, Room 208
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Tyson Boldan
DATE: March 1, 2010
RE: 11-05MAR10 – Clinical Testing Services

The Bid for Clinical Testing Services Term and Supply closed on March 05, 2010. One bid was received. Purchasing and the Boone County and the Sheriffs Department recommend award to Boyce and Bynum Pathology for offering the lowest and best bid for Boone County.

This is a term and supply contract. Contract will be paid from department 1255 – Corrections, Account 86300 – Testing.

Attached is the Bid Tabulation for your review.

ATT: Bid Tabulation

cc: Warren Brewer
Bid File n

Boone County Purchasing

Tyson Boldan,
Buyer



601 E. Walnut, Rm. 209
Columbia, MO 65201
(573) 886-4392
(573) 886-4390

TO: Ryan Irish
Fleet Superintendent

FROM: Tyson Boldan,
Buyer

DATE: February 8, 2010

RE: Bid Award Recommendation 11-05MAR10 – Clinical Testing Services

Attached is the bid tabulation for the bid response received for the above referenced bid. Please return this cover sheet with your recommendation by **fax to 886-4390** after you have completed the evaluation of this bid. If you have any questions, please call or e-mail me.

DEPARTMENT REPLY:

Please complete the following:

Department Number: _____

Account Number: _____

Budgeted: \$ _____

Award Bid by low bid to Boyce & Bynum Pathology.

_____ Recommend accepting the following bid(s) for reasons detailed on attached page. (Attach department recommendation).

_____ Recommend rejecting bid for reasons detailed on attached page. (Attach department recommendation).

Administrative Authority Signature: _____

Warren Brewer

Date: 3/12/10

Administrative Authority Signature: _____

Cathy Lloyd

Date: _____

Administrative Authority Signature: _____

Joy Rushing

Date: _____

**11-05MAR10 - Clinical
Testing Services**

BID TABULATION

4.8.	PRICING	Boyce & Bynum Pathology		
		Estimated Quantity	Unit Price	Extended Total
4.8.1.	MULTI CHEM 23	7	\$6.50	\$45.50
4.8.2.	HEPATIC FUNCTION PANEL	132	\$5.00	\$660.00
4.8.3.	BASIC METABOLIC PANEL	1	\$4.50	\$4.50
4.8.4.	COMP METABOLIC PANEL	11	\$5.00	\$55.00
4.8.5.	LIPID PROFILE	65	\$5.50	\$357.50
4.8.6.	THYROID PROFILE	5	\$4.50	\$22.50
4.8.7.	HEPATITIS PANEL- ACUT	7	\$38.00	\$266.00
4.8.8.	HEPATITIS IMMUNITY P	2	\$45.00	\$90.00
4.8.9.	HEMATOLOGY PROFILE	7	\$2.50	\$17.50
4.8.10.	MEASLES, MUMPS, RUBE	1	\$58.70	\$58.70
4.8.11	GENITAL SCREEN V	1641	\$20.00	\$32,820.00
4.8.12.	GLUCOSE	124	\$3.00	\$372.00
4.8.13.	URIC ACID	2	\$3.00	\$6.00
4.8.14.	CHOLESTEROL	83	\$3.00	\$249.00
4.8.15.	HDL	81	\$7.50	\$607.50
4.8.16.	VITAMIN D, 25- HYDROX	1	\$45.00	\$45.00
4.8.17.	B-HCG QUANTITATIVE	1	\$15.00	\$15.00
4.8.18.	PROLACTIN	1	\$18.00	\$18.00
4.8.19.	THYROXINE (T4),FREE	6	\$15.00	\$90.00
4.8.20.	T3,TOTAL	3	\$27.00	\$81.00
4.8.21.	THYROID STIMULATING	37	\$7.00	\$259.00
4.8.22.	THYROID ANTIBODIES	1	\$51.21	\$51.21
4.8.23.	VITAMIN B12	2	\$12.00	\$24.00
4.8.24.	HEPATITIS B SURFACE	8	\$10.00	\$80.00
4.8.25.	HEPATITIS B CORE AB,	1	\$10.00	\$10.00
4.8.26.	HEPATITIS B SURFACE	3	\$10.00	\$30.00
4.8.27.	HEPATITIS B SURFACE	49	\$10.00	\$490.00
4.8.28.	HEPATITIS A AB, TOTA	1	\$22.00	\$22.00

4.8.29.	HEPATITIS A AB, IGM	3	\$20.00	\$60.00
4.8.30.	HEPATITIS C ANTIBODY	65	\$12.00	\$780.00
4.8.31.	HIV-1/HIV-2 ANTIBODI	136	\$12.00	\$1,632.00
4.8.32.	GLYCOHEMOGLOBI N A1C	12	\$7.00	\$84.00
4.8.33.	RPR	130	\$2.50	\$325.00
4.8.34.	RUBELLA IgG	22	\$15.00	\$330.00
4.8.35.	VARICELLA-ZOSTER VIR	216	\$15.00	\$3,240.00
4.8.36.	BODY FLUID CULTURE	1	\$18.00	\$18.00
4.8.37.	GC CULTURE	59	\$10.50	\$619.50
4.8.38.	HERPES SIMPLEX CULTU	1	\$34.00	\$34.00
4.8.39.	THROAT CULTURE	1	\$12.00	\$12.00
4.8.40.	URINE CULTURE	10	\$8.00	\$80.00
4.8.41.	SENSITIVITY 1-MIC	4	\$4.00	\$16.00
4.8.42.	ORGANISM ID 1	7	\$5.00	\$35.00
4.8.43.	SENSITIVITY REPORT 1	4	\$0.00	\$0.00
4.8.44.	SEROLOGIC ID 1	2	\$5.00	\$10.00
4.8.45.	MICRO TEST	74	\$0.00	\$0.00
4.8.46.	CHLAMYDIA TRACHOMATI	5	\$10.00	\$50.00
4.8.47.	NEISSERIA GONORRHOEA	5	\$10.00	\$50.00
4.8.48.	HUMAN PAPILLOMAVIRUS	10	\$45.00	\$450.00
4.8.49.	PAP SMEAR	889	\$8.00	\$7,112.00
4.8.50.	SUREPATH LIQUID- BASE	4	\$22.50	\$90.00
4.8.51.	ABNORMAL CYTOLOGY FO	9	\$0.00	\$0.00
4.8.52.	CYTOLOGY PATHOLOGIST	201	\$0.00	\$0.00
4.8.53.	HERPES SIMPLEX TYPE	1	\$22.00	\$22.00
4.8.54.	HSV 1&2 GLYCOPROTEIN	88	\$22.00	\$1,936.00
4.8.55.	LEAD, BLOOD	7	\$12.00	\$84.00
4.8.56.	MUMPS VIRUS ANTIBODY	19	\$20.00	\$380.00
4.8.57.	RABIES ANTIBODY, IGG	2	\$54.00	\$108.00
4.8.58.	MEASLES (RUBEOLA) AB	17	\$34.20	\$581.40
4.8.59.	STAT LABEL	8	\$0.00	\$0.00
4.8.60.	HOLD-PROBLEM DISEASE CASE	38	\$0.00	\$0.00
4.8.61.	REPORT	154	\$0.00	\$0.00

4.8.62.	ARUP REASON TEST NOT TEST	1	\$0.00	\$0.00
4.8.63.	AUTHORIZATION	11	\$0.00	\$0.00
4.8.64.	CANCEL-HOLD	22	\$0.00	\$0.00
4.8.65.	BASIC METABOLIC PANEL	18	\$4.50	\$81.00
4.8.66.	COMP METABOLIC PANEL	47	\$5.00	\$235.00
4.8.67.	LIPID PROFILE	7	\$5.50	\$38.50
4.8.68.	HEPATITIS PANEL I	1	\$32.00	\$32.00
4.8.69.	HEMATOLOGY PROFILE	54	\$2.50	\$135.00
4.8.70.	URINALYSIS, COMPLETE	1	\$4.00	\$4.00
4.8.71.	URINALYSIS	10	\$4.00	\$40.00
4.8.72.	URINALYSIS PLUS CULT	1	\$12.00	\$12.00
4.8.73.	URINALYSIS PLUS CULT	1	\$12.00	\$12.00
4.8.74.	GENITAL SCREEN III	2	\$46.00	\$92.00
4.8.75.	GENITAL SCREEN V	37	\$20.00	\$740.00
4.8.76.	SERUM IRON	1	\$3.00	\$3.00
4.8.77.	LDH	1	\$3.00	\$3.00
4.8.78.	CALCIUM-URINE	1	\$8.00	\$8.00
4.8.79.	CREATININE-URINE	1	\$8.00	\$8.00
4.8.80.	SODIUM-URINE	1	\$8.00	\$8.00
4.8.81.	URIC ACID-URINE	1	\$8.00	\$8.00
4.8.82.	AMYLASE	3	\$6.00	\$18.00
4.8.83.	LIPASE	3	\$6.00	\$18.00
4.8.84.	C-PEPTIDE	1	\$28.00	\$28.00
4.8.85.	INSULIN 1 SPECIMEN	1	\$15.00	\$15.00
4.8.86.	CARBAMAZEPINE	10	\$12.00	\$120.00
4.8.87.	LITHIUM	13	\$6.00	\$78.00
4.8.88.	PHENYTOIN	5	\$10.00	\$50.00
4.8.89.	VALPROIC ACID	17	\$12.00	\$204.00
4.8.90.	ALPHA- FETOPROTEIN TU	2	\$20.00	\$40.00
4.8.91.	B-HCG QUALITATIVE	2	\$8.00	\$16.00
4.8.92.	FERRITIN	1	\$12.00	\$12.00
4.8.93.	LUTEINIZING HORMONE	1	\$12.00	\$12.00
4.8.94.	FOLLICLE STIMULATING	1	\$12.00	\$12.00
4.8.95.	PROLACTIN	2	\$15.00	\$30.00
	PROSTATE			

4.8.96.	SPECIFIC AN	5	\$12.00	\$60.00
4.8.97.	T4,TOTAL	2	\$3.00	\$6.00
4.8.98.	THYROXINE (T4),FREE	8	\$10.00	\$80.00
4.8.99.	T3,TOTAL	2	\$16.00	\$32.00
4.8.100.	THYROID STIMULATING	21	\$7.00	\$147.00
4.8.101.	VITAMIN B12	2	\$12.00	\$24.00
4.8.102.	RBC FOLATE	1	\$17.00	\$17.00
4.8.103.	HEPATITIS B SURFACE	3	\$10.00	\$30.00
4.8.104.	HEPATITIS B SURFACE	2	\$10.00	\$20.00
4.8.105.	HEPATITIS A AB, IGM	1	\$18.00	\$18.00
4.8.106.	HEPATITIS C ANTIBODY	5	\$12.00	\$60.00
4.8.107.	HIV-1/HIV-2 ANTIBODY	5	\$12.00	\$60.00
4.8.108.	COMPLEMENT C3	1	\$17.50	\$17.50
4.8.109.	GLYCOHEMOGLOBI N A1C	5	\$7.00	\$35.00
4.8.110.	AMMONIA, PLASMA (EDT)	1	\$29.50	\$29.50
4.8.111.	HEMOGRAM MANUAL	4	\$3.00	\$12.00
4.8.112.	DIFFERENTIAL	11	\$5.00	\$55.00
4.8.113.	SED RATE WESTERGREN	3	\$5.00	\$15.00
4.8.114.	PROTHROMBIN TIME (PT)	11	\$5.00	\$55.00
4.8.115.	PTT	2	\$5.50	\$11.00
4.8.116.	URINALYSIS, BILL COM	5	\$4.00	\$20.00
4.8.117.	URINALYSIS, BILL MAC	6	\$4.00	\$24.00
4.8.118.	ANTI-NUCLEAR ANTIBODY	1	\$10.00	\$10.00
4.8.119.	ANA PROFILE RHEUMATOID	1	\$65.00	\$65.00
4.8.120.	FACTOR	1	\$5.00	\$5.00
4.8.121.	HELICOBACTER PYLORI	2	\$12.00	\$24.00
4.8.122.	BETA STREP CULTURE -	2	\$8.00	\$16.00
4.8.123.	CLOSTRIDIUM DIFF TOX	1	\$35.00	\$35.00
4.8.124.	TRICHOMONAS PREP	1	\$6.00	\$6.00
4.8.125.	GENITAL CULTURE	1	\$15.00	\$15.00
4.8.126.	STOOL CULTURE	1	\$17.00	\$17.00
4.8.127.	THROAT CULTURE	1	\$15.00	\$15.00
4.8.128.	URINE CULTURE	12	\$8.00	\$96.00
4.8.129.	WOUND CULTURE	3	\$18.00	\$54.00

4.8.130.	YEAST SCREEN	1	\$10.00	\$10.00
4.8.131.	SENSITIVITY 1-MIC	2	\$4.00	\$8.00
4.8.132.	ORGANISM ID 1	3	\$5.00	\$15.00
4.8.133.	SENSITIVITY REPORT 1	2	\$0.00	\$0.00
4.8.134.	MICRO TEST	26	\$0.00	\$0.00
4.8.135.	LYMPHOCYTE SUBSETS,	1	\$75.00	\$75.00
4.8.136.	LYMPHOCYTE SUBSETS,	1	\$75.00	\$75.00
4.8.137.	HEPATITIS C RNA, QUA	2	\$126.00	\$252.00
4.8.138.	PAP SMEAR	2	\$8.00	\$16.00
4.8.139.	CYTOLOGY PATHOLOGIST	1	\$0.00	\$0.00
4.8.140.	HISTOPATHOLOGY REPORT	3	\$55.00	\$165.00
4.8.141.	ACETAMINOPHEN	1	\$43.00	\$43.00
4.8.142.	ACETAMINOPHEN	1	\$43.00	\$43.00
4.8.143.	AMMONIA	2	\$29.50	\$59.00
4.8.144.	CITRATE, URINE	1	\$40.00	\$40.00
4.8.145.	DRUG ABUSE SCREEN 8	3	\$21.00	\$63.00
4.8.146.	HIV-1 RNA QT. REAL T	4	\$123.00	\$492.00
4.8.147.	NOROVIRUS GROUP 1&2	1	\$225.00	\$225.00
4.8.148.	OXALATE, URINE	1	\$26.00	\$26.00
4.8.149.	SALICYLATE	1	\$17.00	\$17.00
4.8.150.	SULFONYLUREA HYPOGLY	1	\$94.00	\$94.00
4.8.151.	STAT LABEL	16	\$0.00	\$0.00
4.8.152.	HOLD-PROBLEM DISEASE CASE REPORT	16	\$0.00	\$0.00
4.8.153.	DISEASE CASE REPORT	9	\$0.00	\$0.00
4.8.154.	DISEASE CASE REPORT	4	\$0.00	\$0.00
4.8.155.	CANCEL-HOLD	10	\$0.00	\$0.00
4.8.156.	ON SITE COLLECTION AS PER SECTION 2.2.2.	35	\$10.00	\$350.00
4.9..	Totals:			\$60,352.31
4.10.1.	Maximum % Increase 1 st Renewal Period		\$1.00	
4.10.2.	Maximum % Increase 2 nd Renewal Period		\$1.00	
4.10.3.	Maximum % Increase 3 rd Renewal Period		\$2.00	
4.12.	DELIVERY ARO		NA	
4.13.2.	COOP?		Yes	

**PURCHASE AGREEMENT
FOR
CLINICAL TESTING SERVICES TERM AND SUPPLY**

THIS AGREEMENT dated the 1st day of April 2010 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Boyce & Bynum Pathology, P.C.**, herein "Contractor".

IN CONSIDERATION of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. Contract Documents - This agreement shall consist of this Purchase Agreement for **Clinical Testing Services Term and Supply**, County of Boone Request for Bid number **11-05MAR10**, **Boyce & Bynum Pathology Laboratories Quote For 7 Panel Clinical Test dated March 29, 2010**, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Attachment A, References Sheet, Work Authorization Certification, Debarment Form, Standard Terms and Conditions, any applicable addenda, as well as the Contractor's bid response. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, and any applicable addenda shall prevail and control over the Contractor's bid response.

2. Contract Duration - This agreement shall commence on April 01, 2010 and extend through **June 30, 2011** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by the order of the County for **three (3) additional one (1) year periods** subject to the pricing clauses in the contractor's RFB response and thereafter on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

3. Purchase - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County all items per the bid specifications, and responded to on the Response Form, and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as well as in the quote dated March 23, 2010 for 7 panel clinical test, as needed and as ordered by the County.

4. Billing and Payment - All billing shall be invoiced to the department that ordered the services, and billings may only include the prices listed in the Contractor's bid response. No additional fees or extra services not included in the bid response, quote, or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all correct monthly invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

5. Binding Effect - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

6. Entire Agreement - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

7. Termination - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

**BOYCE & BYNUM PATHOLOGY
LABORATORIES, P.C.**

BOONE COUNTY, MISSOURI

by *Michael G. Burt*
 title 617
 address _____

by: Boone County Commission
Kenneth M. Pearson
 Kenneth M. Pearson, Presiding Commissioner

APPROVED AS TO FORM:
J. Blawie
 County Counselor

ATTEST:
Wendy S. Noren
 Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

1255/86300 Term/Supply

Jane E. Petchford by KP 4/16/10 no encumbrance required
 Signature Date Appropriation Account

209 -2010

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

April Session of the April Adjourned

Term. 20 10

County of Boone

In the County Commission of said county, on the

22nd

day of April

20 10

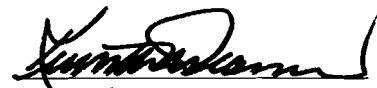
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the grant application by the Prosecuting Attorney's Office, for MODOT grant funds, to add an Assistant Prosecuting Attorney dedicated to DWI prosecution. The funding would begin October 1, 2010 and the amount requested is \$79,810.96. It is further ordered the Presiding Commissioner is hereby authorized to sign said grant application.

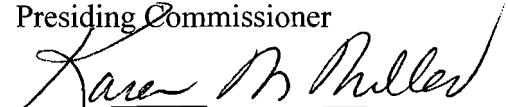
Done this 22nd day of April, 2010.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Kenneth M. Pearson
Presiding Commissioner



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner



Office of the Boone County Prosecuting Attorney

DANIEL K. KNIGHT, Prosecutor

705 E. Walnut Street – Courthouse
Columbia, Missouri 65201-4485

209-2010
573-886-4100
FAX: 573-886-4148

DATE: April 22, 2010

TO: Commissioner Pearson
Commissioner Miller
Commissioner Elkin

FROM: Daniel K. Knight
Boone County Prosecuting Attorney

RE: DWI Prosecutor

We respectfully request your approval to apply for MODOT grant funds to add an Assistant Prosecuting attorney dedicated to DWI prosecution. The funding would begin October 1, 2010.

We are requesting \$79,810.96 to include the following:

- Salary & benefits for an additional assistant prosecutor
- DWI training and travel fees
- Telephone
- Computer, monitor, and software
- Missouri Bar Dues

The funding for this year's request is 100%, with no matching funds required.

Thank you for your consideration of this request.



**Highway Safety
HSD GENERAL APPLICATION
October 01, 2010 through September 30, 2011**
(Application due by May 03, 2010)

Highway Safety Division
P.O. Box 270
2211 St. Mary's Blvd.
Jefferson City, MO 65102
1-800-800-BELT or 573-751-4161

Agency:	Boone County Prosecuting Attorney	Agency ORI#:	MO010013A
Address:	705 East Walnut Street	Federal Tax ID#:	436000349
		State Tax ID#:	
City:	Columbia	State:	MO
		Zip:	65201
		County:	Boone
Phone:	573-886-4100	Fax:	573-886-4148
Contact:	Administrator Bonnie Adkins	Email:	badkins@boonecountymmo.org
Jurisdiction:	Urban	Jurisdiction Population:	146,048
Targeted Population:	Impaired Drivers		

<p>Project activity for which your agency is requesting funding:</p> <p>Alcohol Projects</p>

Project Title:	DWI Prosecuting Attorney	Requested Amount:	\$79,810.96
Brief Description:	DWI Prosecutor for Boone County		

Kenneth Pearson
Authorizing Official



Authorizing Official Signature

Presiding Commissioner
Authorizing Official Title

PROBLEM IDENTIFICATION

Alcohol and other drugs contribute substantially to traffic crashes on Missouri's roads, especially those resulting in death or disabling injury. In the 2006-2008 period, 489,219 traffic crashes occurred in the State. Of those, 0.6% resulted in a fatality and 3.6% involved someone being seriously injured. During the same time period, there were 24,995 traffic crashes where one or more drivers and/or pedestrians were under the influence of intoxicants and in the opinion of the investigating officer their intoxicated condition was a contributing factor to the crash. In these crashes where drivers or pedestrians were impaired by alcohol or other drugs, 824 people were killed and another 3,889 were seriously injured.

In the past three years (2007-2009) there have been 11,332 reported crashes in Boone County. Of those crashes, there were 58 fatalities, where 14 involved drinking and 26 were speed related.

Over the past three years, the number of DWI arrests in Boone County, Missouri have increased dramatically. Law enforcement agencies in Boone County have increased their focus on locating, identifying, and arresting persons who have chosen to get behind the wheel of a vehicle while impaired by drugs and/or alcohol. As a result of their increased focus, referrals for prosecution to the Boone County Prosecutors' Office have also increased dramatically. In 2006 the Boone County Sheriff's Department received funding through the Missouri Department of Highway Safety to form a specialized DWI unit. They received funds for two officers, vehicles and equipment for their unit. As a result of the success of this unit, the Boone County Prosecuting Attorney's Office almost doubled our criminal case filings. The Boone County Sheriff's Department increased their number of arrests by over 213% from 2007 to 2009, (134 in 2007 to 419 in 2009). The Boone County Prosecutors' Office increased the number of DWI cases filed by 75% in the same time period, 536 in 2007 and 930 in 2009. In late 2009 the Columbia Police Department also received funding for a specialized DWI unit, which included two officers, vehicles and equipment. CPD made 203 DWI arrests in 2007 and 237 in 2009. With the addition of the new Columbia Police Department DWI unit our office anticipates a more dramatic increase in DWI case filings.

With increased training, dedication, and man power to fight the dangerous crime of driving while intoxicated/impaired, law enforcement has been able to greatly increase the number of impaired drivers who are taken off the streets. However, with the increase in the number of arrests, the number of prosecutions also increases. At this time we have only one assistant prosecuting attorney handling all of the DWI cases. Without an increase in funding and resources, our ability to effectively prosecute each of these arrests is greatly reduced.

Impaired driving and other traffic safety cases can be quite difficult to prosecute due to the technical and scientific evidence, the ever increasing and ever changing defense challenges, and the increased number of drug impaired driving cases. Although the Drug Evaluation and Classification program has been around for over 20 years, it has only been in the last decade that local law enforcement has been focusing on the need for additional training on detection of drivers who are impaired by a drug or drugs other than alcohol. In the last three years, law enforcement agencies have dramatically increased the number of DRE (Drug Recognition Experts) trained officers. Boone County and Mid-Missouri have seen the number of DRE certified officers triple in number. With the increase in officers trained in the detection of drivers under the influence of a category of drugs, an increase of arrests of DWI by drugs, and thus, an increased need for training and resources of prosecution of DWI by drugs.

In order to assist the goal of all law enforcement of deterring persons driving while impaired, from risking their lives and the lives of other motorists, Boone County needs the additional resources in which to prosecute DWI cases effectively and efficiently.

GOALS/OBJECTIVES

GOAL #1: Effectively review and make a charging decision on 100% of the DWI arrests that are referred to the Boone County Prosecuting Attorney's Office.

OBJECTIVE 1: Employ a full time DWI Prosecuting Attorney.

OBJECTIVE 2: Collaborate with local law enforcement agencies who investigate DWI related offenses, specifically with the Boone County Sheriff's Department and the Columbia Police Department's specialized DWI Units.

GOAL #2: Increase our effectiveness in prosecuting cases where the driver is impaired by drugs other than alcohol.

OBJECTIVE 1: Provide additional training and resources for the prosecution of DWI by drugs both locally and nationally.

OBJECTIVE 2: Collaborate with Drug Recognition Experts to more effectively and efficiently prosecute DWI by drug cases in Boone County.

PROJECT DESCRIPTION

This proposal is submitted in an effort to add one Assistant Prosecuting Attorney to the Boone County Prosecuting Attorney's Office, dedicated to working solely on DWI cases in Boone County. We are requesting the full salary and benefits for the Assistant Prosecutor as well as funding for travel and training expenses to attend local and national traffic safety conferences and professional dues. We are also requesting the necessary equipment, computer hardware and software for the Assistant Prosecuting Attorney.

The Boone County Prosecutors' Office will hire an assistant prosecuting attorney to work as a DWI prosecutor in Boone County. The salary will be commensurate with their experience and is based on the Boone County Salary Range Schedule which was adopted in FY2002. The DWI Prosecutor will do the following:

Collaborate with local law enforcement including the Boone County Sheriff's Department and the Columbia Police Department specialized DWI Units.

Conduct factual and legal analysis of DWI reports submitted by law enforcement.

Determine whether or what charges should be filed based on the facts and the law.

Represent the State of Missouri in criminal prosecution of DWI cases including arraignments, motions, plea agreements, probation violation proceedings, depositions and jury trials.

Prepare DWI cases for trial by identification of witnesses, internal investigation, confer with DWI victims, and establish trial strategy designed to secure a verdict of guilty.

Manage a DWI case load consisting of pending criminal actions with objectives to ensure that resolution is obtained and secured.

Write trial briefs and DWI appeal briefs.

Recommend to the court as to bonds and punishments.

Assess the action to be taken regarding criminal proceedings, taking into consideration the history of the defendants, the strength of the cases, and the protection of the community and victims.

Gather and analyze evidence in DWI cases.

Interview witnesses to ascertain facts of DWI cases.

Review pertinent decision, policies, regulations and other legal matters pertaining to DWI cases.

Maintain proficiency in Missouri and Federal Statutory case law.

Present evidence on behalf of the State to grand jury for indictment.

Engage in jury selection in DWI cases.

Represent Boone County and the State in Court of law and present evidence before Judge, judiciary and jury in DWI cases.

Respond to law enforcement agencies' inquiries regarding search warrants and arrest decision, review, approve or disapprove.

SUPPLEMENTAL INFORMATION

<u>Question</u>	<u>Answer</u>
1 Does your agency have a safety belt use policy?	Yes
2 If you answered NO to question 1, why not?	
3 What type of agency do you represent (e.g. state government, local government, not for profit, for profit)?	
Boone County Prosecutor's Office, Columbia, Missouri.	
4 Will this project have an impact statewide, regionally, or locally?	
Locally	
5 What target group will this project impact (e.g. young, older, impaired)?	
Impaired drivers over the age of 18.	
6 What age group does your project focus on?	
Adults over the age of 18.	
7 Does this project employ proven best practices or would it be considered a pilot project?	
Proven best practices.	

PROJECT EVALUATION

The Missouri Highways and Transportation Commission (MHTC) will administratively evaluate this project. Evaluation will be based, at a minimum, upon the following:

1. Timely submission of monthly reimbursement vouchers and appropriate documentation to support reimbursement for expenditures (i.e., personal services, equipment, materials)
2. Timely submission of periodic reports (i.e., monthly, quarterly, semi-annual) as required
3. Timely submission of the Year End Report of activity (due within 30 days after contract completion date)
4. Attaining the Goals set forth in this contract*
5. Accomplishing the Objectives* established to meet the project Goals, such as:
 - Programs (number and success of programs held compared to planned programs, evaluations if available)
 - Training (actual vs. anticipated enrollment, student evaluations of the class, student test scores on course examinations, location of classes, class cancellation information)
 - Equipment purchases (timely purchase of equipment utilized to support and enhance the traffic safety effort; documentation of equipment use and frequency of use)
 - Public awareness activities (media releases, promotional events, incentive items or educational materials produced or purchased)
 - Other (any other information or material that supports the Objectives)
6. The project will be evaluated by the Highway Safety Division through annual crash analysis.

Evaluation results will be used to determine:

- The success of this type of activity in general and this particular project specifically;
- Whether similar activities should be supported in the future; and
- Whether grantee will receive funding for future projects.

*Evaluation and requests to fund future projects will not be based solely on attaining Goals and/or Objectives if satisfactory justification is provided.

ADDITIONAL FUNDING SOURCES

BUDGET PROPOSAL

Category	Item	Description	Quantity	Unit Cost	Total	Match	Total Requested
Equipment							
	Other	Telephone	1	\$145.00	\$145.00	\$0.00	\$145.00
	Computer Hardware	Hewlett Packard PC & Display for Assistant Prosecutor	1	\$1,380.00	\$1,380.00	\$0.00	\$1,380.00
	Computer Software	Microsoft Office Software for Assistant Prosecuting Attorney	1	\$413.00	\$413.00	\$0.00	\$413.00
	Computer Software	Groupwise Email software	1	\$110.00	\$110.00	\$0.00	\$110.00
	Computer Software	Groupwise email yearly fee	1	\$40.00	\$40.00	\$0.00	\$40.00
	Computer Software	Novell Network software for Assistant Prosecutor	1	\$33.00	\$33.00	\$0.00	\$33.00
	Computer Software	Microsoft Office yearly software fee for Assistant Prosecuting Attorney	1	\$150.00	\$150.00	\$0.00	\$150.00
	Computer Software	Karpel Case Management software for Assistant Prosecutor	1	\$1,850.00	\$1,850.00	\$0.00	\$1,850.00
					\$4,121.00	\$0.00	\$4,121.00
Indirect Costs							
	Institutional Fees	Missouri Bar Dues	1	\$305.00	\$305.00	\$0.00	\$305.00
	Institutional Fees	National District Attorneys Association Dues	1	\$75.00	\$75.00	\$0.00	\$75.00
	Institutional Fees	Missouri Association of Prosecuting Attorneys Dues	1	\$50.00	\$50.00	\$0.00	\$50.00
					\$430.00	\$0.00	\$430.00
Operational Expenses and Supplies							
	Fees	Westlaw Password for Legal Research	1	\$1,650.00	\$1,650.00	\$0.00	\$1,650.00
					\$1,650.00	\$0.00	\$1,650.00
Personnel							

	Salary and Fringe	Salary	1	\$57,372.00	\$57,372.00	\$0.00	\$57,372.00
	Salary and Fringe	FICA	1	\$4,388.96	\$4,388.96	\$0.00	\$4,388.96
	Salary and Fringe	Workers Compensation	1	\$265.00	\$265.00	\$0.00	\$265.00
	Salary and Fringe	Disability	1	\$223.00	\$223.00	\$0.00	\$223.00
	Salary and Fringe	Health Insurance	1	\$4,990.00	\$4,990.00	\$0.00	\$4,990.00
	Salary and Fringe	Dental Insurance	1	\$378.00	\$378.00	\$0.00	\$378.00
	Salary and Fringe	Life Insurance	1	\$56.00	\$56.00	\$0.00	\$56.00
	Salary and Fringe	Pension	1	\$410.00	\$410.00	\$0.00	\$410.00
					\$68,082.96	\$0.00	\$68,082.96
Training							
	DRE Training	DRE Training Conference 2011 Estimate based on cost for 2010 Conference	1	\$195.00	\$195.00	\$0.00	\$195.00
					\$195.00	\$0.00	\$195.00
Travel							
	Registration Fees	Missouri Office Prosecution Services DWI Conference	1	\$50.00	\$50.00	\$0.00	\$50.00
	Registration Fees	National Highway Safety Conference Lifesavers 2011 - Phoenix, Arizona	10	\$350.00	\$3,500.00	\$0.00	\$3,500.00
	Airfare	Estimated Airfare to Phoenix, Arizona for Lifesavers 2011 Highway Safety Conference	1	\$275.00	\$275.00	\$0.00	\$275.00
	Mileage	Estimated mileage to and from Kansas City Airport from Columbia, MO for DWI PA to attend Lifesaver 2011 National Highway Safety Conference	1	\$150.00	\$150.00	\$0.00	\$150.00
	Meals	Per Diem for Phoenix, Arizona \$71.00/day to attend Lifesavers 2011 National Highway Safety Conference.	4	\$71.00	\$284.00	\$0.00	\$284.00
	Airfare	Estimated cost to travel to 2011 DRE Training Conference.	1	\$350.00	\$350.00	\$0.00	\$350.00

	Lodging	Estimated lodging for DWI Prosecutor to attend DRE Conference. Based on 2010 conference rate.	3	\$120.00	\$360.00	\$0.00	\$360.00
	Mileage	Estimated mileage to travel to and from the Kansas City Airport for DRE 2011 Conference.	1	\$150.00	\$150.00	\$0.00	\$150.00
	Meals	Estimated Per Diem for DRE 2011 Conference. Based on 2010 cost.	3	\$71.00	\$213.00	\$0.00	\$213.00
					\$5,332.00	\$0.00	\$5,332.00
Total Contract					\$79,810.96	\$0.00	\$79,810.96

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

April Session of the April Adjourned

Term. 20 10

In the County Commission of said county, on the 22nd day of April 20 10

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 to cover costs in Class 1 due to the creation of a court administrator position which will handle both DWI and Mental Health Court Administrative duties:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2904	71100	Prop L	Outside Services	7,154.00	
2904	10100	Prop L	Salaries & Wages		6,407.00
2904	10200	Prop L	FICA		490.00
2904	10325	Prop L	Disability Insurance		24.00
2904	10400	Prop L	Worker's Comp		233.00
			TOTAL	7,154.00	

Done this 22nd day of April, 2010.

ATTEST:

Wendy S. Noren #5
 Wendy S. Noren
 Clerk of the County Commission

Kenneth M. Pearson
 Kenneth M. Pearson
 Presiding Commissioner

Karen M. Miller
 Karen M. Miller
 District I Commissioner

Skip Elkin
 Skip Elkin
 District II Commissioner

REQUEST FOR BUDGET REVISION
 BOONE COUNTY, MISSOURI

Return to Auditor's Office
 please do not remove staple.

4/15/10

EFFECTIVE DATE

FOR AUDITORS USE

Department	Account	Department Name	Account Name	(Use whole \$ amounts)	
				Transfer From	Transfer To
				Decrease	Increase
2 9 0 4	7 1 1 0 0	Prop L	Outside Services	\$7,154	
2 9 0 4	1 0 1 0 0	Prop L	Salaries & Wages		\$6,407.00
2 9 0 4	1 0 2 0 0	Prop L	FICA		\$490.00
2 9 0 4	1 0 3 2 5	Prop L	Disability Insurance		\$24.00
2 9 0 4	1 0 4 0 0	Prop L	Worker's Comp		\$233.00
			TOTAL	\$7,154	\$7,154.00

Describe the circumstances requiring this Budget Revision. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary): A budget revision is necessary to cover costs in Class 1 due to changes made in the salary for the Mental Health Court Administrator because of additional duties as DWI Court Administrator. *To deactivate Mental Health Court Administrator and create new position at a different range*

Do you anticipate that this Budget Revision will provide sufficient funds to complete the year? YES NO
 If not, please explain (use an attachment if necessary):

Kathy [Signature]
 Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached.
- Unencumbered funds are available for this budget revision.
- Comments:

Agenda

[Signature]
 Auditor's Office

[Signature]
 PRESIDING COMMISSIONER

[Signature]
 DISTRICT I COMMISSIONER

[Signature]
 DISTRICT II COMMISSIONER

		<u>Stacey's Salary</u>	<u>Casey's Salary</u>
		\$38,646.40	\$45,053.00
		Difference in Salary	\$6,406.60
	.0765	Difference in FICA	\$490.10
	.00370	Difference in Disability Ins.	\$23.70
	.0364	Difference in W. Comp	\$233.20
		Total Difference	\$7,153.61

From: <Kathy.Lloyd@courts.mo.gov>
To: "June Pitchford" <JPitchford@boonecountymo.org>
CC: "Betty Dickneite" <BDickneite@boonecountymo.org>, "Kara Coustry" <KCoust...>
Date: 4/15/2010 2:35 PM
Subject: Re: Position Reclassifications

The position title for Joy's position will not change.

The effective date on the Mental Health/DWI Court Administrator change will be determined by the commission schedule. I have received the budget revision and plan to send it over today. I'll get on the commission schedule and would intend to have the change effective as soon as possible following approval of the budget revision.

Kathy S. Lloyd
Court Administrator
13th Judicial Circuit Court
(573) 886-4060

"June Pitchford"
<JPitchford@boonecountymo.org>
To
"Kathy Lloyd"
<kathy.lloyd@courts.mo.gov>
04/15/2010 01:11 PM cc
"Betty Dickneite"
<BDickneite@boonecountymo.org>,
"Kara Coustry"
<KCoustry@boonecountymo.org>,
"Kristen Pettit"
<KPettit@boonecountymo.org>
Subject
Re: Position Reclassifications

Kathy,
Thanks for the confirmation.

In terms of implementation:

These changes will need to be coordinated through HR, because they maintain the County's Class Code File which then populates certain fields within my Master Position File. I'm cc'ing Betty and Kara so that they can follow-up with you for any information that they need.

For position 1210-37 (Assistant to Court Administrator), if the only change is the range, then HR can change the range in the Class Code file and we will continue using position #37. If the title is changing as well, it may be preferable for HR to establish a new Class Code, in which case my office would de-activate Pos 37 when Joy retires and create a new position using the new Class Code. HR will need to know the effective date of the change. (Although this change was discussed with the Commission; commission approval is not required.)

For position 2904-661 (Mental Health Coordinator), HR will need to establish a new class code with the new title and range. My office will de-activate position 661 and create a new one using the new Class Code. Again, HR will need to know the effective date of the change. (As you noted below, this change is subject to commission approval of the budget revision.)

After HR updates the Class Code File, Kristen will make the necessary changes to the Master Position File and make sure that you have the correct position numbers to use on the PAF's.

Thanks,
June

>>> <Kathy.Lloyd@courts.mo.gov> 4/15/2010 12:00 PM >>>

June,

The court en banc approved the position reclassifications at the meeting last night. The new range of 58 will be used to advertise the position of Legal Counsel and Assistant to the Court Administrator. I don't know that there is really any reason to complete a PAF for Joy's current status since it won't impact her pay. If there's is a reason I'm not contemplating please let me know.

Diana is preparing the budget revision for Prop L to move money from Class 7 (71100) to Class 1 to fund the increase in salary for the retitled/reclassified position of Mental Health/DWI Court Administrator. The court approved the new range of 46 with the understanding that funding was contingent on approval of the budget revision.

You had asked that I document the change in the Legal Counsel and Assistant to the Court Administrator position. If you need something in addition to this email please advise.

Kathy S. Lloyd
Court Administrator

SUBLSCR BOONE SUBSIDIARY LEDGER INQUIRY MAIN SCREEN 4/20/10 10:18:16

Year	<u>2010</u>	Original Appropriation	<u>42,000.00</u>
Dept	<u>2904 ALT SENTENCING PGMS-LE SALESTX</u>	Revisions	<u>900.00-</u>
Acct	<u>71100 OUTSIDE SERVICES</u>	Original + Revisions	<u>41,100.00</u>
Fund	<u>290 LAW ENFORCEMENT SERVICES FUND</u>	Expenditures	<u>1,606.56</u>
		Encumbrances	
Class/Account	<u>A ACCOUNT</u>	Actual To Date	<u>1,606.56</u>
Account Type	<u>E EXPENSE</u>	Remaining Balance	<u>39,493.44</u>
Normal Balance	<u>D DEBIT</u>	Shadow Balance	<u>39,493.44</u>

Expenditures by Period

January		July	
February	<u>474.72</u>	August	
March	<u>1,108.84</u>	September	
April	<u>23.00</u>	October	
May		November	
June		December	

F2=Key Scr F3=Exit F5=Ledger Transactions F7=Transactions

RE-INTEGRATION GRANT BUDGET FOR 2009-2010

Personnel							
1243-10100	Salary	Range 29G	\$1878 Semi-monthly	\$	45,064.56	\$	3,755.38
1243-10200	FICA		.0765 x salary	\$	3,447.44	\$	287.29
1243-10300	Health Ins.	\$4,750/yr	\$395.83/mo x 12 mo	\$	4,750.00	\$	395.83
1243-10350	Life Ins.	\$53/yr	\$4.42/mo x 12 mo	\$	53.00	\$	4.42
1243-10375	Dental Ins.	\$356/yr	\$29.67/mo x 12 mo	\$	356.00	\$	29.67
1243-10325	Disability		0.00370 x salary	\$	166.74	\$	13.83
1243-10400	Workers Comp	3.6%	4.75% x salary	\$	2,063.96	\$	172.00
1243-10500	401 A Match		\$25 x 26 payrolls	\$	650.00	\$	54.17
				\$	56,551.70	\$	4,713.49

REQUEST FOR BUDGET AMENDMENT

BOONE COUNTY, MISSOURI



7/1/09

EFFECTIVE DATE

FOR AUDITORS USE

Department				Account					Department Name	Account Name	(Use whole \$ amounts)	
											Decrease	Increase
1	2	4	3	0	3	4	5	1	Judicial Grants	State Reimbursement		\$28,281.00 ✓
1	2	4	3	1	0	1	0	0	Judicial Grants	Salary		\$22,537.00 ✓
1	2	4	3	1	0	2	0	0	Judicial Grants	FICA		\$1,724.00 ✓
1	2	4	3	1	0	3	0	0	Judicial Grants	Health Insurance		\$2,375.00 ✓
1	2	4	3	1	0	3	2	5	Judicial Grants	Disability Insurance		\$83.00 ✓
1	2	4	3	1	0	3	5	0	Judicial Grants	Life Insurance		\$27.00 ✓
1	2	4	3	1	0	3	7	5	Judicial Grants	Dental Insurance		\$178.00 ✓
1	2	4	3	1	0	4	0	0	Judicial Grants	Worker's Comp		\$1,032.00 ✓
1	2	4	3	1	0	5	0	0	Judicial Grants	401 (A) Match		325.00 ✓

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary): **Establish a 2009 budget for the Drug Court Reintegration Grant. No county match. Grant will fund 1 full-time-FTE (Reintegration Drug Court Administrator) for July 1, 2009 through December 31, 2009.**

 Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached.
- A fund-solvency schedule is attached.
- Comments:

 Auditor's Office

 PRESIDING COMMISSIONER

 DISTRICT I COMMISSIONER

 DISTRICT II COMMISSIONER

BUDGET AMENDMENT PROCEDURES

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. **NOTE: The 10-day period may not be waived.**
- The Budget Amendment may not be approved prior to the Public Hearing.

4/20/2010

FY 2010
 Budget Amendments/Revisions
 Alternative Sentencing Programs - Law Enforcement Sales Tax (2904)

Index #	Date Recd	Dept	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification	Comments
1	4/7/2010	2904	71100	Alt Sentencing-LE Sales Tax	Outside Services		900	revision to establish categories missed in 2010 budget preparation	
		2904	23027	Alt Sentencing-LE Sales Tax	Inmate Work/Incentive Supplies	500			
		2904	83100	Alt Sentencing-LE Sales Tax	Awards	50			
		2904	84010	Alt Sentencing-LE Sales Tax	Receptions/Meetings	350			
2	4/16/2010	2904	71100	Alt Sentencing-LE Sales Tax	Outside Services		7,154	to cover costs in class 1 due to changes in salary for Mental Health Court Administrator for addl duties	
		2904	10100	Alt Sentencing-LE Sales Tax	Salaries & Wages	6,407			
		2904	10200	Alt Sentencing-LE Sales Tax	FICA	490			
		2904	10325	Alt Sentencing-LE Sales Tax	Disability Insurance	24			
		2904	10400	Alt Sentencing-LE Sales Tax	Worker's Comp	233			

Class Code	Occupational Job Families and Job Classes	2009 Range	Minimum	Midpoint	Maximum	Recom. 2010 Range	Minimum	Midpoint	Maximum
Judicial Department Series									
<u>Administration</u>									
7001	Assistant to Court Administrator	55	\$50,663	\$63,328	\$75,994	58	\$54,558	\$68,198	\$81,837
7002	Jury Supervisor	26	\$24,757	\$30,946	\$37,135	31	\$28,010	\$35,013	\$42,015
<u>Information Technology</u>									
7011	Supervisor, Information Technology	47	\$41,581	\$51,976	\$62,372	47	\$41,581	\$51,976	\$62,372
7012	Computer Information Technologist	34	\$30,164	\$37,705	\$45,246	34	\$30,164	\$37,705	\$45,246
7013	Programmer Analyst	39	34,128	\$42,659	\$51,191	39	34,128	\$42,659	\$51,191
<u>Court Marshal</u>									
7021	Court Marshal	46	\$40,567	\$50,709	\$60,850	46	\$40,567	\$50,709	\$60,850
7022	Deputy Court Marshal	27	\$25,376	\$31,720	\$38,064	27	\$25,376	\$31,720	\$38,064
7023	Deputy Court Marshal - Sergeant	41	\$35,855	\$44,819	\$53,783	41	\$35,855	\$44,819	\$53,783
<u>Court Services</u>									
7031	Supervisor, Court Services	41	\$35,855	\$44,819	\$53,783	41	\$35,855	\$44,819	\$53,783
7032	Court Services Officer I	31	\$28,010	\$35,013	\$42,015	31	\$28,010	\$35,013	\$42,015
7030	Court Services Officer II	35	\$30,918	\$38,647	\$46,377	35	\$30,918	\$38,647	\$46,377
7033	Mental Health Coordinator	37	\$32,483	\$40,604	\$48,725	46	\$40,567	\$50,709	\$60,850
7034	Reintegration Court Coordinator	46	\$40,567	\$50,709	\$60,850	46	\$40,567	\$50,709	\$60,850
<u>Family Court Services</u>									
7041	Teacher	45	\$39,578	\$49,472	\$59,366	45	\$39,578	\$49,472	\$59,366
7042	Art Instructor	38	\$33,295	\$41,619	\$49,943	38	\$33,295	\$41,619	\$49,943
7043	Deputy Juvenile Officer I	31	\$28,010	\$35,013	\$42,015	31	\$28,010	\$35,013	\$42,015
7044	Victim Advocate	31	\$28,010	\$35,013	\$42,015	31	\$28,010	\$35,013	\$42,015
7045	Legal Assistant	31	\$28,010	\$35,013	\$42,015	31	\$28,010	\$35,013	\$42,015
7046	Transportation Coordinator	15	\$18,868	\$23,585	\$28,302	15	\$18,868	\$23,585	\$28,302
7047	Music Instructor	38	\$33,295	\$41,619	\$49,943	38	\$33,295	\$41,619	\$49,943
<u>Secretarial Services</u>									
7051	Secretary I	20	\$21,348	\$26,685	\$32,022	20	\$21,348	\$26,685	\$32,022

Court Services Pool Positions Group

7061	Family Counselor Pool	31	\$28,010	\$35,013	\$42,015	31	\$28,010	\$35,013	\$42,015
7062	Program Assistants Pool	14	\$18,408	\$23,010	\$27,612	14	\$18,408	\$23,010	\$27,612
7063	Security Officers Pool	56	\$51,929	\$64,911	\$77,894	56	\$51,929	\$64,911	\$77,894
7064	Deputy Court Marshal Pool	27	\$25,376	\$31,720	\$38,064	27	\$25,376	\$31,720	\$38,064

Court Clerk(s)

7071	Court Clerk III	24	\$23,564	\$29,455	\$35,346	24	\$23,564	\$29,455	\$35,346
7072	Court Clerk II	20	\$21,348	\$26,685	\$32,022	20	\$21,348	\$26,685	\$32,022
7073	Court Clerk I to Records Clerk II	20	\$21,348	\$26,685	\$32,022	20	\$21,348	\$26,685	\$32,022



Circuit Court of Missouri

Thirteenth Judicial Circuit

JOB DESCRIPTION

Position: Mental Health/DWI Court Administrator State County
Department: Alternative Sentencing Courts
Reports to: Court Administrator
Position Status: Regular, Full-Time **Exemption Status:** Exempt - 0
Salary Range: \$40,567- \$60,950 (Range 46) **Last Revised:** 4/14/2010

Definition of Work:

This is a **highly** responsible **administrative and managerial** position involving **overall direction, coordination and planning** of services within the Alternative Sentencing Court for the Mental Health Court and **DWI Court** Programs. Work is performed under the supervision of the Court Administrator of the Thirteenth Judicial circuit court. The employee is expected to perform job functions with minimal supervision. Emphasis of the work is on the **management and coordination of the Mental Health Court and DWI Court, on long-range planning and on such administrative duties as developing budget requests, establishing procedures and overseeing day-to-day operations.** ~~coordination of the Mental Health Court Program and serving~~ Responsibilities also include as primary liaison with other agencies, **and the on-going development, evaluation, and function of programs.**

Examples of Work Performed

These examples do not cover all of the work which may be performed as part of this position.

- **Manages and coordinates administrative services for the DWI and Mental Health Courts, which include budgeting, accounting and finance, personnel, court automation, case processing, and related administrative services.**
- **Works with the Court Administrator and the Alternative Sentencing judge to establish policies and procedures relating to the operation of the DWI and Mental Health Courts.**
- **Monitors, coordinates and evaluates the effectiveness of the DWI Court and Mental Health Court programs through process and outcome studies to determine requirements for program modification.**
- **Identifies and makes recommendations concerning the needs of the DWI and Mental Health Courts, including the establishment of goals and priorities within the program.**
- **Prepares, administers and monitors contracts for services.**
- **Prepares and makes application for local, state and federal grants that would assist with the operation of the DWI and Mental Health Courts.**
- **Plans and implements strategies to encourage collaboration and partnership with federal, state, and local agencies and organizations to further the general understanding and acceptance of the DWI and Mental Health Court programs.**

- **Represents the court in meetings with public and private agencies, the news media and the public in general.**
- In consultation with the Court Administrator, recommends, approves and monitors research activity.
- **Prepares and/or maintains the DWI and Mental Health Court operating manuals, participant information packets, public information packets and other materials the DWI and Mental Health Court teams deem necessary.**
- Provides support to court participants by locating and recommending community resources; networking with service providers; and identifying resources for financial aid to offset the cost of medical treatment.
- Consults and collaborates with attorneys, service providers and other staff members regarding the progress of court participants in the **DWI and Mental Health Court Programs.**
- Provides information to court participants on program requirements and court expectations for their participation in the **DWI and Mental Health Court programs.**
- Is responsible for keeping the Court Administrator informed concerning general developments within the programs and to immediately report matters of significance.
- Compiles data on the operation of the **DWI and Mental Health Court programs**, and documents services provided to court participants. Prepares and submits an annual report and such other comprehensive reports as may be requested by the Court Administrator.
- **Prepares and submits an annual report and such other comprehensive reports as may be requested by the Court Administrator.**

Required Knowledge, Skills and Abilities

- ~~Some~~ **Thorough** knowledge of court procedures, legal documents, laws and legal factors pertaining to the court system.
- ~~Some~~ **Thorough** knowledge of the organization, functions, responsibilities and procedures of the court system.
- **Considerable knowledge of the modern principles and practices of public and judicial administration.**
- Some knowledge of **DWI and mental health courts**, mental health diagnoses and treatment, **chemical addiction, substance abuse treatment**, the special needs of those suffering from a mental illness in the court system, substance abuse and individuals with co-occurring disorders, and principles associated with the operation of a **DWI and mental health courts**.
- Some knowledge of basic accounting, grant management, and modern automated systems.

- Strong ability to establish and maintain effective working relationships with judges, court officials, attorneys, service providers, and the general public.
- Ability to **organize, direct** coordinate team meetings, training sessions and public forums in an effective manner.
- Ability to communicate ideas clearly and concisely, both orally and in writing.
- Ability to make oral presentations to justice system employees and the general public.

Required Minimum Education and Experience

The following statement represents the minimum education and experience which will be used to determine qualifications of applicants. Equivalent substitution may be permitted in case of deficiencies of either experience or education. Education above the minimum stated may be substituted for up to two years of the required experience; experience in a similar position with similar job responsibilities may be substituted on a year for year basis for the required education.

Graduation from a four-year college or university with major course work in judicial administration, public or business administration, sociology, psychology, criminal justice or a related field, and ~~two years related experience.~~ **three years of responsible professional experience in management or criminal justice and one year of responsible professional experience in management or administration.**

211 -2010

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

April Session of the April Adjourned

Term. 20 10

County of Boone

In the County Commission of said county, on the

22nd

day of April

20 10

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 meeting on Wednesday, April 28, 2010, at 1:30 p.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 (1) RSMo. to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Done this 22nd day of April, 2010.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

Kenneth M. Pearson
Kenneth M. Pearson
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner