

TERM OF COMMISSION: December Session of the October Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center
Conference Room 301 / Conference Call

PRESENT WERE: Presiding Commissioner Dan Atwill
District I Commissioner Fred Parry
District II Commissioner Janet Thompson
Boone County Counselor CJ Dykhouse
Director of Resource Management Bill Florea
Senior Buyer Liz Palazzolo
Director of Purchasing Melinda Bobbitt
Director of Emergency Management Operations Chad Martin
Chief Building Inspector David Forward
Deputy County Clerk Jodi Vanskike

Public Present: Dee Dokken from Sierra Club

Conference Call Information:

Number: 425-585-6224 Access Code: 802-162-168

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

Purchasing

1. First Reading: Amendment #4 to contract C215091002 – AFIS Livescans and Maintenance for the Sheriff's Department

Senior Buyer Liz Palazzolo stated that the contact was originally awarded March 6, 2018 (Commission Order 66-2018) and is being amended to incorporate the 2021 extension for maintenance coverage for the Sheriff's Department.

Invoices will be paid from the following codes:

1228 – GF Sheriff /Detention Services/60050 - Equipment Service Contract: \$5,370.00
2901 - Sheriff Operations – LE Sales Tax/60050 - Equipment Service Contract: \$700.00
2902 – Corrections Operations – LE Sales Tax/60050 – Equipment Service Contract:
\$6,981.00

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.

2. **First Reading: Amendment #6: 66/2010 – Radio Consulting Services with David O. Dunford**

Director of Purchasing Melinda Bobbitt read the following memo:

Contract 66/2010 – Radio Consulting Services was approved by Commission for award to David O. Dunford on August 26, 2014, Commission Order 402-2014. This amendment renews the contract for the period January 1, 2021 – December 31, 2021 for the following:

Professional Services at \$60.00/hour, not to exceed \$95,000 per contract period
Reimbursable expenses not to exceed \$18,000 per contract period

Invoices will be paid from department 2704 – Radio Network Operations, account 71101 – Professional Services. \$113,000 is budgeted for 2021.

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

3. First Reading: 42-31DEC20C-COVID-19 Outpatient Testing for Jail Detainees and Staff

Director of Purchasing Melinda Bobbitt read the following memo:
Angela Ayers, Administrative Deputy in the Sheriff Department, requests approval to utilize the attached intergovernmental agreement 42-31DEC20C - COVID-19 Outpatient Testing for Jail Detainees and Staff with the University of Missouri, Columbia.

The Sheriff Department has been getting their employees COVID-19 tested via the drive-up clinics and University Emergency Room. They also have their Advanced Correctional Healthcare Nursing staff collect any COVID tests on jail detainees and deliver those tests to the University Hospital for testing.

The University bills any detainee COVID-19 tests to the Boone County Sheriff's Department, and any employee COVID-19 tests to Cannon Cochran Management Services, Inc., our Worker Compensation TPA, as those are worker's compensation claims.

The detainee portion of the costs is covered by our contract with Advanced Correctional Healthcare as they are administering the tests. The invoices from Advanced Correctional Healthcare are paid from department 1255 - Corrections, account 85620 - Other Medical.

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.

4. First Reading: Monitor Surplus Transfer

The Purchasing Department requests permission to dispose of the following list of surplus monitors by transfer to another Missouri public entity (City of Columbia).

	Asset #	Description	Make & Model	Department	Condition of Asset	
1	14596	17" LCD Monitor	HP L1730	Sheriff	Unknown	Donate to City of Columbia

2	15382	15" LCD Monitor	NEC LCD52V	Sheriff	Unknown	Donate to City o Columbia
3	15383	15" LCD Monitor	NEC ASLCD52V	Sheriff	Unknown	Donate to City o Columbia
4	15803	17" LCD Monitor	HP L1740	Sheriff	Unknown	Donate to City o Columbia

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.

5. First and Second Reading: Contract 156-123120SS – Single Feasible Source for PulsePoint System for Boone County Joint Communications with the PulsePoint Foundation

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby approve Sole Source Contract 156-123120SS for the purchase of the PulsePoint System for the Boone County Joint Communications Department from the PulsePoint Foundation of Pleasanton, California.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0 **Order #600 -2020**

Human Resources

6. Second Reading: Temporary Amendment of Personnel Policy 3.7

Commissioner Thompson moved now on this day the County Commission of the County of Boone does hereby temporarily modify County Personnel Policy 3.7 as follows:

3.7 Salary Adjustments

The County Commission may appropriate funds in the annual budget for salary adjustments. The salaries of employees who are being compensated at a rate that is higher than the top of their identified salary range will be included in the merit pool calculation for the employees' respective offices or departments for budget year 2021 and 2022. After that time, employees

with pay rates at or above the top of their assigned range will not be included in the merit pool calculation of the employees' respective offices or departments. In general, there are two (2) categories of salary adjustments:

1. **Merit Increase:** This increase is allocated by the Administrative Authority from funds authorized by the County Commission and is based upon employees' documented meritorious performance. Increases may vary from employee to employee depending upon performance levels. Appointing authorities may award a merit increase to an employee who is being compensated at a rate higher than the top of their identified salary range.
2. **Biennial Adjustment:** Every two years, in odd numbered years beginning in 2017, the County will evaluate its pay ranges to determine if an increase is warranted due to inflation and/or other factors which impact the market competitiveness of the County's pay ranges. The Human Resources Department will review the Consumer Price Index as certified by the Missouri State Tax Commission to measure inflation since the last time the pay ranges were adjusted and report that information to the County Commission. The Commission will make a determination of whether and to what extent to adjust pay ranges. Subject to availability of funding and approval, the County will increase the minimum and maximum rate of pay for each range at a uniform rate. An employee whose rate of pay is below the adjusted minimum for their position will receive a pay increase up to the adjusted minimum, effective on the date the ranges are adjusted.

Commissioner Parry seconded the motion.

The motion carried 3 to 0 **Order #601 -2020**

7. **Second Reading: Temporary Amendment of Personnel Policy 2.4**

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby temporarily amend, through December 31, 2022, County Personnel Policy 2.4 to modify the maximum allowable vacation leave balance for employees due to the COVID-19 pandemic.

For calendar year 2021, the maximum vacation leave balance permitted will be 720 hours.

For calendar year 2022, the maximum vacation leave balance permitted will be 600 hours.

For calendar year 2023, the maximum vacation leave balance cap will return to three times an employee's annual vacation accrual amount.

Any vacation leave balance above the maximum leave balance permitted will be converted to sick leave on the employee's anniversary date.

The maximum amount of vacation leave for which an employee may receive reimbursement when they separate from County employment remains three times the employee's annual accrual rate.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0 **Order #602-2020**

Circuit Clerk

8. Second Reading: Circuit Clerk Garnishment Department Account 92100

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the acceptance of the safe from Office of State Courts Administrator.

Commissioner Parry seconded the motion.

The motion carried 3 to 0 **Order #603-2020**

Resource Management

9. Public hearing on re-adoption of the Building Codes

Dee Dokken stated she was in favor of not amending the energy code and adding sections for solar readiness in Commercial and Residential, with Residential to allow tiny house structures. Director of Resource Management Bill Florea asked Ms. Dokken to send him an email with the information.

Emergency Management

10. Second Reading: Adoption of the Boone County Emergency Operations Plan

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby adopt the Boone County Emergency Operations Plan attached to this order. The Boone County Emergency Operations Plan (EOP) has been prepared to meet state and federal requirements and is a “living document” that is revised as needed based on lessons learned; opportunities for improvement identified through drills, exercises, and incidents; and changes in government structure and emergency organizations. The components and supporting elements of the plan will be reviewed and updated as necessary, but no less than annually.

The plan is not designed to be a checklist of emergency/disaster actions, or to take the place of valid agency or departmental plans, operating procedures, or guidelines. Individuals and agencies having responsibilities set forth in this plan may have to supplement its provisions during a disaster using resources that are available and actions that are possible to meet incident requirements. The information contained in this plan should be used as flexible response guidelines rather than as rigid procedures.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #604-2020**

11. First and Second Reading: CARES Act Funding Agreement with City of Ashland

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby approve the attached contract for CARES Act funding with City of Ashland. The terms of the agreement are set out in the attached.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0 **Order #605-2020**

12. First and Second Reading: CARES Act Funding Agreement with Christian Fellowship School

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the attached contract for CARES Act funding with Christian Fellowship School. The terms of the agreement are set out in the attached.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #606-2020**

13. First and Second Reading: CARES Act Funding Agreement with Boone County Hospital

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby approve the attached contract for CARES Act funding with Boone County Hospital. The terms of the agreement are set out in the attached.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0 **Order #607-2020**

14. First and Second Reading: CARES Act Funding Agreement with Boone County University Extension

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the attached contract for CARES Act funding with Boone County University Extension. The terms of the agreement are set out in the attached.

Commissioner Parry seconded the motion.

The motion carried 3 to 0 **Order #608-2020**

15. First and Second Reading: CARES Act Funding Agreement with Christian Chapel Academy

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby approve the attached contract for CARES Act funding with Christian Chapel Academy. The terms of the agreement are set out in the attached.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #609-2020**

16. First and Second Reading: CARES Act Funding Agreement with La Petite Ecole, Inc.

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the attached contract for CARES Act funding with La Petite Ecole, Inc. The terms of the agreement are set out in the attached.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #610-2020**

17. First and Second Reading: CARES Act Funding Agreement with City of Columbia – Public Health Funding

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby approve the attached contract for CARES Act funding with City Of Columbia – Public Health Funding. The terms of the agreement are set out in the attached.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #611-2020**

18. First and Second Reading: CARES Act Funding Agreement with City of Columbia – Public Entity PPE & Sanitation Funding

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the attached contract for CARES Act funding with City Of Columbia – Public Entity PPE & Sanitation Funding. The terms of the agreement are set out in the attached.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #612-2020**

19. First and Second Reading: CARES Act Funding Agreement with City of Columbia – Public Safety Employee Expenses

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the attached contract for CARES Act funding with City Of Columbia – Public Safety Employee Expenses. The terms of the agreement are set out in the attached.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #613-2020**

20. First and Second Reading: CARES Act Funding Agreement with City Garden School

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby approve the attached contract for CARES Act funding with City Garden School. The terms of the agreement are set out in the attached.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #614-2020**

21. First and Second Reading: CARES Act Funding with the City of Columbia for PHHS Expansion of Public Health

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby approve the attached contract for CARES Act funding with Amendment #1 PHHS Expansion of Public Health. The terms of the agreement are set out in the attached.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #615-2020**

22. First and Second Reading: CARES Act Funding Agreement Contract Amendment #1 - Agreement for Administration of CARES Funding with City of Columbia for Small Business Assistance Program

This item was tabled.

Commission

1. Public Comment

None.

2. Commissioner Reports

None.

Meeting adjourned at 10:01 a.m.



Attest:

Daniel K. Atwill
Presiding Commissioner



Brianna L. Lennon
Clerk of the County Commission



Fred J. Parry
District I Commissioner



Janet M. Thompson
District II Commissioner