

TERM OF COMMISSION: August Session of the July Adjourned Term

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

PRESENT WERE: Presiding Commissioner Dan Atwill
District I Commissioner Fred Parry
District II Commissioner Janet Thompson
Budget Administrator Resource Management Kelle Westcott
Circuit Court Services Mary Epping
Circuit Court Services Christy Blakemore
Director Human Resources Jenna Redel
Director Purchasing Melinda Bobbitt
Environmental Public Health Specialist Garth Baker
Office Administrator Prosecuting Attorney Bonnie Adkins
Program Specialist Community Services Kristin Cummins
Right-of-Way Agent Natalie Meighan
Deputy County Clerk Michelle Thompson

The meeting was called to order at 9:30 a.m.

Employee Recognition Committee

1. Employee of the Quarter: Quarter II 2019

Kelle Westcott introduced the Employee of the Quarter nominees. The nominees and the things said about them are listed below.

Julie Crouch – Deputy County Clerk II – County Clerk’s Office

Julie has the monumental task of making sure that all the County employees get paid, get paid the proper amount, at the proper time. Julie is able to review all of the time sheets, catch and correct errors in a timely manner. The Clerk’s Office is very happy to have Julie recognized. She makes sure that the functions outside of the Elections division and everything that County employees sees as far as their paychecks, happens because of

Julie. There is a lot of responsibility on her plate and she always handles it with grace.

Stephanie Kopp – Detention Sergeant – Sheriff’s Department

Stephanie is encouraging, honest, and a hard worker. When showing someone a better technique to use in tough situations, she makes that person feel as though they are learning rather than getting in trouble.

Jodi Pryor – Shift Supervisor – Joint Communications

Jodi is always willing to listen and lend a helping hand. Jodi has been with Joint Communications for 18 years and has been a supervisor for almost 7 of those years. Recently, she did a stint with the hiring process while balancing family medical issues and did excellent without fail. One of the great things she has done almost yearly is the coordinator of the annual cupcake wars as part of the National Public Safety Telecommunicators Week. She sets up a big spread and gets all the department together. It is a great big team building event and she is a valuable asset on that team.

Jodi Was the winner of the Employee of the 2nd Quarter for 2019.

Jessica Watson – Crime Victim Specialist – Prosecuting Attorney’s Office

Jessica shows up every day with a positive attitude. Working with Jessica makes other employees want to do better in the performance of their own tasks. She is professional, courteous, compassionate, and kind. She has one of the most difficult jobs in the office. Interacting with victims after a crime is committed can be tough, and many times they feel victimized by the court system as well. Jessica does a great job at navigating through the whole thing. She is a star and is absolutely deserving of this recognition.

Commissioner Atwill thanked everyone and said Boone County continues to be blessed with the best employees in the State.

Health Department

2. First & Second Reading; Abatement of Property located at 388 E Winter Street, parcel #11-619-24-01-099.00 01

Garth Baker explained a complaint was received for this property on May 16th. The owner of the property did not receive the letter of violation, so a notice was posted in the newspaper. There is trash in the backyard and the grass is very overgrown.

Commissioner Thompson said it looks like the owner lives in El Paso, Texas.

Baker said that is correct.

There were no more comments or questions from the Commission.

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the attached Finding of Public Nuisance and Order for Abatement of a public nuisance located at 388 E Winter Street, parcel #11-619-24-01-099.00 01.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #321-2019**

Community Services

3. First Reading; Purchase of Services Contract: Recovery Support and Reentry Opportunity Center

Kristin Cummins said In2Action submitted a proposal for funding for the Recovery Support and Reentry Opportunity Center through the Boone County Community Health Fund through the Strategic Innovation Opportunities Fund. The contract is for \$37,636.50 for

department 2130, account number 71106.

Commissioner Thompson said this is such a wonderful opportunity for the community. To have this program started up is going to be a game changer for Boone County.

There were no more comments or questions from the Commission.

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

Resource Management

4. First & Second Reading; Adopt-a-Road Application: West Obermiller Road

Natalie Meighan said an application was received from the Boone County Republican Party to adopt a segment of West Obermiller Road. They meet all the criteria as far as the area they are asking for and the area is available for adoption.

There were no comments or questions from the Commission.

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the attached application from the Boone County Republican Party for the Adopt-a-Road Program for the following section of roadway:

West Obermiller Road – from North Creasy Springs Road to North O’Neal Road.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #322-2019**

Human Resources

5. First & Second Reading; Recommendation of the Job Classification Committee to Create a new classification of Helpdesk Technician I

Jenna Redel explained this is a recommendation related to the Helpdesk position for the County. Currently, the Helpdesk position is on range 35. IT has requested a lower range for a Helpdesk I position that has lower qualifications. They have had difficulty recruiting for this position and they would like the opportunity to bring someone in and be able to give them enough training over time to get them to the current Helpdesk position and, in order to do that, they need a new classification.

There were no comments or questions from the Commission.

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby approve the recommendation from the Job Classification Committee to create a new classification titled Helpdesk Technician I (Classification Code 104890) and to approve the title and minimum qualifications change to classification code 104900 Helpdesk Technician, which shall now be titled Helpdesk Technician II.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #323-2019**

Prosecuting Attorney

6. First & Second Reading; VOCA Grant Application

Bonnie Adkins said the Prosecuting Attorney's office is requesting permission to apply for the VOCA grant again. This time it will be through the Department of Social Services. They have been receiving these grant funds since 1993. It is a 2-year grant that runs October 1, 2019 through September 30, 2021. Included in the application is salary for a part-time

Victim Specialist or 2 full-time Victim Specialists, with benefits for one of those positions, and travel and training for 3 Victim Specialists and 3 Prosecuting Attorneys to attend specialized training. The amount they are seeking is \$305,250.47. It requires a local match of \$61,050.10 and it is a 20 percent match. That is taken from the salary of Jessica Watson, which is an existing salary paid for by Boone County.

There were no comments or questions from the Commission.

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the attached Victims of Crime Act (VOCA) Grant application from the Prosecuting Attorney's Office.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #324-2019**

Purchasing

7. First Reading; Bid Award: 35-18JUL19 – Construction of Boone County Support Services Building

Melinda Bobbitt read the following the memo:

Request for Bid 35-18JUL19 - Construction of Boone County Support Services Building closed on July 18, 2019. Four bids were received. Erik Miller of PWA Architects, recommends award by lowest and best bid to Little Dixie Construction Company of Columbia, Missouri.

Total cost of contract is \$1,990,707.00 and invoice will be paid from department 4103 – ECC Support Services Building, account 71201 – ECC Construction Costs. \$2,383,000 was budgeted.

There were no comments or questions from the Commission.

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

8. First Reading; Bid Award: 38-27JUN19 – Clinical Testing Services

Melinda Bobbitt read the following memo:

The Bid for Clinical Testing Services opened on July 12, 2019. One bid was received. Purchasing recommends award to LabOne Inc. dba Quest Diagnostics for offering the lowest responsive bid.

This is a term and supply contract and invoices will be paid out of department 1255 – Corrections, account 86300 – Testing and departments 1210 – Circuit Court Services, 1241 – Juvenile Office, 1242 – Juvenile Justice Center account 71100 – Outside Services

There were no comments or questions from the Commission.

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

9. First Reading; Bid Award: 42-17JUL19 – Inspection, Welding, and Coating Work on Elevated Water Tank

Melinda Bobbitt read the following memo:

Request for Bid 42-17JUL19 - *Inspection, Welding, and Coating Work on Elevated Water Tank* closed on July 17, 2019. Three bids were received. Dave Dunford, our Radio Consultant, recommends award by lowest and best bid to Ozark Applicators, L.L.C. of Van Buren, Missouri.

Total cost of contract is \$22,500.00 and invoice will be paid from department 2704 – Radio Network Improvements, account 60200 – Equipment Repairs/Maintenance. \$29,300 was budgeted.

There were no comments or questions from the Commission.

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

10. First Reading; Vehicle Disposal: Sheriff – Wrecked Ford Interceptor

Melinda Bobbitt read the following memo:

The following is a vehicle that has been wrecked and will be turned over to our insurance carrier.

Year	Description	Approximate Mileage	VIN #	Condition
2014	Ford Interceptor Utility (Explorer)	145,521	1FM5K8AROEGC38498	Vehicle struck on front end on 6/17/19. Totaled by insurance carrier.

There were no comments or questions from the Commission.

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

13th Judicial Circuit Court

11. 2020 Budget Presentation

Mary Epping and Christy Blakemore presented the 2020 Circuit Court Budget via Power Point and a paper handout. The Power Point and handout are included at the end of these minutes.

Sheriff's Department

12. Public Hearing & Second Reading; Budget Amendment: Increase Revenue for Minor Equipment (1st read 7-23-19)

Commissioner Atwill opened the public hearing.

There was no one present from the public to speak on this item.

Commissioner Atwill closed the public hearing.

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby acknowledge the following budget amendment from the Sheriff's Department to establish the 2019 budget for the restitution of case number 16BA-CR1817-01.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1253	23050	Internet Crimes Task Force	Other Supplies		505
1253	23850	Internet Crimes Task Force	Minor Equipment		505

					1,010

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #325-2019**

Commission

13. First & Second Reading; Establish Change Order authority for the Boone County Support Services Building Project, Bid 35-18JUL19

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby authorize Commissioner Janet M. Thompson to approve change orders valued up to \$5,000 per change order in connection with the Boone County Support Services Building Project.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #326-2019**

14. First & Second Reading; Board Appointment: Jesse Stephens, Board of Adjustment

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby appoint the following:

Name	Board	Period
Jesse Stephens	Board of Adjustment	August 1, 2019 thru July 31, 2023

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #327-2019**

15. First & Second Reading; Approve Closed Session authorized per RSMo Sec 610.021 (1) at 3:00 pm on August 9, 2019

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby authorize a closed meeting on Friday, August 9, 2019 at 3:00 pm. The meeting will be held in Conference Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by RSMo 610.021(1), 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 Thompson seconded the motion.

The motion carried 3 to 0. **Order #328-2019**

16. Public Comment

None

17. Commission Reports

None

The meeting adjourned at 10:29 a.m.

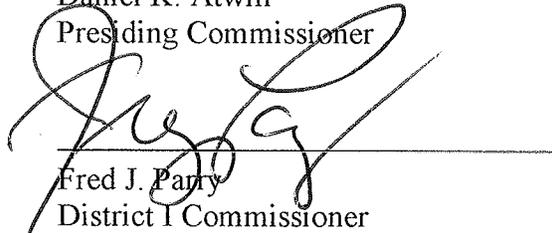
Attest:



Brianna L. Lennon
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Fred J. Parry
District I Commissioner



Janet M. Thompson
District II Commissioner

13th Judicial Circuit 2020 Budget Presentation

1

Implementations, Initiatives, Issues and 2020 Budget Implications

1. Reviewing internal practice (#of multifunction copiers).
2. Repairing audio in 4 courtrooms.
3. Treatment Courts: TCCC grant increased, MH Court changes (Bne), Best practice requirements (defense attorney, GAL and parent attorney).
4. Electronic boards outside of courtrooms.
5. Technology costing less, unless tariffs go through (30%).
6. Windows 7 to Windows 10 transition finalized.
7. Changes in electronic monitoring on certain case types.
8. Future:
 - Raise the age (effect. Jan 1, 2021)
 - New phone system (2021, 2022)
 - 3West upgrade (2021)

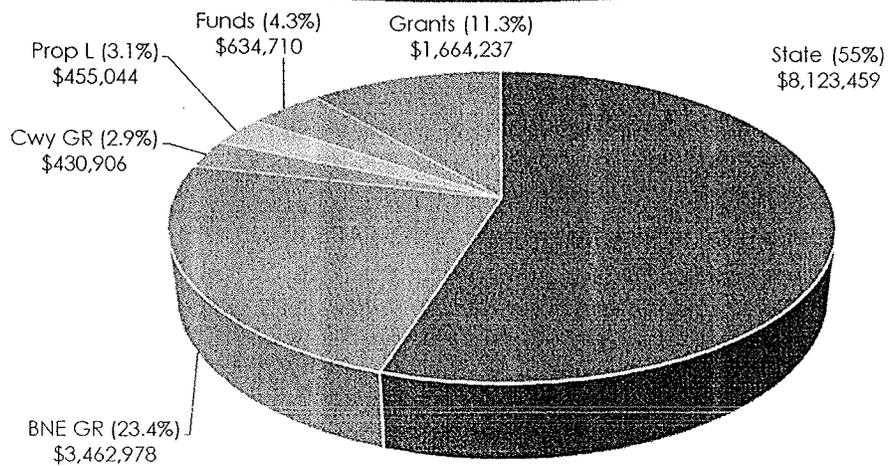
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13th Circuit Funding

CIRCUIT COURT FUNDING RESOURCES
AND
BUDGETS UNDER REVIEW

3

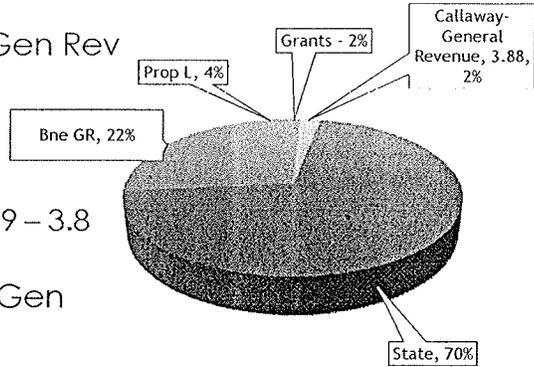
Total Funding Resources ≈\$14,771,334



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Approximately 167 FTEs Funding Source

- ▶ 118.5 (70%) - State of Missouri
- ▶ 36.58 (22%) - Boone Gen Rev
- ▶ 6 (4%) - Prop L
- ▶ 2.8 (2%) - Grants
 - ▶ Effective July 15, 2019 – 3.8
- ▶ 3.88 (2%) - Callaway Gen Rev



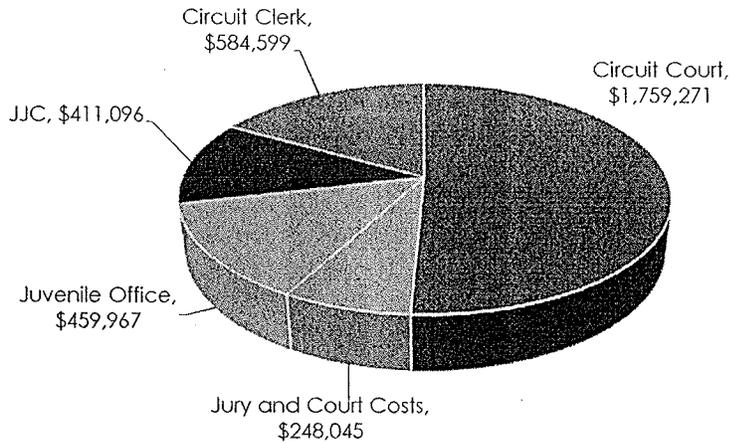
5

Boone County General Revenue Fund

GENERAL FUND OVERVIEW

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Boone County General Revenue \$3,462,978



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General Revenue Budget Summary

- ▶ Revenue projections down 4.2% (-\$24,361).
 - ▶ JJC up 13.8% (\$33,000)
 - ▶ Juv. Office up 71.9% (\$2,230)
 - ▶ Jury/Court Costs down 14.3% (-\$2,000)
 - ▶ Circuit Court down 23.7% (-\$52,691)
 - ▶ Circuit Clerk down 4.6% (-\$4,900)

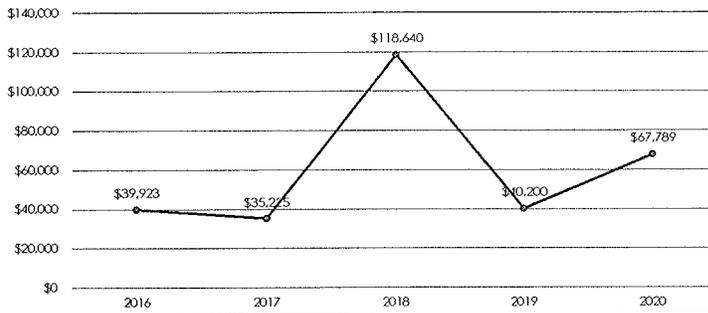
- ▶ Expenditures are down 1.1% across all GR funded budgets (-\$36,705).

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Budgeted Fixed Assets

Fixed assets overall are up 68.6% (\$27,589)

	2016	2017	2018	2019	2020
JJC	\$8,073	\$950	\$8,275	\$8,800	\$22,394
Juvenile	\$1,300	\$1,000	\$31,900	\$6,700	\$775
Jury	\$1,500	\$4,000	\$29,790	\$8,900	\$26,695
Cir Court	\$14,100	\$16,026	\$32,175	\$7,000	\$775
Cir Clerk	\$14,950	\$11,750	\$16,500	\$8,800	\$17,150
Total	\$39,923	\$33,725	\$118,640	\$40,200	\$67,789



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Boone County General Revenue

DEPARTMENTAL BUDGET HIGHLIGHTS
 JUVENILE JUSTICE CENTER
 JUVENILE OFFICE
 JURY SERVICES AND COURT COSTS
 CIRCUIT COURT
 BOONE COUNTY CIRCUIT CLERK

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Juvenile Justice Center

- ▶ **Revenue increased 13.76% (\$33,000)**
 - ▶ Increased revenue from other circuits (\$26,000)
 - ▶ Increased DYS Reimbursement based on 2018 and 2019 (\$7,000)

- ▶ **Expenditures up 3.48% (\$13,815)**
 - ▶ Costs went up when for maintenance on vehicles (17.2%) and building costs (\$2k for 2 locks, replacement components for the freezer).
 - ▶ Fixed Assets increased significantly to purchase a tractor for mowing and blading snow/ice as well as the hardware and configuration for lock and control mechanism.

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Juvenile Office

- ▶ **Revenues increased by 71.94% (\$2,230)**
 - ▶ Children's Division will reimburse with their CTS funds for drug testing of parents in Abuse/Neglect cases.
- ▶ **Total juvenile budget decreased by .22% (\$1,022.52)**
 - ▶ Several categories increased minimally due to need to replace monitors and scanners; cover mileage for JO attorney to Callaway County; and to cover home detention costs when grant funds expended.
 - ▶ Court Costs/GAL Fees were increased by 2% for Guardians ad Litem contracts effective January 1, 2020 and drug testing increased to cover drug test kits for Abuse/Neglect parents.
 - ▶ Class 9 decreased by \$5,925 due to replacement of several workstations and notebooks in 2019.

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Jury Services and Court Costs

- ▶ **Revenue decreased 14.3% (-\$2,000)**
 - ▶ Based on 5 year ave for change of venue reimbursement (costs for jury, etc).

- ▶ **Expenditures decreased 4.4% (-\$11,381)**
 - ▶ Supplies down significantly (71%).
 - ▶ 2019: WAP, 8 FTR clocks and software(\$28,800).
 - ▶ 2020: emergency replacements of printers, monitors, and fax (\$4,000).
 - ▶ 2% increase for Parent Attorneys and COP contract.
 - ▶ Fixed Assets up 200% - \$9,800 to buy two biamps (2W, 2E); a new DVD player for 3West (\$4k), new jury copier (\$8,500)

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Circuit Court

- ▶ **Revenues down 23.72% (-\$52,691)**
 - ▶ Home Detention down 35.92% (-\$55,679).

- ▶ **Expenditures down 2.62% (-\$47,366)**
 - ▶ Personnel is \$1.2 million of the \$1.7 million budgeted.
 - ▶ Supplies down \$10,000, mostly due to the purchase of court marshal radios in 2019.
 - ▶ Contractual services down \$41,279 for changes in electronic monitoring usage.
 - ▶ Fixed Assets dropped to \$775 to pay for one computer. (2019: replaced a server for \$7,000)

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Circuit Clerk

- ▶ **Revenues decreased 4.64% (-\$4,900)**
 - ▶ Clerk fee, copy fee, interest, IV-D.
- ▶ **Expenditures increased .39% (\$1,400)**
 - ▶ Supplies - up 2.72% (\$850).
 - ▶ Utilities (phones) - up 5.41% (\$1,000).
 - ▶ Service Contracts – down 4.67% (-\$700) due to purchase of new copier
 - ▶ Contractual Services - up 3.26% (\$350) purchase of checks
 - ▶ Fixed Assets - up 94% (\$8,350) Up grading 5 scanners, new copier for civil, 2 county computers.

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Prop L Funds

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2904 – Alternative Sentencing Program

- ▶ **Funds:** 3 Treatment Court staff, Mental Health Court, 2 ACS officers, 1 court marshal
- ▶ **Revenue:** no change.
- ▶ **Expenditures down 3.64% (-\$17,104)**
 - ▶ Supplies up 17% (\$603)
 - ▶ Dues, Travel and Training – up 49.4% (\$1,615)
 - ▶ Commissioner and Tx Ct Admin travel to national MH summit.
 - ▶ Miscellaneous down 33.7% (-\$27,266).
 - ▶ Testing down as we move to utilize the co-occurring docket and funds.
 - ▶ *BJA grant.
 - ▶ Fixed assets - \$6,500 for a new copier

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2907- Low Enforcement

- ▶ This budget only pays for fiber line costs for the connection to the Juvenile Justice Center. No changes are anticipated in the costs of these services.
- ▶ Annual cost of \$2,100.00.

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Boone Funds

FUND BALANCES AND BUDGETS

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Family Services and Justice Fund

- ▶ **Revenue** – Decrease of \$2,170

- ▶ **Expenditures** – Increased \$13,050
 - ▶ Send a team to National Conference on Council of Juvenile and Family Court Judges
 - ▶ Allow a Family Court Judge/Commissioner to attend a National Family Court Training
 - ▶ Class 7 allows for funds to pay for appointment of attorney in juvenile delinquency cases when juvenile qualifies for PD services.

- ▶ Anticipated balance end of 2020 for Boone County: \$141,168

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Drug Court Fund

- ▶ June 1, 2019 - Fund at more than \$316,010
 - ▶ Estimate Drug Court at \$358,551 (Vet Ct negative)
- ▶ TCCC grant increased \$203,269 for treatment/testing.
- ▶ BJA Equity and Inclusion Grant (OSCA).
- ▶ **Revenue:** increased 9.64% (\$8,177)
- ▶ **Expenditures:** decreased 10.57% (-\$27,691)
 - ▶ Budgeted \$25,000 for defense counsel.
 - ▶ Outside services and testing budget reduced based on grant.
 - ▶ Expanding the co-occurring docket as MH Court participants have substance use treatment needs.
 - ▶ Registration for Drug Court team for nationals.

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Veterans Court Fund

- ▶ June 1 estimated fund balance -\$46,540.
- ▶ **Revenue:** increased 40% (\$3,600)
- ▶ **Expenditures:** decreased 20.2% (-\$16,221)
 - ▶ Dues, Travel and Training decreased 17% as we used this fund to pay for registration for the team to attend NADCP in 2019.
 - ▶ Contractual Services decreased 30.5% (-\$10,542).
 - ▶ Miscellaneous decreased 15.8% (-\$3,500) for testing.

22

Administration of Justice Fund

- ▶ Fund balance estimated at the end of 2019: \$75,593.10
- ▶ **Revenue** – No change
- ▶ **Expenditures** – increased by \$28,970 (91.53%)
 - ▶ Funds to cover professional head shots of each judge/commissioner
 - ▶ Training expenses to send judge, court administration staff and clerk to national training (NAPCO)
 - ▶ Fixed Assets – Bi-Amp for 1East & 1West, electronic docket boards.

23

Circuit Clerk's Garnishment Fee

- ▶ **Garnishment Fund**
 - ▶ Balance approximately \$50,000. This fund will be used for outsourcing microfilming of records and on boarding for new employees.

24

Low Library Fund

- ▶ Boone County Fund estimate for end of 2019:
\$134,074.00
 - ▶ 2019 fund used to pay for maintenance for ground floor video equipment and publication requests.
 - ▶ 2020 fund will be used for maintenance in addition to 2 visiting judges notebooks.
 - ▶ Expenditures are anticipated to be approximately 50% of anticipated revenue, therefore fund continues to grow.

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Grants

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Grants

▶ **Boone**

- ▶ Division of Youth Services (2 DJOs)
- ▶ Children's Mental Health Tax (*pending*)
- ▶ *BJA – Mental Health Court (*pending*)

▶ **Boone and Callaway**

- ▶ Domestic Relations Resolution Fund
- ▶ Fostering Court Improvement
- ▶ Juvenile Justice Assistance Program
- ▶ STOP/AWA

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Grants

▶ **Treatment Court Coordinating Commission**

- ▶ Drug Court
- ▶ DWI Court
- ▶ Veterans Court
- ▶ Cwy Family Tx Ct
- ▶ MAT

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