

TERM OF COMMISSION: July Session of the July Adjourned Term

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

PRESENT WERE: Presiding Commissioner Daniel K. Atwill
District I Commissioner Karen M. Miller
District II Commissioner Skip Elkin
Rosa Robb
Director of Human Resources Betty Dickneite
Web Developer James Barnes
Senior Programmer Julia Underhill
Accountant Jason Gibson
Deputy County Clerk Cameron Clarke

The meeting was called to order at 1:32 p.m.

Proclamation Presentation

Commissioner Atwill stated it is his distinct honor to present this award entitled: A Proclamation of Appreciation and Honor. Commissioner Atwill read the following proclamation:

Whereas, Sudden Cardiac Arrest (SCA) strikes approximately 350,000 people in the United States each year and is one of the leading causes of death in our nation; and

Whereas, SCA is most often caused by ventricular fibrillation, a quivering of the heart's lower chambers, or pulseless ventricular tachycardia, extremely rapid but ineffective beating of the heart's lower chambers; and

Whereas, Survival of SCA is directly linked to the amount of time between onset of SCA and defibrillation; and

Whereas, The accessibility of Automated External Defibrillators (AEDs), which are designed to be used by lay people, coupled with CPR can significantly reduce the response time to SCA and increase the likelihood of survival; and

Whereas, Presiding Commissioner Dr. Edward H. Robb was dedicated to and passionate about the public safety of all residents of Boone County; and

Whereas, The Ed Robb Memorial Fund for Public Safety honors the late Presiding Commissioner and strives to carry on his legacy and commitment to public safety in Boone County; and

Whereas, The Ed Robb Memorial Fund for Public Safety generously donated funds to

Boone County for the purchase of three lifesaving AEDs to be placed in Boone County Buildings; and

Whereas, The presence of these AEDs in Boone County buildings gives the hope of survival to Boone County citizens and employees in the event of a SCA;

Therefore, we, the Boone County Commission, do hereby proclaim our sincere appreciation to the Ed Robb Memorial Fund for Public Safety for the generous donation honoring Presiding Commissioner Ed Robb's memory.

IN TESTIMONY WHEREOF, this 26th Day of July, 2012 will be now known as Dr. Edward H. Robb Public Safety Day in Boone County.

Commissioner Atwill stated it was his honor to present this award to Mrs. Robb, and thanked her for all her and her husband have done.

Commissioner Miller stated she just wants to personally thank the people that helped with the fund. Commissioner Miller stated Ed Robb definitely cared about public safety; he often said we need better tools in our toolbox. Commissioner Miller stated she thinks he would be very pleased with how we've used these funds. Commissioner Miller stated we've trained so many employees. Commissioner Miller stated she had never had CPR training before. Commissioner Miller stated all of the Court Marshals went through CPR training, and about 20 others also went through the training. Commissioner Miller stated we have really improved the safety of all citizens that come into contact with our workers. Commissioner Miller stated we put the defibrillators by the elevators on each floor, so people will know to go to the elevator, and it will stick in people's minds. Commissioner Miller stated there is a plaque above each one dedicated to Dr. Robb.

Auditor

1. Budget amendment to help cover costs of replacement lighting project at fairgrounds (first reading)

Accountant Jason Gibson was present on behalf of this item. Mr. Gibson stated this amendment is to appropriate funds for the fairground lighting project. Mr. Gibson stated these funds are coming from an energy grant we received, as well as a rebate from Boone Electric. Mr. Gibson stated we're increasing revenues, and expenses proportionate to the revenues.

Commissioner Miller stated it was money well spent.

Mr. Gibson stated he's been out there since it was installed, and it makes a huge difference. Mr. Gibson stated the ambience is much better, and it looks a lot nicer. Commissioner Miller stated she's excited to see what the energy savings will be. Commissioner Miller stated Commissioner Elkin will be following that and giving us

reports.

Commissioner Atwill asked if the County's contribution to this is \$37,315.

Mr. Gibson stated that is the contribution from the grant and the rebate. Mr. Gibson stated the total cost of the project was \$58,000. Mr. Gibson stated the remainder of that has already been budgeted in capital projects.

Commissioner Miller stated that is all of the lights, and the electric plug-ins needed come out of capital.

Commissioner Atwill asked if we isolate out what the lights cost the County, what will it be.

Commissioner Miller stated it should be nothing. Commissioner Miller stated it would've cost \$7,500, but we got a rebate from our utility provider that covered the match.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading after the 10 day hold required for budget amendments with an appropriate order for approval.

2. Budget amendment for Courthouse Square construction project (first reading)

Accountant Jason Gibson was present on behalf of this item. Mr. Gibson stated this is also to appropriate funds for the expenditure to do the Courthouse Square renovation. Mr. Gibson stated the funds are coming from the Admin Building and Construction Capital Project Funds. Mr. Gibson stated those funds were set aside and committed to capital projects, so the funds remaining are savings from projects we've had ongoing. Mr. Gibson stated the funding for it will be a transfer into fund 403, which is the Courthouse Square construction. Mr. Gibson stated we still have significant savings for other projects if need be.

Commissioner Miller stated it can only be spent on capital.

Mr. Gibson stated correct, it's committed to the capital funds.

Commissioner Miller stated it can't be used for raises or ongoing expenses.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading after the 10 day hold required for budget amendments with an appropriate order for approval.

Purchasing

3. Sole Source Purchase – 109-1231112SS – Centrex Phone System (second reading,

first read 7/24/2012)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve Purchasing's request to utilize Sole Source Vendor CenturyLink for Sole Source Purchase 109-123112SS – Centrex Phone System. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order # 362-2012**

4. Bid award to Watkins Roofing, Inc. for bid 35-29JUN12 – Gutters and Downspouts (second reading, first read 7/24/2012)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby award bid 35-29JUN12 – Gutters and Downspouts to Watkins Roofing, Inc. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Elkin seconded the motion.

The motion carried 3 to 0. **Order # 363-2012**

5. Bid award to Columbia Freightliner for bid 37-03JUL12 – Single Axle Dump Truck (second reading, first read 7/24/2012)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby award bid 37-03JUL12 – Single Axle Dump Truck to Columbia Freightliner. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order # 364-2012**

6. Cooperative Contract: 92/2008 Fleet Maintenance (second reading, first read 7/24/2012)

Commissioner Miller moved approve the utilization of City of Columbia cooperative contract: 92/2008 – Fleet Maintenance with Cummins Mid-South. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract. Commissioner Elkin seconded the motion.

The motion carried 3 to 0. **Order # 365-2012**

Human Resources

7. Personnel Advisory Committee Recommendations (first reading)

Director of Human Resources Betty Dickneite was present on behalf of this item. Ms. Dickneite shared the following memo:

The Personnel Advisory Committee met on July 19, 2012 and unanimously* recommended the following additions and changes to the Boone County Personnel Policy Manual:

- Leave of Absence to serve with Boone County Task Force One (Additional Section 5.10 to be added to the Leave of Absence chapter of the Personnel Policy Manual):

Section 5.10: Missouri Task Force One

Employees who are called to serve with Missouri Task Force One are not given paid leave; however, they may request the use of accrued vacation or leave without pay. Activation orders must be presented to the Administrative Authority before leave is approved.

- Continental Breakfast & Per Diem Rates (change to #1 Meal and Incidental Expenses under Allowable Expenses in Section 4.6 Business and Travel Expenses of the Personnel Policy Manual):

Allowable Expenses

1. Meal and Incidental Expenses:

Boone County will reimburse employees for meals and incidental expenses (M&IE) incurred while traveling away from home to perform official County business using the applicable federal per diem rate. M&IE rates are available on the Internet at www.gsa.gov/perdiem. Select a year and click on the state. Rates are set by federal fiscal year, effective beginning each October 1st. CONUS rates will determine the per diem amount. The Standard CONUS rate applies in all areas where a Special CONUS rate has not been established.

“Travel away from home” is defined by the IRS as overnight travel or travel such that:

- 1) The employee’s duties require them to be away from the general area of their home substantially longer than an ordinary day’s work (must be in travel status 12 hours or more); and
- 2) The employee needs to sleep or rest to meet the demands of their work while

away from home. (Merely napping in their car does not satisfy the rest requirement).

If an employee is eligible to receive an M&IE per diem, a pro rata per diem will apply if the County is paying for any of the employee's meals as part of the registration fee or overall package for the trip, as indicated in brochures or written descriptions of the trip itinerary. A deduction shall be made in the daily travel per diem request. Meals to be included in this per diem reduction will include banquets, buffets, plated meals or boxed lunches that are identified in written descriptions relating to the trip schedule. Receptions and continental breakfasts should also be included in the per diem reduction unless otherwise approved by the Administrative Authority.

Employees are authorized 100 percent per diem for Meals & Incidental Expenses (M&IE), except for the first and last day of official travel. On the first and last day of official travel, employees are authorized 75 percent M&IE. The 75 percent allocation will be applied to the applicable M&IE for the first and last days, after having made any pro-rata adjustments described above. The County shall pay per diem based on all applicable IRS rules and regulations to insure that neither the County nor the employee incurs any tax liability for M&IE.

An Administrative Authority and/or employee may request reimbursement based upon actual expenses, not to exceed the allowable per diem. An Administrative Authority may require an employee to collect or submit receipts to justify meals expenses.

- Mileage Reimbursement Policy (change to #2 Mileage, Airfare, or other Commercial Transportation, under Allowable Expenses in Section 4.6, Business and Travel Expenses of the Personnel Policy Manual):

2. Mileage, Airfare, or other Commercial Transportation:

When official travel is authorized, an employee's private car may be used and business 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.).

Business mileage is the difference between the distance traveled for official work purposes and regular commuting mileage. Commuting mileage is any travel to/from home and the regular place of work, regardless of time of day, frequency, or call backs to the work place. Employees will only be reimbursed for business mileage in excess of regular commuting mileage.

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 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.

Any traffic fines imposed while traveling on County business are the responsibility of the employee.

*PAC members voting in favor of these recommendations were June Pitchford, Pat Lensmeyer, Dwayne Carey, Bonnie Adkins (proxy for Dan Knight), Nicole Galloway, Stan Shawver, Betty Dickneite, Melinda Bobbitt, and Aron Gish. Note: Tom Schauwecker was present for the vote on the Mileage Reimbursement Policy changes only.

Members Not Present for Vote and no proxy given: Wendy Noren, Bettie Johnson, Christy Blakemore, Cathy Richards, Presiding Commissioner Dan Atwill, and Chet Dunn.

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

Sheriff's Department

8. Request to Transfer Above ATS for Philip Smith (second reading, first read 7/24/2012)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the request by the Sheriff's Department for a transfer above the salary range midpoint for Philip Smith into the position of Sergeant, at 103% of midpoint.

Commissioner Elkin seconded the motion.

The motion carried 3 to 0. **Order # 366-2012**

Commission

9. Agreement with Central Missouri Humane Society for Animal Shelter and Related Services (second reading, first read 7/24/2012)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the contract between the Central Missouri Humane Society and Boone County, Missouri for animal shelter services. The terms of this agreement are stipulated in the attached contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order # 367-2012**

10. Organizational Use of the Boone County Commission Chambers on July 27th 2012 from 9:00 a.m. to 5:00 p.m. by the American Red Cross for a blood drive (first and second reading)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the organizational use of the Boone County Commission Chambers by the American Red Cross on July 27th, 2012 from 9:00 am until 5:00 pm for a blood drive.

Commissioner Elkin seconded the motion.

The motion carried 3 to 0. **Order # 368-2012**

11. Approve Closed Session authorized per RSMo 610.021(1) at 3:30 pm on 7/30/2012 (first and second reading)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Monday, July 30, 2012, at 3:30 p.m. The meeting will be held in Room 338 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.

Commissioner Elkin seconded the motion.

The motion carried 3 to 0. **Order # 369-2012**

12. Proclamation establishing Dr. Edward H. Robb Public Safety Day(first and second reading)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby accept the attached proclamation establishing July 26, 2012 as Dr. Edward H. Robb Public Safety Day. It is further ordered the Boone County Commissioners are hereby authorized to sign said proclamation.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order # 370-2012**

13. 2012 Digital Counties Award

Web Developer James Barnes and Senior Programmer Julia Underhill were present to receive this award. Commissioner Miller stated she had the privilege of attending the National Association of Counties summer meeting. Commissioner Miller stated at that meeting, the Center of Digital Government out of Sacramento, CA presents their Digital Counties Survey awardees. Commissioner Miller stated we have been very successful; out of all the times we've submitted an application there was only one time we haven't been in the top ten. Commissioner Miller stated last year we moved from being the big dog in the pond to the little dog in the next pond. Commissioner Miller stated we have to grow because it's all based on population. Commissioner Miller stated we received 9th this year, and said she really wants to recognize James and Julia. Commissioner Miller stated if it wasn't for the two of them (since it's based on the web), we wouldn't be in the position we're in. Commissioner Miller stated she can't thank them enough for the extra efforts they've put in to help us stay on top of our game. Commissioner Miller stated by getting their skills up, they help us understand what's possible. Commissioner Miller stated a big part of what we do as leaders is understand what our opportunities are. Commissioner Miller stated Cathilea Robinett is really excited when she comes here because she loves seeing what you guys do. Commissioner Miller stated you always gave her something new; she is the Director of the Center for Digital Government, and was here not too long ago. Commissioner Miller asked Mr. Barnes and Ms. Underhill if there are things we don't do, that they would like to try.

Mr. Barnes stated there are a few things. Mr. Barnes stated we need to redesign the website as a whole because it's a little outdated, and we would like to bring the technology up to speed with the other counties. Mr. Barnes stated it's a big project so we're taking it slow to make sure we get everything right.

Commissioner Elkin asked if we have the tools to do that right now.

Mr. Barnes stated we have the tools, it's just the time.

Commissioner Miller stated there is a large demand for their services.

Mr. Barnes stated we do a lot of things behind the scenes like the shift notes for the Sheriff's Department. Mr. Barnes stated the public doesn't really know about that, but it really improves the way they do their work. Mr. Barnes stated they had to go back to the office and create a word document, but now they can do their shift notes in their patrol car. Mr. Barnes stated we do a lot of things behind the scenes.

Ms. Underhill stated something that comes to mind is the BYOD (bring your own device) policy. Ms. Underhill stated that way we can start programming the website to work well with phones and tablets.

Commissioner Miller stated that's huge; every IT workshop teaches on BYOD. Commissioner Miller stated we need to get on board with that, because it saves the County from buying the devices. Commissioner Miller stated you have to have a policy on how it works. Commissioner Miller stated there needs to be a way so that hourly employees can't get to calendars and stuff after hours. Commissioner Miller stated Google's products do that. Commissioner Miller stated the Department of Labor considers it work if you allow hourly employees to check their calendar or email after work hours.

14. Public Comment

15. Commissioner Reports

Commissioner Elkin reported the Boone County Fair is going on. Commissioner Elkin stated he saw Mr. Jackson reporting on the Demolition Derby last night. Commissioner Elkin stated the festivities continue through Saturday. Commissioner Elkin stated we do the stick horse sponsorship tomorrow night.

The meeting adjourned at 1:56 p.m.

Attest:

Daniel K. Atwill
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner