

TERM OF COMMISSION: July Session of the July Adjourned Term

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

PRESENT WERE: Presiding Commissioner Daniel Atwill  
District I Commissioner Justin Aldred  
District II Commissioner Janet Thompson  
Major Gary German  
Buyer Robert Wilson  
Deputy Court Administrator Cindy Garrett  
Circuit Court Administrator Mary Epping  
Circuit Court, Debbie Lee  
Counselor CJ Dykhouse  
Risk Management Specialist Angela Wehmeyer  
Deputy County Clerk Jodi Vanskike

**Conference Call Information:**

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

The meeting was called to order at 1:30pm.

**13<sup>th</sup> Judicial Court**

**1. Presentation of the 13<sup>th</sup> Judicial Circuit Court's Budget to the County**

Circuit Court Administrator Mary Epping stated overall, looking at the budget and trends that are impacting the budget, COVID is going to continue to be an issue as you don't know what's going to happen with it. Ms. Epping stated the cost of technology has been impacted heavily

and, as of July 1 2021, Raise the Age passed, which means juveniles up to the age of 18 can be held at the Juvenile Justice Center. Ms. Epping stated they plan to do upgrades to technology in both 3West and 2South. Ms. Epping stated they plan to use General Revenue for 3West and court funds for 2South. Ms. Epping stated another big impact is both JJC and the Courthouse will be getting a new phone system. Ms. Epping stated filings and dispositions have gone up significantly, mostly because of traffic tickets that used to go to the Fine Collection Center. Ms. Epping stated traffic increased about 42%, putting a significant impact on the docket and judges. Ms. Epping stated the total for the Circuit, Boone and Callaway Counties, is around \$15,000,000.00. Ms. Epping stated about 56% of that comes from the State of Missouri, which is primarily for State paid staff as well as the technology the State provides to the County. Ms. Epping stated behind that is Boone County General Revenue, which makes up 24% of the budget; followed by grants, which make up about \$1.5 million for the Circuit; behind that is Callaway General Revenue Prop L. She stated they also use their court funds for both Boone and Callaway to supplement programs and other contractual needs they have. Ms. Epping stated they have gotten 2.5 new FTE's due to Raise the Age and are now at 121 state employees. Ms. Epping stated when you look at how they break up the Boone County General Revenue Fund into the different departments, Circuit Court is the largest, which also has the most FTE's. Ms. Epping stated the Jury budget used to be significantly larger, but in working through the ERP process with the Auditor, they asked that our departments were more clean, so Jury used to be Jury and Court Costs so any technology upgrades to the courtrooms used to be in there. Ms. Epping stated with the Juvenile Office, they had some things that used to be in court costs, and they were asked to move them to Juvenile because that was more appropriate. Ms. Epping stated overall the budget is increasing 9% but most of that, as she will explain, is because of fixed assets. Ms. Epping stated, with the new budget program, they have some additional departments and funds. Ms. Epping stated Prop L has been split between Treatment Court, which is the mental health court and alternative sentencing staff, and Circuit Court, which is different. Ms. Epping stated Family Services and Justice, one of their Court funds, was split between Circuit Court and Juvenile. Ms. Epping stated General Revenue Budget Summary overall, revenue projections are down 1.5%, noting that a lot of that is because they are trying to do a better job of doing tight revenue projections. Ms. Epping stated expenditures are up about 9.3% due to asking for the money for 3West, the phone system, and some other big purchases. Ms. Epping stated, if you just look at the departments that are under the Boone County General Revenue fund, you'll start with JJC which is down for revenue about \$4,800.00, primarily due to 4D which is a contract they have for \$125,000.00, but they really only end up getting around \$43,000.00 and it was budgeted at \$60,000.00. Ms. Epping stated they did increase what Callaway will be paying in out-of-County payments, Expenditures are up slightly at \$19,000.00, which is what they budgeted for the new phone system. Ms. Epping stated there are some rusted-out lockers that they plan to replace. The fiber line used to be paid out of Prop L; it was asked to be moved to JJC so that's an additional \$2,000.00 that wasn't there before. Overall, though, they were really able to cut because, even with all the additions, the budget is only up about \$18,000.00 and that's a one-time payment. Deputy Court Administrator Cindy Garrett stated, for the Juvenile office budget the revenue increased by \$160.00, which is simply reimbursement from Callaway County for expenses that they cover at 100%. The total Juvenile Budget increased by about \$6,000.00 which is primarily to allow for a 2% increase for the jail and parent attorney contracts and an additional \$2,500.00 to look at consultation fees to find ways to develop more individual offices at JJC. Ms. Epping stated there are no significant changes with Jury Services, no change in revenue, and expenditures increased about \$1200.00.

Ms. Epping stated one thing they have noticed is the parking system changed with the City and they have noticed a lot of decreased parking for trials. Ms. Epping stated Circuit Court revenue is down about \$4,000.00 primarily due to Callaway County's reimbursement. Ms. Epping stated expenditures are up 14%, mostly from the 3W upgrade. Ms. Epping stated that technology is from 2008, is analog, and doesn't work well with WebX and other technology they are using for court. Ms. Epping stated the Court Reporters need a new multifunction copier, which is estimated at \$8,000.00, and two new steno machines, estimated at \$12,000.00. Ms. Epping stated they were able to go through and make cuts; they found out that the Marshalls can do their post-certification training at no cost under the MAC Trust Training the County has. Debbie Lee stated the Circuit Court revenue has decreased by 1.04%, Expenditure increased by 3.24%, Supplies increased by 36.87%, Dues/Travel increased by 39.66%, Utilities increased by 5.8%, Contractual Services decreased by .7%, Misc increased by 45% and they don't have any Fixed Assets. Ms. Epping stated they have two out of Prop L, Treatment Court, and Circuit Court. Revenue for Treatment Court decreased by 40% and expenditures decreased by .06%. Ms. Epping stated within the Circuit Court, there are two Adult Court Services staff along with one deputy court marshal salary. Ms. Epping stated, in the court-managed funds, the revenue increased overall around \$9,900.00, due to getting a .5 FTE Family Court Commissioner, for which Callaway County would reimburse 25%. Ms. Epping stated they were able to decrease legal services by \$2,300.00. Ms. Epping stated the Drug Court Fund is estimated at \$400,000.00, and although that is a large amount, they received around \$556,000.00 from the state to fund these courts. Ms. Epping stated the grants through the State did increase so that resulted in the expenditures decreasing. Ms. Epping stated the Veterans Court Fund runs at a deficit, with the estimated balance being -\$63,000.00 but states it's part of a larger drug court fund so they offset each other. Ms. Garrett stated the Administration of Justice Fund has been growing since 2018. Ms. Garrett stated, for revenue, they anticipate a decrease due to the state putting a hold on the collections program in March 2020, which just resumed in July 2021. Ms. Garrett stated docket boards were budgeted for, therefore the expenditures are anticipated to decrease about \$2,700.00. Ms. Lee stated, with the Garnishment Fund, the approximate balance is \$40,000.00 and they use this fund for the outsourcing of their microfilming of records and onboarding for new employees. Ms. Garrett stated the Law Library Fund allows, per statute, that they could pay for the Family Court Commissioner salary if the Family Services and Justice Fund got to the point where they couldn't pay for that salary anymore. Ms. Garrett stated the Law Library Fund will also be used to do the updates in 2 South estimated at \$67,000.00. Ms. Garrett stated there will be a savings of about \$1,800.00 due to changing how publications with Westlaw are being done. Ms. Garrett stated, when the House Bill 12 passed, \$2.5 million dollars was taken out of the Juvenile Justice Preservation Fund for the FTEs they were going to add for Raise the Age, leaving about \$5.2 million in the fund. Ms. Garrett stated, at this time, they are trying to decide how they are going to disburse that back out to the individual counties. Ms. Garrett stated the last section to go over today are grants. Ms. Garrett stated \$90,000.00 was awarded for the Division of Youth Services Grant that covers two Deputy Juvenile Officers; the Children's Services Mental Health Tax that they contract with Family Facets to provide supervised visitation for children with abuse and neglect cases; and \$10,000.00 for the Domestic Relations Resolution Fund that they contract with Great Circle to provide supervised visitation for families of domestic violence. Ms. Garrett stated they receive \$1,000.00 for the Fostering Court Improvement Grant, \$10,000.00 is received for the Juvenile Justice Assistance Program that covers the home detention, shelter care, crisis intervention and a recording center and they just got the announcement that they need to reapply for the STOP/VAWA Grant that covers the

Batterer’s Intervention program. Ms. Epping stated \$634,000.00 for the Treatment Court Coordinating Commission which covers Drug Court, DWI Court, Veterans Court, Cwy Family Tax Credit, and MAT. Ms. Epping stated they are on year three of five for the BJA funding for Drug Court, which is for equity and inclusion to ensure the Court is more diverse to better represent the defendants who come before the court. Ms. Epping stated they were also awarded \$40,000.00 - \$60,000.00 for DWI technical assistance and specialized training.

**Sheriff’s Office**

**2. First Reading: FY2020 JAG Subrecipient Monitoring Agreement**

Major Gary German from the Sheriff’s Office stated this is the final piece for the 2020 Justice Assistance Grant. Major German stated this reiterates that the Sheriff’s Office will be the applicant/fiscal agent for the joint funds between the County and the City of Columbia. Major German stated this agreement establishes that the County Sheriff’s Office and the City of Columbia will cooperate with each other and meet the standards for expenditures and compliance set forth in the grant.

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

**Human Resources**

**3. First and Second Reading: Commission Update to Government Center Operations**

Risk Management Specialist Angela Wehmeyer stated the County has had nine cases of employees testing positive for COVID since the beginning of the month, eight of which have been in the last two weeks. Ms. Wehmeyer stated this has affected many departments across the County and five employees are still out. Ms. Wehmeyer stated the current cases at the County have not been transmitted at work; they have all been community spread.

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby repeal Commission Order 238-2021 and adopts in its place this new Order relating to the wearing of Face Masks on Boone County Government Property.

The County Commission hereby requires that all persons 10 years of age or older entering the Roger B. Wilson Boone County Government Center (801 E. Walnut St.) and the Boone County Annex (623 E. Ash St.) wear a clean Face Mask and that they continue to wear a clean Face Mask when in any public areas of the Government Center and County Annex. Such public areas shall include the lobby, atrium, stairwells, elevator, bathrooms, and walkways. Offices and Departments within the Government Center and Annex may make other determinations for requirements within their individual offices and departments.

For purposes of this Order a “Face Mask” means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face. Face Masks required under this Order shall not incorporate a one-way valve that is designed to facilitate exhaling by the wearer.

This Order shall be in effect immediately upon its adoption and shall remain in effect until further Order of the County Commission.

Commissioner Thompson seconded the motion.  
The motion carried 3 to 0. **Order #307-2021**

**Purchasing**

**4. First Reading: Boone County Contract: 23-15JUL21 - Solid Block Asphalt Sealant - Term & Supply**

Buyer Robert Wilson read the following memo: 23-15JUL21- Solid Block Asphalt Sealant – Term & Supply opened on July 15, 2021. One (1) bid was received. Road & Bridge recommends award by low bid to Crafcoc, Inc.

This is a term and supply contract and will be paid from department 2040 – Road & Bridge – Road Maintenance, account 26300 – Material and Chemical Supply.

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

**5. First Reading: Boone County Contract: 27-13JUL21 - Magnesium Chloride Application**

Buyer Robert Wilson read the following memo: 27-13JUL21- Magnesium Chloride Application – Term & Supply opened on July 13, 2021. One (1) bid was received. Road & Bridge recommends award by low bid to Scotwood Industries, Inc.

This is a term and supply contract and will be paid from department 2040 – Road & Bridge – Road Maintenance, account 26301 – Surface Stabilization Material.

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

**Joint Communications**

**6. Second Reading: Approval of Budget Revision for Purchase of VHF receivers (First Read 07.27.21)**

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the following Budget Revision for Joint Communications for Class 9 Asset Purchase of five (5) VHF Receivers.

Dept	Account	Department Name	Account Name	Decrease \$	Increase \$
2704	86850	Joint Comm Radio Ops	Contingency	5,975	
2704	91300	Joint Comm Radio Ops	Machinery & Equipment		5,975

Commissioner Aldred seconded the motion.  
The motion carried 3 to 0. **Order #308-2021**

**Commission**

**7. First Reading: Approving an MOU regarding relocation of the Courthouse murals**  
County Counselor CJ Dykhouse stated this MOU would facilitate a disposition of the murals that are between the first and second floor and second and third floor main stairwell landings in the Boone County Courthouse. Mr. Dykhouse stated the logistics for getting them outside from off the wall is still a work in progress but what this MOU would do is allow for what would happen once we're able to get the murals out in a safe way.

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

8. Public Comment  
None

9. Commissioner Reports

None

Attest:



Daniel K. Atwill

Presiding Commissioner



Brianna L. Lennon  
Clerk of the County Commission



Justin Aldred  
District I Commissioner



Janet M. Thompson  
District II Commissioner

## Circuit Clerk

- ▶ **Revenues decreased .10% (\$100)**
  - ▶ Interest.
- ▶ **Expenditures increased 4.08% (\$11,160)**
  - ▶ Supplies - up 36.87% (\$11,200).
  - ▶ Dues/Travel - up 39.66% (\$3,450).
  - ▶ Utilities - up 5.88% (\$1,200) phones.
  - ▶ Contractual Services - down 28.71% (\$4,450).
  - ▶ Fixed Assets - none for 2022.

## Prop L Funds



## 2904 - PropL - Treatment Court

- ▶ **Funds:** 3 Treatment Court staff, Mental Health Court.
- ▶ **Revenue:** dropped \$200 (40%).
- ▶ **Expenditures down .06% (-\$170)**
  - ▶ Supplies down 12% (about \$600) due to purchasing as scanner in 2021.
  - ▶ Travel and training up 190% (\$8,920) to send team to national training.
  - ▶ Contractual services down 23.78% (\$14,432)
  - ▶ Miscellaneous up 12.4% (\$5,589) for testing (number of participants increased).
  - ▶ Fixed assets- \$0, none scheduled to be purchased.

## 2908- PropL - Circuit Court

- ▶ Pays the salaries of 2 Adult Court Services staff and 1 Deputy Court Marshal.
- ▶ No change, nothing else budgeted.

# Funds

## Fund Balances and Budgets

### Family Services and Justice Fund

- ▶ **Split Fund between Circuit Court (2820) and Juvenile (2821)**
- ▶ **Revenue** – Increase overall of \$9,943.50 due to reimbursement from Callaway County for .5 FTC Family Court Commissioner.
- ▶ **Expenditures** – Increased \$18,775
  - ▶ Decreased Legal Services by \$23,000 in 2022 as PD waitlist ended in July, 2021 for juvenile law violators as PD now representing these youth.
  - ▶ Added .5 FTE Family Court Commissioner salary and benefits effective 7/1/2022, \$41,775.00
- ▶ Anticipated balance end of 2021 for Boone County: \$217,972. Fund continues to grow.

## Drug Court Fund

- ▶ June 1, 2021 – est. balance of more than \$393,367.
- ▶ TCCC grant increase for FY22.
- ▶ BJA Equity and Inclusion Grant (OSCA).
- ▶ **Revenue:** decreased 1.2% **(-\$1,120)**
- ▶ **Expenditures:** decreased 20.33% **(-\$48,825)**
  - ▶ \$47,400 of that cut was in the testing line based on use and increased TCCC award (went from \$87,400 to \$40,000).

## Veterans Court Fund

- ▶ June 1 estimated fund balance **-\$63,415.**
- ▶ **Revenue:** decreased 36.5% **(-\$4,600).**
- ▶ **Expenditures:** decreased 36.1% **(-\$19,083)**
  - ▶ Class 3 – Travel – dropped 26% as this year (2021) they went to Nationals.
  - ▶ Class 7 - Contractual Services - down 33% **(-\$5,000)**, based on usage and Reality House no longer having residential.
  - ▶ Class 8 – Miscellaneous - decreased 61% **(-\$9,350)** for testing based on history and TCCC.

## Administration of Justice Fund

- ▶ Fund balance estimated at the end of 2021: \$78,840. Expenditures exceed revenue in this fund therefore it continues to decrease.
- ▶ **Revenue** – Decrease of \$3,000 (27.03%) based on 2019 & 2020 history of decrease. However Collections program was on hold from March, 2020 until July 2021.
- ▶ **Expenditures** – decreased by \$2,650 (4.38%)
  - ▶ Docket boards were included in 2021, no funds in 2022.
  - ▶ Class 8, Contingency category remains to allow for costs for unforeseen technology needs due to aging technology.

## Garnishment Fund - Clerk

- ▶ Balance approximately \$40,000. This fund will be used for outsourcing microfilming of records and on boarding for new employees.

## Law Library Fund

- ▶ Boone County Fund estimate for end of 2021: \$146,225.17
  - ▶ 2021 fund used to pay for maintenance for ground floor video equipment, publication requests, and plan to reupholster law library chairs.
  - ▶ 2022 fund will be used for maintenance and update technology in 2 South (\$67,000).
  - ▶ Decrease of about \$1,800 with publications due to changes in Westlaw Edge based on anticipated expenditures in 2021.
  - ▶ Expenditures are anticipated to exceed revenue by 65% in 2022 due to the planned 2 South update. Normally revenue has exceeded expenditures in this fund. Projected balance at end of 2022 is \$94,675.17

## Juvenile Justice Preservation Fund

- ❖ Senate Bill 53 signed on July 14, 2021
  - ❖ 211.435 – Juvenile Justice Preservation Fund created with the State Treasurer as custodian. SB 53 signed establishing each county will receive funds to implement and maintain the expansion of juvenile court jurisdiction to 18 years of age. This fund consists of money collected under 488.315.2. The state treasurer is no longer the custodian of the fund.
  - ❖ 211.435.2 – Funds held by the state treasurer in the state JJP fund shall be payable and revert to the circuit court's JJP fund in the county of origination.
- ❖ HB12 was signed which provided for salaries of additional juvenile court personnel for RTA, \$15,267,376 from General Revenue and \$2,500,000 from JJP funds.
- ❖ Total collected in Boone County from April, 2018 through Dec, 2020: \$74,763 (approx. \$2,265 per month)
- ❖ Total collected in Callaway County from April, 2018 through Dec, 2020: \$22,325 (approx. \$677 monthly)
- ❖ **UNSURE WHICH BILL WILL TAKE PRIORITY AS TO JJP FUNDS**

# Grants

## Grants

- ▶ **Boone**
  - ▶ Division of Youth Services (2 DJOs)
  - ▶ Children's Mental Health Tax
- ▶ **Boone and Callaway**
  - ▶ Domestic Relations Resolution Fund
  - ▶ Fostering Court Improvement
  - ▶ Juvenile Justice Assistance Program
  - ▶ STOP/VAWA

## Grants

- ▶ **Treatment Court Coordinating Commission**
  - ▶ Drug Court
  - ▶ DWI Court
  - ▶ Veterans Court
  - ▶ Cwy Family Tx Ct
  - ▶ MAT
- ▶ BJA funding
- ▶ DWI Technical Assistance and Training