

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 20

In the County Commission of said county, on the 30th day of January 2020

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

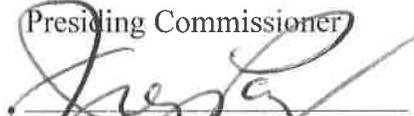
Now on this day, the County Commission of the County of Boone does hereby approve the attached Juvenile Justice Program Assistance grant application submitted by the 13<sup>th</sup> Judicial Circuit Court, Family Court-Juvenile Division.

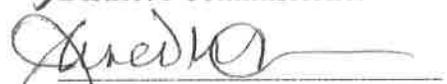
Done this 30th day of January 2020.

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



STATE OF MISSOURI  
OFFICE OF STATE COURTS ADMINISTRATOR  
REQUEST FOR PROPOSAL

RFP NO: OSCA 20-00632  
TITLE: Juvenile Justice Program Assistance  
ISSUE DATE: January 2, 2020

CONTACT: Russell Rottmann  
PHONE NO: 573-522-6766  
E-MAIL: osca.contracts@courts.mo.gov

RETURN PROPOSAL NO LATER THAN: 4 p.m., January 31, 2020

RETURN PROPOSAL EITHER VIA E-MAIL, USPS or COURIER SERVICE:

(U.S. Mail)  
Office of State Courts Administrator  
P.O. Box 104480  
Jefferson City, Mo 65110 - 4480

or (Courier Service)  
Office of State Courts Administrator  
2112 Industrial Dr.  
Jefferson City, Mo 65109

CONTRACT PERIOD: July 1, 2020 through June 30, 2021

SIGNATURE REQUIRED

PRESIDING JUDGE SIGNATURE 	DATE 1/27/2020
FAMILY COURT ADMINISTRATIVE JUDGE SIGNATURE, IF APPLICABLE	
PRESIDING JUDGE SIGNATURE (IF MORE THAN ONE COUNTY IS INCLUDED IN PROPOSAL)	
FAMILY COURT ADMINISTRATIVE JUDGE SIGNATURE, IF APPLICABLE	
PRESIDING JUDGE SIGNATURE (IF MORE THAN ONE COUNTY IS INCLUDED IN PROPOSAL)	TITLE
FAMILY COURT ADMINISTRATIVE JUDGE SIGNATURE, IF APPLICABLE	DATE
COURT 13th Judicial Circuit Court	
MAILING ADDRESS 705 E. Walnut	
CITY, STATE, ZIP Columbia MO 65201	
CONTACT PERSON Angie Bezoni	TITLE Deputy Juvenile Officer III/Supervisor
PHONE NUMBER 573-886-4215	E-MAIL ADDRESS Angie.Bezoni@courts.mo.gov

NOTICE OF AWARD (OSCA USE ONLY)

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS:		
CONTRACT NO.		CONTRACT PERIOD
CONTRACT'S SECTION	DATE	DEPUTY STATE COURTS ADMINISTRATOR

**Juvenile Justice Program Assistance Funding Proposal-FY20-21  
13<sup>th</sup> Judicial Circuit Family Court-Juvenile Division**

**Name & Brief Description of Proposed Program:**

**Supervision:**

**Evening Reporting Center Program**

The ERC operates Monday through Friday from 3:30 p.m. until 7:30 p.m., and provides both supervision and a variety of programming to youth conducive towards pro-social learning and behaviors. The ERC is used for various reasons: 1) to transition juveniles leaving detention back into the community; 2) as a sanction for not complying with conditions of informal or formal supervision; 3) as an alternative to detention; or 4) as a condition of release from detention pending Court action. Moral Reconciliation Therapy is offered to youth two days a week, which helps youth learn pro-social thought patterns to replace anti-social thought patterns. We have also partnered in the past and present with the Boys and Girls Club; Reality House Programs, Incorporated; Compass Healthcare, Incorporated; the Youth Empowerment Zone; True North; Daniel Boone Regional Library; and a variety of other community agencies to provide quality programming for the youth. The Evening Reporting Center originally began operating in 2010 in partnership with the Intersection Youth Facility where it operated with Intersection staff until 2012. In October of 2012, the Juvenile Office began fully operating the Evening Reporting Center with its own staff in the Alternative Sentencing Building, which is owned by Boone County.

**In-Home Monitoring Services (GPS and Cellular)**

The Juvenile Division staff has used In-Home Detention for over a decade as an intervention for youth. We originally began using Voice Verification services and Electronic Monitoring through a home telephone line as provided by Behavioral Interventions, Incorporated; but we now use cellular and Global Positioning Satellite technology for tracking purposes which, incorporate the use of an ankle transmitter fitted to the juvenile's leg to monitor the juvenile's location twenty-four hours a day while allowing the juvenile to remain in the community.

**Treatment:**

**Crisis Intervention Services (CIS, previously titled as Intensive Crisis Intervention Services)**

This program, which began in 2012, aims to address youth in custody who are encountering domestic issues within the home or problematic behaviors in the school setting. A licensed therapist meets with the family in the home intensively for a two week period to identify issues and formulate a plan of strategies and services to help the family. A written report is completed and given to the Juvenile Officer and the family.

**Geographic Area & Need for the Program:**

The 13th Judicial Circuit is comprised of Boone and Callaway counties which are progressive counties located in the center of the state at the crossroads of major east-west and north-south highways. Demographics are of an urban, semi-urban, and rural composition with a unique degree of ethnic diversity. Boone and Callaway Counties are home to a varying number of minority

populations, including Asian, Native American, Hispanic, African American, and Multi-Racial, in addition to the Caucasian population. Population growth and prospects for additional growth are placing increasing demands on county government. Data for 2018 shows Boone County with a population of 180,005, and Callaway County with a population of 44,889.

According to information posted on the Juvenile Detention Alternatives Initiative (JDAI) Help Desk website ([www.jdaihelpdesk.org](http://www.jdaihelpdesk.org)), studies conducted on the juvenile justice system across the United States found the system to be “arbitrary, discriminatory, and ineffective”. Specifically speaking, the system of detaining youth was faulted across the U.S. In the early 1990s, two out of every three youth who were detained went to detention centers which were overcrowded and which could not provide the programs and services mandated by law. Less than one-third of the youth were in detention for violent offenses and in 1995, two-thirds of the youth in detention were minority youth. Further research posted on the JDAI help desk website shows that youth who are placed in detention with other delinquent youth are more likely to leave detention having more undesirable behaviors than when they entered and further one study conducted in Arkansas revealed that once a youth has been placed in detention one time, their likelihood of returning was high.

In 2019, there were a total of 189 13th Circuit youth admitted to detention producing an average daily population of 7.0 and an average length of stay in detention of 13.6 days. This is an increase from 2018. The number of youth held for felony person and misdemeanor person make up the largest number of youth in detention. The 13<sup>th</sup> Circuit has historically used the Missouri Juvenile Detention Assessment instrument to score every juvenile in custody. The 13<sup>th</sup> Circuit also has a very low over-ride rate, which indicates youth who are being detained are a risk to the community.

In addition to reviewing the 13th Circuit’s assessment tools for detention, in 2011, the 13th Circuit developed a Disproportionate Minority Contact Committee to look at racial disparity in the juvenile justice system through technical assistance from the Annie E. Casey Foundation, Missouri Juvenile Justice Association, and Office of State Courts Administrator. In 2008, a study was conducted by the Office of State Courts Administrator in conjunction with the Missouri Juvenile Justice Advisory Group, Missouri Department of Public Safety, and the Missouri Juvenile Justice Association. The study found that Boone County had a relative rate index (RRI) of 7.7 for African American youth referred to the juvenile justice system. According to this report, the relative rate index measures the over or under representation of minorities at certain contact points in the juvenile justice system.

In 2008, this relative rate index shows that African American youth were referred to the juvenile justice system in Boone County 7.7 times more than their Caucasian counterparts which can lead to over representation of youth of color in juvenile detention facilities. According to a Disproportionate Minority Contact data analysis report for Boone County, Boone County’s RRI was 5.9 in 2018. Although our RRI percentage has decreased since 2008, the 13<sup>th</sup> Circuit continues to strive to reach the statewide RRI of 2.8.

According to experts in the field of Juvenile Justice, professional standards suggest secure detention should be used to make sure the youth appears in court and to minimize the risk of serious re-offending while waiting to appear in court. Prior to January 1, 2010, in the 13th Circuit, the decision to detain youth was at the discretion of fourteen different deputy juvenile officers, leaving the decision to detain or not to be highly subjective. At that time, the 13<sup>th</sup> Circuit had guidelines to follow when making a decision to detain, however the reason to detain was based generally on criteria such as the offense committed, how cooperative the youth/parents were, whether or not they had a suitable adult to supervise them, and the need to hold youth accountable for their actions. All these factors could be influenced by the youth’s attitude, pressure from law enforcement to

authorize detention, the deputy juvenile officer's frustration in not knowing what else to do with the youth, as well as the responsibility to public safety.

On January 1, 2010, the 13th Circuit Juvenile Division began using the Missouri Juvenile Detention Assessment (JDTA) on all youth who were presented for detention whom the juvenile office had in-person contact with. In 2012, the Missouri Juvenile Detention Assessment was implemented for all youth presented by law enforcement. The table below shows how many youth scored within each of the three risk levels on the form for the years 2016 to 2019.

**13<sup>th</sup> Circuit JDTAs Administered 2016-2019**

<b>Year</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Total for Year</b>
<b>2016</b>	<b>123</b>	<b>129</b>	<b>491</b>	<b>743</b>
<b>2017</b>	<b>98</b>	<b>128</b>	<b>429</b>	<b>655</b>
<b>2018</b>	<b>107</b>	<b>93</b>	<b>323</b>	<b>523</b>
<b>2019</b>	<b>113</b>	<b>100</b>	<b>460</b>	<b>673</b>

In 2019, there were thirty-three overrides of the JDTA instrument. This amounted to a total override rate of 4.9%. This percentage decreased from 2019, when our total override rate was 7.8%. JDAI focuses on the rate of those youth eligible for release or release with a detention alternative who were placed in detention. In 2019, our override to detention rate was approximately 2.4%. This rate was lower than our projected goal of 10%. Our override rate continues to remain well below our projected goal and the maximum-recommended override rate. The use of the JDTA has greatly improved our process of determining which youth are appropriate for detention. In using the JDTA form, it has helped create an objective decision making process for all youth.

While the court has strived to work on creating and maintaining alternatives to detention, one major obstacle is funding. The circuit began providing GPS and Cell Unit Monitoring for in-home detention in March 2011, but found that this alternative was cost prohibitive for families. The court used Title II funds to help families who were determined indigent by the Court; however, this funding ended on September 30, 2012. OSCA began funding Crisis Intervention Services, Shelter Care, some Evening Reporting Center services, and In-Home Detention in July 2013, through the Juvenile Alternatives to Detention Program Grant. Starting in July 2014, these programs were funded through the Juvenile Justice Program Assistance Grant which continues to the present. For fiscal year 2018, we ceased use of Shelter Care, due to under-utilization of the program and due to a decrease in funding. We still utilize CIS, ERC, and In-Home Detention.

Funds are being requested to continue to pay for the use of GPS and cell units for electronic monitoring for all youth placed on In-Home Detention through cell and GPS units as an alternative to detention and a sanction.

In terms of funding requested for the Evening Reporting Center, the major cost is the Moral Reconciliation Therapy ("MRT"). The circuit has an agreement with Reality House Programs, Incorporated, which provides a licensed therapist to facilitate MRT to the youth participating in the Evening Reporting Center at a cost of \$35.80 per unit, for two days a week. A unit is equivalent to one hour. MRT requires the use of workbooks, for which funding is needed at \$25.00 per book. MRT was originally covered through a diversionary grant through the Missouri Division of Youth Services; however, funding was depleted at the end of December 2014, and a Juvenile Justice Program Assistance Grant Amendment was submitted to allow it to be covered

starting in January 2015 through the end of June 2015. This continues to be funded through the Juvenile Justice Program Assistance Grant.

In 2011, the Crisis Intervention Services program was developed to address situations involving youth in custody by law enforcement for domestic-related status offenses or law violations as well as disruptive school behavior. The therapist makes recommendations for additional services for the families and a final meeting is held with the family, therapist, and Juvenile Office representative to ascertain the success of the program. The therapist who provides the Crisis Intervention Services has assisted families in scheduling therapy services for families, she has provided referrals for substance abuse assessments, and has assisted families in finding pro-social activities, both in the community and at the schools. In addition a stakeholder survey is completed by the family at the completion of the program. The therapist is then reimbursed at a rate of \$625 per family served. These services were funded through the Annie E. Casey Foundation until 2012, when juvenile diversion funds were received through OSCA which helped the 13<sup>th</sup> Circuit continue to fund these services and now have been funded through the Juvenile Justice Program Assistance Grant since July 2014.

The 13th Circuit would like to continue to offer Crisis Intervention Services, a detention alternative which addresses the immediate crisis needs facing youth age 8-16, who are in custody with law enforcement for domestic-related status or law violation offenses as well as for disruptive school behavior. CIS can also be used as a sanction for youth under supervision who are experiencing disruptive behavior in school or domestic issues in the home who may not be in the custody of law enforcement, but need a more immediate response to their current issues. CIS can also be used for youth whose parents have referred them to the Juvenile Officer.

The 13th Circuit used these alternatives to detention frequently as a sanction for youth in 2019 who are already under the jurisdiction of the court as a means to address dangerous or problematic behaviors in lieu of placement at the Robert L. Perry Juvenile Justice Center for detention or evaluation. Currently, the circuit regularly uses both cell and GPS In-Home Detention as well as the Evening Reporting Center as sanctions for violations of a juvenile's supervision, which overall have been very successful in addressing problematic behaviors in lieu of detention. Also several youth who have scored a release on the Missouri Juvenile Detention Assessment, but had a supervisory approved override up, were assigned to the CIS program when a simple release back to the family was not seen as suitable by the Deputy Juvenile Officer, parent, and the youth, and more intervention was needed.

In 2011, the 13th Circuit researched and worked to establish a uniform sanctions grid to respond to technical probation violations. With the creation of the sanctions grid, the Evening Reporting Center and In-Home Detention are used to respond to serious and persistent technical probation violations such as persistent school problems, youth who run away from home for extended periods of time, and youth who fail to report to see their Deputy Juvenile Officer as directed on multiple, consecutive occasions. Multiple youth who had been detained at the Robert L. Perry Juvenile Justice Center were released at the detention hearings pre-adjudication to participate in several alternatives to detention such as CIS, ERC, and In-Home Detention once it was determined that further detention was not needed pending adjudication and disposition. Furthermore, several youth were released from the Robert L. Perry Juvenile Justice Center post-adjudication, pre-disposition, which were being evaluated on the program side of the Robert L. Perry Juvenile Justice Center. This allowed further evaluation of the youth in the community while participating in the Evening Reporting Center or In-Home Detention as a step down to a less secure environment, but with some restriction of movement and services in place.

Several youth have also participated in the Evening Reporting Center and In-Home Detention post-adjudication and post-disposition as a supervision sanction when it was determined that some problematic behaviors persisted that needed further restriction and monitoring, but did not rise to the level of detention or placement at the Robert L. Perry Juvenile Justice Center.

### **Target Population & Selection Process:**

The 13th Circuit began participating in JDAI in October of 2009. It was not until January 1, 2010, that the 13th Circuit officially began using the Juvenile Detention Assessment (JDTA) to screen referrals to detention. Shortly thereafter, other JDAI core strategies were being researched and implemented in our circuit in efforts to reduce the unnecessary use of detention in the 13<sup>th</sup> Circuit and develop alternatives to detention for youth in the community.

A primary tool used by the Juvenile Division in delinquency and status offense cases is the Risk and Needs Assessment Form. A risk assessment is completed on juveniles at the point of intake and helps guide decision-making regarding disposition as well as an appropriate level of supervision. A risk/needs assessment is completed on all youth who receive a referral for status and delinquency offenses. Some of the information gathered for risk and needs is based on self-reporting information provided by parents and children as well as information gleaned from the juvenile's file. Each youth has a risk and needs level assigned which is also used in determining whether to use the Evening Reporting Center, In Home Detention, Crisis Intervention Services, or Shelter Care as a possible sanction to addresses referrals or inappropriate behaviors reported to the Juvenile Officer. A sanctions grid is employed by the 13<sup>th</sup> Judicial Family Court-Juvenile Division in determining the correct sanction for youth.

Our target population is any youth who is presented to the Juvenile Officer in custody by law enforcement, and who is subsequently assigned a score on the Missouri Juvenile Detention Assessment Form as well as any youth under Informal or Formal Supervision who has had violations of supervision and require an increased response to these violations according to the risk/needs assessment and graduated sanctions matrix.

### **Service Provider:**

The 13<sup>th</sup> Circuit has been fortunate in that those agencies or individuals providing services for us have remained relatively stable over the past several years.

**CIS:** We continue to partner with Sarah Gray, M.Ed, LPC. Ms. Gray has been providing CIS services for us since 2011. She has a Masters in Educational Psychology and is a Licensed Professional Counselor in the state of Missouri, having practiced therapy for over ten years. Previously, Ms. Gray worked in the office of Dr. Jackie Ellis at Ellis and Associates. In 2019, Dr. Ellis retired, and Ms. Gray is now practicing independently. Ms. Gray has been very consistent in her services.

**GPS/Cell Monitoring:** The 13<sup>th</sup> Circuit continues to partner with Behavioral Interventions, Incorporated for all of our In Home Detention Monitoring needs for well over a decade and we continue to receive consistent and innovative monitoring services from this business agency. For further information regarding their services, please review their website at [www.bi.com](http://www.bi.com).

**Evening Reporting Center:** Reality House Programs, Incorporated continues to provide us with Moral Reconciliation Therapy at our Evening Reporting Center. Blair Campier is a certified provider

of both adult and juvenile MRT services. We have partnered with Reality House programs for this service since 2012. We also partner with multiple agencies in the Columbia/Boone County area to provide many other services free of charge as mentioned previously such as Compass Health, Incorporated, Daniel Boone Regional Library, Urban Agriculture, True North, Youth Empowerment Zone, Columbia Police Department, Missouri Highway Patrol, Boone County Sheriff's Department, the Columbia/Boone County Health Department, and several others as noted in our resource provider list.

The credentials for each of the service providers mentioned above have been included with this grant proposal.

### **Number of Youth Served and Hours of Service:**

CIS: In 2019, the Circuit prioritized funding in-home detention services and the Evening Reporting Center over the CIS program. We only had one family who participated in the service; however, we believe it continues to be a needed service. The circuit requests funding for five families, who would be served at \$625 per youth/family, which comes to \$3,125. This breaks down to each family receiving approximately nine hours of service weekly for two weeks, giving each family approximately eighteen hours of crisis intervention services. This figures out to an hourly rate of \$34.72. The \$625 payment to a provisionally or fully licensed clinical social worker or professional counselor would cover any mileage or administrative cost associated with them providing this service. This would be a total of ninety estimated hours of service during the grant period.

Due to the reduction in grant funds in the 2018 fiscal year, we curtailed use of CIS, as we determined ERC and In-Home Detention were more beneficial, so we wanted the bulk of funds spent on those programs. We plan to continue using this program as a sanction for youth who are having difficulties in the home, whose behaviors have led to a referral to the Juvenile Officer. The clinician who provides services for this program dedicate a minimum of eighteen direct-service hours to the family they are serving.

### **GPS/Cell Unit Monitoring:**

One of our case processing goals is to have all youth placed on in-home detention be released from the program within fourteen days. It is our Circuit's policy and practice to release youth at their first court appearance if they have had no problems or concerns while on in-home detention. The circuit continues to have the goal of setting each of these youth for first appearance within fourteen days of being placed on in-home detention. During the current grant year, July 1 through the present, the average number of days youth have been placed on home detention as an alternative to detention has been approximately eighteen, which is the same as the previous grant year, and slightly above our goal of fourteen days. Our Circuit continues to have the goal of putting more of our technical probation violators who are in custody and who score detention on GPS or Cell Unit Monitoring, instead of those youth having to be placed in detention. If they are placed in detention, the Circuit looks to immediately release them at their detention hearing on in-home detention until their next court appearance. For the current grant year and for the coming year, we will be looking to cover all youth placed on In-Home Detention as an alternative to detention and post adjudication/post disposition sanction. Based on current usage patterns, we estimate providing 896 days of Cell Unit Monitoring or GPS monitoring for approximately fourteen days each to sixty-four youth based on current usage patterns.

**Evening Reporting Center:** We would like to continue funding Moral Reconciliation Therapy through the Juvenile Justice Programming Assistance Grant as it is such an integral part of the programming at the Evening Reporting Center and would allow for greater continuity of programming and costs. Moral Reconciliation Therapy is an evidenced-based model of treatment. So far during this grant period, seven youths have participated in the Evening Reporting Center, with an average number of approximately twenty-two days. There are currently two youth participating in the Evening Reporting Center, who are not reflected in this number. We would look to continue the use of this program as not only an alternative to detention, but also as a sanction for youth. This would entail each youth participating in MRT therapy two days a week for approximately five sessions or ten units in two weeks. MRT therapy is \$35.80 per unit or per one-hour session. Sessions are 1.5 units or \$53.70 per daily session or \$537 for ten units in a two-week period. The cost of MRT per youth increases as fewer youth participate, as it is a group therapy method. It will be our goal to have at least two youth at the ERC when it is being used. MRT workbooks are \$25.00 for each youth for a cost of \$500 for twenty youth.

We anticipate a consistent use of this program not only as an alternative to detention, but also as a sanction for youth to remain in the community with closer supervision and treatment as we have streamlined usage of the program so that youth who are referred to the Evening Reporting Center as a sanction no longer require a court order to participate. In addition, youth under Informal Supervision are now allowed to participate as a sanction for behaviors.

#### **Fidelity Plan:**

The 13<sup>th</sup> Judicial Circuit uses two main ways to ensure adequate utilization of each service. For youth who are presented to the Juvenile Officer in the custody of law enforcement and who subsequently score between 10-14 on the JDTA, which would indicate an alternative to detention, the deputy juvenile officer must consider an alternative to detention such as In-Home Detention, the Evening Reporting Center, Crisis Intervention Services, a Conditional Release, or some other community alternative such as mental health treatment. In the event the deputy juvenile officer feels that an alternative to detention is not appropriate, an override up or down must be obtained from a supervisor with an explanation of why an override of the JDTA score is recommended.

Next, for youth who are under informal or formal supervision of the court, if the deputy juvenile officer has reviewed a youth's risk/needs score and consulted with the graduated sanctions matrix, the Deputy Juvenile Officer must obtain permission from a supervisor prior to placing a juvenile in one of the programs listed above. The deputy juvenile officer must also request permission prior to submitting a petition or motion to modify for filing in court to determine whether a sanction such as the ones listed above would be more appropriate than a formal filing in court. These methods help to ensure that youth are receiving the appropriate alternative to detention or sanction for the presenting behavior.

**Day Treatment Program** This year, we are including in our request, funding for our Day Treatment Program. It is an alternative educational program offered since the 2015-2016 school year at the Robert L. Perry Juvenile Justice Center and in cooperation with the Columbia Public Schools. The Day Treatment Program follows the Columbia Public Schools calendar and is in session during the regular school year, Monday through Friday, from 8:15am to 3:15pm. The program provides support, supervision, and educational and therapeutic programs in a structured environment for the purpose of maintaining youth in the community. Youth who are referred to the Day Treatment Program will be provided an education, supervision, tutoring assistance with school homework assignments, programming, and breakfast and lunch. Through the Day

Treatment Program, youth are expected to demonstrate appropriate school behaviors and are encouraged to make good character choices, all in a safe environment.

Youth referred to the Day Treatment Program at the Robert L. Perry Juvenile Justice Center are Wards of the Court and can be referred by school staff or their Deputy Juvenile Officer. Youth can be referred for several different issues, including being suspended or expelled from their Columbia Public Schools home school location due to a serious offense, having significant truancy issues for a variety of reasons, and other behavioral circumstances. The Day Treatment Program can also be used as an educational transition from school at the detention center as a resident to returning to the community and attending the small-scale school setting, before returning to their home school. The length of participation varies from youth to youth, anywhere from a few weeks to a full school year. New this school year, the Columbia Public Schools will also be assisting with transporting students to and from the Day Treatment Program. This will potentially allow for increased participation in the program.

### **Need for the Program:**

Providing a youth involved with the juvenile justice system an education in a safe environment has been linked to decreases in rates of recidivism and a better educational experience, including successful reintegration into the community upon leaving detention. One study found that only 12% of formerly detained youth complete a high school degree or GED after being released from detention. Youth in the 13<sup>th</sup> Circuit were leaving detention and facing extended suspensions or expulsions from their home schools and without an option to continue their education in a traditional setting. Some students qualified for homebound instruction, which included approximately five hours of educational instruction per week. The majority of the youth detained were significantly behind in their academic progress; anywhere from one to two semesters behind in earning credits. One study found that 65% of youth admitted to detention had special education needs. Problems such as low achievement, vocabulary, and verbal reasoning increased delinquency predictions by 27%. Furthermore, while the average age of a youth in detention is 15 1/2, the average reading level is 4<sup>th</sup> grade.

During the last half of the 2015-2016 school year, the Day Treatment Program was started at the Robert L. Perry Juvenile Justice Center to address the lack of an educational program available to Wards of the Court facing extended suspensions and expulsions. Youth accepted into the program attend a full school day at the facility, but then return to their home in the community outside of school hours. Youth are able to participate in an online credit recovery program under the supervision and guidance of teaching staff with the Columbia Public Schools. All of the educational materials needed to participate are provided to the youth. The current program allows for ten Day Treatment students to participate. This small number is due to the supervision and educational assistance necessary to maintain a safe and secure educational environment for the youth. During the 2015-2016 school year, 16 youth were referred. During the 2016-2017 school year, 18 youth were referred. During the 2017-2018 school year, 13 youth were referred. During the 2018-2019 school year, 21 youth were referred. So far, during the 2019-2020 school year, 13 youth have been referred. Several youth begin the program and remain in the program for a full semester or up to a year.

Youth participating in the program thrive in the small class setting and the supervision and structure of the facility. Youth work at their own pace with the PLATO online credit recovery program for EdGenuity program and are able to pass a full semester course within 2-3 weeks. Some youth have been able to complete a semester course in as few as three days. This option has allowed several youth in the program to recover lost credits and any work they start can be

transitioned to their home school. Youth, their families, school officials, and 13<sup>th</sup> Circuit staff have seen the benefit of the Day Treatment Program educational option. Currently, the need for more than five student spots has outgrown the means to provide adequate supervision and educational support. Funds are being requested so we can continue to provide this beneficial program to all youth that are referred and in need of an alternative educational setting. The Columbia Public Schools is researching means to provide an additional teacher for the program, however the need for an additional facility staff member to provide supervision and tutoring to a growing number of Day Treatment students will be needed.

**Service Provider:**

Columbia Public Schools provides the qualified teaching staff for the Robert L. Perry Juvenile Justice Center and the Day Treatment Program students. Currently, there are four different classrooms in the facility. There are two full-time teachers and one full-time instructional aide; with one of those full-time teachers dedicated to students in the Day Treatment Program.

**Number of Youth Served and Hours of Service:**

Based on the number of referrals received for youth to participate in the Day Treatment Program, we would like to have ten students, at any one time, in the Day Treatment Program. Depending on the length of participation by the student, the Day Treatment Program could provide services to an estimated 10-25 youth per school year. Funding is being sought to request a new county employee be reimbursed to provide supervision and tutoring of the Day Treatment Program students. There is a need for these services for approximately 7 hours per school day. There are approximately 172 days of school. The rate of a Program Assistant Tutor is \$10.24 per hour. We would request \$12,328.96. In the alternative, we would request funding for approximately 4 hours per school day. This would amount to \$7,045.12.

**Fidelity Plan:**

Youth (and their parents) referred to the Day Treatment Program by their Deputy Juvenile Officer or Columbia Public School officials complete an interview for participation. The youth's educational records including attendance, grades/credits earned, special education needs, and behaviors are reviewed. If accepted, the Court is made aware of and approves of the youth's participation. The youth sets educational and behavior goals, which is monitored by school and facility staff during their participation. The youth will also be instrumental in creating a plan of transition from the Day Treatment Program to their home school.

**Budget Narrative:**

Day Treatment Program: We would like to have up to ten students in the program, at any one time. Depending on the length of participation in the program, it is estimated that 10-25 youth could participate in a school year. For the expansion of this program, a Program Assistant Tutor would be needed to provide the additional supervision and educational support to these students. There is a need for these services for approximately 7 hours per school day. There are approximately 172 days of school. The rate of a Program Assistant Tutor is \$10.24 per hour. We would request \$12,328.96.

As a new program request, we have prioritized funding of the Day Treatment Program below the already existing programs that have been established and funded in years past. To fully fund the Day Treatment Program as previously mentioned, the \$12,328.96 is requested.

**Budget Narrative:**

**CIS:** \$625/juvenile and family x 5 juvenile/families = **\$3,125**. This breaks down to approximately 18 hours of counseling and crisis services from a provisionally or fully licensed clinical social worker or professional counselor over a two-week period at \$34.72/hour. The \$625 payment to a provisionally or fully licensed clinical social worker or professional counselor would cover any mileage or administrative cost associated with them providing this service.

**GPS/Cell Unit Monitoring:** \$4.35/day x 896 days of In-Home Detention Monitoring = **\$3,897.60**. The circuit estimates providing 896 days of monitoring to 64 youth for approximately 14 days each which comes to \$60.90 per youth.

**Evening Reporting Center:** The cost per youth is \$172.29, which includes \$147.29 for MRT per youth, \$25.00 for an MRT workbook per youth. Therefore with 20 youth at \$172.29 for each youth. = **\$3,445.80**

**Partially-Funded Day Treatment Program:** **\$7,045.12**

**Prioritization:** Our prioritization would be to fund CIS, In-Home Detention Monitoring, and Evening Reporting Center first, and the partial Day Treatment Program. If additional funds are available, we would request funding for the full Day Treatment Program.

**Summarization:**

CIS: \$3,125  
 In-Home Detention Monitoring: \$3,897.60  
 Evening Reporting Center: \$3,445.80  
 Day Treatment Program: \$12,328.96

Total Funding Request for these programs: **\$22,797.36**

**County Treasurer to which all reimbursements will be made:**  
 Tom Darrough, Boone County Treasurer

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

January Session of the January Adjourned

Term. 20 20

County of Boone

} ea.

In the County Commission of said county, on the

30th

day of

January

2020

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

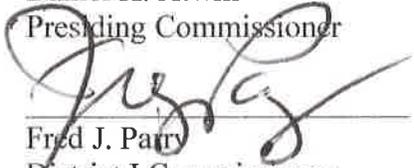
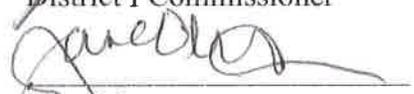
Now on this day, the County Commission of the County of Boone does hereby rescind Commission Order 16-2020 and replaces it with the following order to approve the request to authorize a part-time, non-benefitted, Personal Property Specialist position in the Assessor's Office, to be budgeted at a maximum of 1,000 hours per year and does hereby authorize an appropriation of \$23,720 for the salary of said position.

The County Commission does also hereby eliminate Position 396, Cartographer.

Done this 30th day of January 2020.

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

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

January Session of the January Adjourned

Term. 20 20

County of Boone

} ea.

In the County Commission of said county, on the

9th

day of

January

2020

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

Now on this day, the County Commission of the County of Boone does hereby approve the request to authorize a part-time, non-benefitted, Personal Property Clerk position in the Assessor's Office, to be budgeted at a maximum of 1,000 hours per year and does hereby authorize an appropriation of \$23,020 for the salary of said position.

The County Commission does also hereby eliminate Position 396, Cartographer.

Done this 9th day of January 2020.

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

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 20

In the County Commission of said county, on the 30th day of January 2020  
the following, among other proceedings, were had, viz:

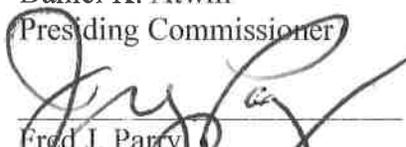
Now on this day, the County Commission of the County of Boone does hereby approve the following recommendation from the Job Classification Committee:

Create new classification: Background Investigator (class code 401550) – Range 32

Done this 30th day of January 2020.

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

# Boone County Human Resources

Jenna Redel  
Director, Human Resources  
and Risk Management



613 E. Ash Street  
Columbia, MO 65201  
Phone: (573) 886-4405  
Fax: (573) 886-4444

January 27, 2020

## Recommendations from the Job Classification Committee

The Job Classification Committee met on January 23, 2020 and reviewed a request from the Boone County Sheriff to create a new classification of (401550) Background Investigator.

The Sheriff intends to deactivate two Detention Officer positions and replace them with two Background Investigator positions. These positions will work as part of the Professional Services Division of the Department.

The Job Classification Committee now presents the following recommendations:

**Create a new classification of Background Investigator (class code 401550) on Range 32.**

The job description for the relevant position is attached hereto.



## BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Background Investigator</u>	NEW: <u>X</u>	REVISED: <u>    </u> <small>(Please check one)</small>
REPORTS TO: <u>Sergeant</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>01/20</u>
DEPARTMENT: <u>Sheriff</u>	JOB CODE: <u>603</u>	

### **SUMMARY:**

Under general supervision of a Sergeant, or designee, conducts and compiles professional background investigations for candidates and prospective employees by interviewing current and/or previous employers, supervisors, co-workers, associates, neighbors, law enforcement officials, military personnel, family members and personal references; prepares reports on findings; completes detailed and neatly organized background investigation reports; makes recommendations as to background findings; may assist in training and/or leading staff involved in the above work; and performs other related duties as required by direction or assignment.

### **ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

- Reviews completed forms and documents submitted by prospective candidates, checking for inconsistencies, errors, omissions, falsifications, and minimum requirements to ensure accuracy and completion before beginning initial candidate interview.
- Interviews candidates for employment regarding information provided to the department throughout the hiring process and makes additional inquiries to assist in determining credibility of statements and documents.
- Performs background investigations which may include researching criminal history records, conducting neighborhood personal reference checks, reviewing military service records, obtaining/reviewing credit reports, verifying U.S. citizenship, securing proof of education, reviewing automobile driving record and verifying the applicant's employment history.
- Obtains and reviews available law enforcement records from Federal, State and local law enforcement agencies, including where candidates have resided or worked, to determine if candidates had any interactions with the agencies. This interaction may include being a witness, victim, suspect, or perpetrator of any crime.
- Interview previous and current employers, supervisors, co-workers, family, personal references, associates, neighbors, law enforcement officials, military personnel as needed.

- Meets regularly with department supervisors and/or candidates in order to keep them apprised of the status of the investigations.
- Prepares detailed summary of information based upon objective analysis and evaluation of candidate's background, and interviewee statements, as measured against requirement standards as set forth by the County and the department.
- Prepares final background investigation package, which includes detailed and complete summarization of statements made by the applicant and each person interviewed in order to allow a reviewer to draw reasonable and logical conclusions about the applicant, for administrative presentation by organizing all investigative material in accordance with established procedures for review and final recommendation.
- Makes recommendations as to background findings.
- Assists in training and/or leading staff involved in all of the above work.

**KNOWLEDGE AND SKILL:**

1. Knowledge of English grammar, punctuation, and spelling; skill in communicating effectively using the English language, both orally and in writing.
2. Knowledge of legal processes and terminology.
3. Knowledge of the criminal justice system in the State of Missouri.
4. Knowledge of the principles and practices of personnel management particularly as they relate to applicant recruiting and employee selection procedures.
5. Knowledge of EEOC regulations; Affirmative Action requirements; ADA guidelines; laws pertaining to criminal history reports and credit reports, and other Federal and State employment regulations.
6. Knowledge of issues, policies, and laws related to confidentiality of applicant packets and personnel records, handling requests for information on candidates.
7. Advanced knowledge of principles and practices of confidentiality sufficient to recognize actions that may compromise the integrity of investigation or investigation file documents, personal privacy of candidates, or other confidential information contained in any file documents.
8. Advanced knowledge of the established minimum qualifications for applicants being investigated for positions involving considerable public trust.
9. Advanced knowledge of research methods and procedures necessary to the completion of comprehensive background investigations.
10. Ability to efficiently operate personal computers and applications related to law enforcement processes and procedures, including records management software, jail management software, and Microsoft Windows and Office Suite.
11. Ability to learn and apply documents and terminology affecting assigned functions.
12. Ability to work well with groups of managers, other county employees, court professionals, other entities, and the general public.
13. Ability to meet deadlines; accept direction; carry out directives; and follow instructions.
14. Ability to work independently and as part of a team.
15. Ability to multi-task and successfully prioritize a large workload.
16. Ability to maintain a high level of accuracy and attention to detail.
17. Ability to utilize sound reasoning, as well as ability to make sound decisions.
18. Ability to work well with other employees, entities, and the public.

19. Ability to effectively conduct a comprehensive interview to secure complete and accurate information and to report all relevant facts objectively and without bias.
20. Ability to maintain a professional demeanor and act with considerable discretion and patience in conducting background investigations.
21. Ability to organize and present clear oral and written reports of findings and recommendations.
22. Ability to establish and maintain effective working relationships with employees, other agencies or entities, the public, and others contacted in the performance of assigned duties, and the public as necessitated by the work.
23. Ability to travel and safely operate a vehicle as needed; however, travel outside of mid-Missouri is limited.
24. Knowledge of issues, policies, and laws related to confidentiality of personnel records, handling requests for information on candidates.
25. Skill in writing reports and business correspondence.
26. Skill in handling stressful situations successfully, as well as building and maintaining rapport and cooperation with individuals in stressful and highly emotional situations.
27. Skill in keyboarding and the use of standard office equipment.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary; however, often required to conduct interviews in the field. Must possess vision to read printed materials and a computer screen; as well as hearing and speech abilities to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils; FREQUENT keyboarding, side-to-side turning of neck, walking, standing, bending, and stooping, pushing/pulling, twisting at waist, squatting, kneeling, reaching above shoulder height; occasional moderate grasping to manipulate objects; moderate wrist torque to twist equipment knobs and dials; OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing up to 50 lbs. and transporting over significant distances as needed.

Must be able to safely operate an automobile.

**WORK ENVIRONMENT:**

This position primarily operates in a professional office environment and requires appropriate appearance and attire. At times, the position will be required to work in the field while traveling, conducting interviews, and conducting background investigations so the environment is ever changing.

This position routinely uses office equipment such as but not limited to computers, calculators, multi-line telephones, photocopiers, printers, scanners, binding machines, recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

Position requires the ability to work overtime when necessary, as well as, the ability to work different shifts, including holidays and weekends.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED; must be 18 years of age or older; must not have any felony convictions or convictions for crimes involving moral turpitude; must not have other criminal convictions within the last two (2) years, excluding minor traffic violations; no marijuana use or possession in the past two (2) years, and no other illegal drug use or possession in the past five (5) years; vision acuity correctable to 20/40 in at least one eye; must possess a valid operator's license at time of application and a valid Missouri operator's license at time of appointment. Applicant must pass a pre-employment drug screen, demonstrate the ability to type 35 net WPM, possess vision to read a computer screen and printed materials as well as safely interact with the public, and possess hearing and speech abilities to communicate in person and over the telephone.

Applicant must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

**PREFERRED QUALIFICATIONS:**

Experience working in human resources or law enforcement.

Experience conducting investigations with preference being experience conducting background investigations.

*Please note this job description is not designed to cover or contain a comprehensive listing of functions, tasks, activities, duties, responsibilities, knowledge, and skill that are required and deemed necessary for all incumbents of this class. Specific functions, tasks, activities, duties, responsibilities, knowledge, and skill may change at any time with or without notice.*

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 20

In the County Commission of said county, on the 30th day of January 20 20

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 recommendation from the Job Classification Committee:

Create the following new classifications:

Road Maintenance Worker-Trainee (class code 302550) – Range 24

Road Maintenance Worker (class code 302450) – Range 28

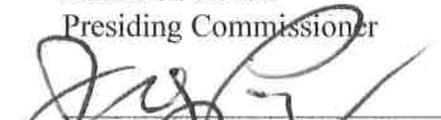
Senior Road Maintenance Worker (class code 302350) – Range 32

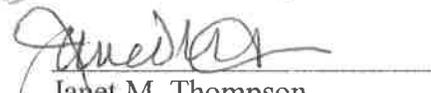
Done this 30th day of January 2020.

ATTEST:

  
Brianna L. Lennon  
Clerk of the County Commission

  
Daniel K. Atwill  
Presiding Commissioner

  
Fred J. Parly  
District I Commissioner

  
Janet M. Thompson  
District II Commissioner

# Boone County Human Resources

Jenna Redel  
Director, Human Resources  
and Risk Management



613 E. Ash Street  
Columbia, MO 65201  
Phone: (573) 886-4405  
Fax: (573) 886-4444

January 27, 2020

## Recommendation from the Job Classification Committee

The Job Classification Committee met on January 23, 2020 and reviewed a request from the Road and Bridge Department to reclassify several positions in the Road Maintenance Worker line.

The Department intends to eliminate the classifications of Road Maintenance Worker I (302600- Range 18), Road Maintenance Worker II (302500- Range 22), Road Maintenance Worker III (302400- Range 26), and Road Maintenance Worker IV (302300- Range 31). These classifications will be replaced by the following classifications:

- 302550- Road Maintenance Worker- Trainee (Range 24)
- 302450- Road Maintenance Worker (Range 28)
- 302350- Senior Road Maintenance Worker (Range 32)

New hires to the Department will be hired as Road Maintenance Worker-Trainees. Upon acquisition of a Commercial Driver's License and completion of one year of employment with the Department, the employee will be eligible to move to the Road Maintenance Worker classification.

The Senior Road Maintenance Worker classification will replace the current Road Maintenance Worker IV classification (position numbered 2-4, 6-10, 12, 14, 15, 16, 19, 21, 23-24, 137, 141, 688, and 689). Employees will only be able to move into a Senior Road Maintenance Worker classification upon a vacancy of one of those 20 positions, through the normal promotion process outlined in the CBA.

The Job Classification Committee now presents the following recommendations:

### **Create the following new classifications:**

- 302550- Road Maintenance Worker- Trainee (Range 24)**
- 302450- Road Maintenance Worker (Range 28)**
- 302350- Senior Road Maintenance Worker (Range 32)**

The job descriptions for the relevant position are attached hereto.



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b>	<u>Road Maintenance Worker- Trainee</u>	<b>NEW:</b>	<u>          </u>	<b>REVISED:</b>	<u>X</u>
				(Please check one)	
<b>REPORTS TO:</b>	<u>Road Maintenance Superintendent</u>	<b>FLSA:</b>	<u>Non-Exempt</u>	<b>DATE:</b>	<u>1/28/2020</u>
<b>DEPARTMENT:</b>	<u>Road &amp; Bridge</u>			<b>JOB CODE:</b>	<u>700</u>

### SUMMARY:

Under direct supervision, the Road Maintenance Worker-Trainee performs routine, entry-level duties related to the maintenance of County roadways and infrastructure.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Maintains hard-surface roadways, including filling cracks and joints, patching potholes, laying asphalt, digging-out/removing failed sections of asphalt, concrete and chip and seal, setting/removing forms for concrete panel replacements as well as placing and finishing concrete, and hauling rock.

Operate trucks of various sizes/weights in the loading, hauling and unloading of materials, equipment, and supplies to support construction, repair and maintenance of County roads and infrastructure.

Spread rock and materials with precision as needed on County gravel/paved roads or right of way. Operate aerial boom/bucket trucks in support of vegetation control and other improvements/maintenance to County roads and infrastructure.

Control vegetation and hazardous debris along County roads, including cutting and clearing trees and brush, cleaning, and clearing ditches, chipping wood, loading/unloading and hauling debris.

Maintain safe environment, including flagging and directing traffic, setting up signs, cones and other traffic control devices, appropriately wearing/using all required personal protective equipment and properly following established safety procedures.

Drainage structure maintenance/installation, including bridge repair/maintenance, culvert repair and cleaning, and drop inlet installation and maintenance.

Plow snow and spread ice control materials. Clean and perform routine maintenance on vehicles, equipment, buildings, and grounds. Perform pre-trip safety inspections for assigned equipment and refer defects or needed repairs to supervisor.

Frequent use of hand and power tools such as: walk behind saws, demolition saws, crack sealing equipment, chain saws, wood-chippers, snow plows and spreader, and welding equipment. Occasionally, requires operation of equipment such as: skid steer loaders, mini excavators, steel drum and pneumatic rollers. Also requires operation of single and tandem axle dump trucks for spreading rock on rural roads and hauling material to and from job sites. Position will be placed on the random drug screen list.

OCCASIONAL with close supervision, job occasionally requires operation of equipment such as: skid steer loaders, mini excavators, steel drum and pneumatic rollers. Occasionally job also requires operation of single and tandem axle dump trucks for spreading rock on rural roads and hauling material to and from job sites.

Performs other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Basic knowledge of math: ability to measure, add, subtract, multiply, and divide
2. Ability in skill, coordination, and technical capacity to safely use/operate a variety of tools and equipment identified for use in this job
3. Ability to communicate to maintain productive/cooperative relationships with staff and the public
4. Skill in time management

**PHYSICAL DEMANDS:**

Position requires FREQUENT talking and hearing. The employee is constantly required to use hands and fingers to feel, handle, or operate objects, tools or controls, and reach with hands and arms. Job requires physical stamina and endurance, including the ability to lift and carry up to 50 lbs, operate hand tools, and perform stationary flagging. Position may require frequent or occasional bending, kneeling, stooping, crouching, climbing, standing, reaching, and pulling. Squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50-75 lbs from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This position is exposed to wet/humid conditions, inclement outdoor weather, vibration, oils, moving mechanical parts, potentially hazardous bodily fluids, potentially hazardous or cancer-causing agents/chemicals, or very loud noises. May be required to work in confined spaces or hazardous traffic conditions.

Job requires overtime and nighttime work as needed and requires the ability to respond to emergency situations within a reasonable time period.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED and one-year equipment operations or construction experience; Missouri driver's license;  
Must receive a passing grade on the written portion of the Commercial Driver's License (CDL) exam with 3 months of hire and be able to pass the driving portion of the Class B with air brakes CDL exam within 6 months of hire.

**PREFERRED QUALIFICATIONS:**

Class B CDL with Air Brakes. Two years of road construction experience.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Road Maintenance Worker</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Road Maintenance Superintendent</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>1/28/2020</u>
<b>DEPARTMENT:</b> <u>Road &amp; Bridge</u>	<b>JOB CODE:</b> <u>700</u>	

**SUMMARY:**

Under general supervision, the Road Maintenance Worker performs semi-skilled duties related to the maintenance of County roadways and infrastructure.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Operates trucks of various sizes/weights in the loading, hauling and unloading of materials, equipment, and supplies to support construction, repair and maintenance of County roads and infrastructure.

Spread rock and materials with precision as needed on County gravel/paved roads or right of way. Operate aerial boom/bucket trucks in support of vegetation control and other improvements/maintenance to County roads and infrastructure.

Maintains hard-surface roadways, including filling cracks and joints, patching potholes, laying asphalt, digging-out/removing failed sections of asphalt, concrete and chip and seal, setting/removing forms for concrete panel replacements as well as placing and finishing concrete, and hauling rock.

Control vegetation and hazardous debris along County roads, including cutting and clearing trees and brush, cleaning, and clearing ditches, chipping wood, loading/unloading and hauling debris.

Maintain safe environment, including flagging and directing traffic, setting up signs, cones and other traffic control devices, appropriately wearing/using all required personal protective equipment and properly following established safety procedures.

Drainage structure maintenance/installation, including bridge repair/maintenance, culvert repair and cleaning, and drop inlet installation and maintenance.

Plow snow and spread ice control materials. Clean and perform routine maintenance on vehicles, equipment, buildings, and grounds. Perform pre-trip safety inspections for assigned equipment and refer defects or needed repairs to supervisor.

Frequent operation of tandem and single axle dump trucks, aerial boom/bucket trucks, road tractors, and lowboys. Occasionally uses hand and power tools and equipment such as: walk behind saws, demolition saws, crack sealing equipment, chain saws, wood-chippers, snowplows and spreader, welding equipment, skid steer loaders, mini excavators, steel drum and pneumatic rollers. With supervision, job may occasionally require operation of heavy equipment such as excavators, backhoes, road graders, pavers, and sweepers. Position will be placed on the random drug screen list.

OCCASIONAL with close supervision, job occasionally requires operation of equipment such as: skid steer loaders, mini excavators, steel drum and pneumatic rollers. Occasionally job also requires operation of single and tandem axle dump trucks for spreading rock on rural roads and hauling material to and from job sites.

Performs other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Basic knowledge of math: ability to measure, add, subtract, multiply, and divide
2. Ability in skill, coordination, and technical capacity to safely use/operate a variety of tools and equipment identified for use in this job
3. Ability to communicate to maintain productive/cooperative relationships with staff and the public
4. Ability to read construction plans
5. Ability to set up level and transit and laser levels for construction elevations
6. Skill in time management

**PHYSICAL DEMANDS:**

Position requires FREQUENT sitting, talking, and hearing. The employee is constantly required to use hands and fingers to feel, handle, or operate objects, tools or controls, and reach with hands and arms. Job requires physical stamina and endurance, including the ability to lift and carry up to 50 lbs, operate hand tools, and perform stationary flagging. Position may require frequent or occasional bending, kneeling, stooping, crouching, climbing, standing, reaching, and pulling. Squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50-75 lbs from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This position is exposed to wet/humid conditions, inclement outdoor weather, vibration, oils, moving mechanical parts, potentially hazardous bodily fluids, potentially hazardous or cancer-causing agents/chemicals, or very loud noises. May be required to work in confined spaces or hazardous traffic conditions.

Job requires overtime and nighttime work as needed and requires the ability to respond to emergency situations within a reasonable time period.

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent. Valid driver's license. One year of experience as a Road Maintenance Worker-Trainee with Boone County Road and Bridge. Class A CDL with Air Brakes.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)  
HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)



# BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> Senior Road Maintenance Worker	<b>NEW:</b> X	<b>REVISED:</b> X
	<small>(Please check one)</small>	
<b>REPORTS TO:</b> Road Maintenance Superintendent	<b>FLSA:</b> Non-Exempt	<b>DATE:</b> 1/28/2020
<b>DEPARTMENT:</b> Road & Bridge	<b>JOB CODE:</b> 700	

**SUMMARY:**

Under limited supervision, the Senior Road Maintenance Worker performs skilled duties related to the maintenance of County roadways and infrastructure.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Inspect County roads and infrastructure to prioritize, plan, and execute regular and preventative maintenance as well as emergency storm response. Operate heavy equipment for the purpose of improving, maintaining, and repairing County roads, bridges, and drainage systems.

Recognize and communicate to Superintendent any priority projects/problems or complaints from the public. Determine the location of utility lines prior to excavation. Provide labor, equipment and material estimates for future activities and record daily usage of labor, equipment, and supplies.

Assist in training lower-level employees to acquire the knowledge, skills, and abilities to safely operate equipment and perform improvements, maintenance, and repairs to County roads and infrastructure.

Operate trucks of various sizes/weights in the loading, hauling and unloading of materials, equipment, and supplies to support construction, repair, and maintenance of County roads and infrastructure.

Spread rock and materials with precision as needed on County gravel/paved roads or right of way. Operate aerial boom/bucket trucks in support of vegetation control and other improvements/maintenance to County roads and infrastructure.

Operates trucks of various sizes/weights in the loading, hauling and unloading of materials, equipment, and supplies to support construction, repair and maintenance of County roads and infrastructure.

Spread rock and materials with precision as needed on County gravel/paved roads or right of way. Operate aerial boom/bucket trucks in support of vegetation control and other improvements/maintenance to County roads and infrastructure.

Maintains hard-surface roadways, including filling cracks and joints, patching potholes, laying asphalt, digging-out/removing failed sections of asphalt, concrete and chip and seal, setting/removing forms for concrete panel replacements as well as placing and finishing concrete, and hauling rock.

Control vegetation and hazardous debris along County roads, including cutting and clearing trees and brush, cleaning, and clearing ditches, chipping wood, loading/unloading and hauling debris.

Maintain safe environment, including flagging and directing traffic, setting up signs, cones and other traffic control devices, appropriately wearing/using all required personal protective equipment and properly following established safety procedures.

Drainage structure maintenance/installation, including bridge repair/maintenance, culvert repair and cleaning, and drop inlet installation and maintenance.

Plow snow and spread ice control materials. Clean and perform routine maintenance on vehicles, equipment, buildings, and grounds. Perform pre-trip safety inspections for assigned equipment and refer defects or needed repairs to supervisor.

Frequent operation of heavy equipment such as: excavators, motor graders, backhoes, mowing tractors, lowboys, oil distributors, asphalt pavers, sweepers, bulldozers, etc. Occasional use of hand and power tools and equipment such as: tandem and single axle dump trucks, aerial boom/bucket trucks, walk behind saws, demolition saws, crack sealing equipment, chain saws, wood chippers, snow plows and spreader, welding equipment, skid steer loaders, mini excavators, steel drum and pneumatic rollers. Position will be placed on the random drug screen list.

OCCASIONAL with close supervision, job occasionally requires operation of equipment such as: skid steer loaders, mini excavators, steel drum and pneumatic rollers. Occasionally job also requires operation of single and tandem axle dump trucks for spreading rock on rural roads and hauling material to and from job sites.

Performs other duties as assigned.

Performs other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Basic knowledge of math: ability to measure, add, subtract, multiply, and divide

2. Ability in skill, coordination, and technical capacity to safely use/operate a variety of tools and equipment identified for use in this job
3. Ability to communicate to maintain productive/cooperative relationships with staff and the public
4. Ability to read construction plans
5. Ability to set up level and transit and laser levels for construction elevations
6. Skill in time management

**PHYSICAL DEMANDS:**

Position requires FREQUENT sitting, talking, and hearing. The employee is constantly required to use hands and fingers to feel, handle, or operate objects, tools or controls, and reach with hands and arms. Job requires physical stamina and endurance, including the ability to lift and carry up to 50 lbs, operate hand tools, and perform stationary flagging. Position may require frequent or occasional bending, kneeling, stooping, crouching, climbing, standing, reaching, and pulling. Squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50-75 lbs from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This position is exposed to wet/humid conditions, inclement outdoor weather, vibration, oils, moving mechanical parts, potentially hazardous bodily fluids, potentially hazardous or cancer-causing agents/chemicals, or very loud noises. May be required to work in confined spaces or hazardous traffic conditions.

Job requires overtime and nighttime work as needed and requires the ability to respond to emergency situations within a reasonable time period.

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent. Two years of road construction experience or similar requiring operation of tools and equipment described above. Valid driver's license. One year of experience as a Road Maintenance Worker with Boone County Road & Bridge. Class A CDL with Air Brakes without restrictions.

**PREFERRED QUALIFICATIONS:**

Five years of road construction experience.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 20

In the County Commission of said county, on the 30th day of January 20 20

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

Now on this day, the County Commission of the County of Boone does hereby approve the attached Cooperative Agreement between Boone County and the Curators of the University of Missouri for 2020 Show-Me State Games.

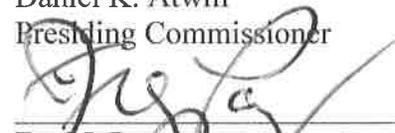
Terms of the agreement are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Cooperative Agreement.

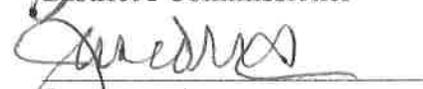
Done this 30th day of January 2020.

ATTEST:

  
Brianna L. Lennon  
Clerk of the County Commission

  
Daniel K. Atwill  
Presiding Commissioner

  
Fred J. Parry  
District I Commissioner

  
Jane M. Thompson  
District II Commissioner

## COOPERATIVE AGREEMENT

THIS AGREEMENT made and entered in this 30 day of January, 2020, by and between Boone County, Missouri, a political subdivision of the State of Missouri, (herein County), and Curators of the University of Missouri, (herein University).

WHEREAS, County desires to engage in promotion of Boone County to support economic growth and development; and

WHEREAS, the University, in hosting the Show-Me Games within Boone County, Missouri, is providing an excellent opportunity to promote Boone County to the attendees of the games; and

WHEREAS, the Show-Me Games 2020 will provide a large, economic impact Boone County; and

WHEREAS, the parties are authorized to enter into cooperative agreements pursuant to the provisions of RSMo §70.220.

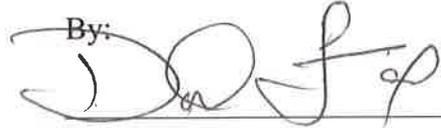
THEREFORE, in consideration of mutual agreements contained herein, the parties agree as follows:

1. For the purposes of promoting the economic growth and development of Boone County, Missouri, as well as the health and physical fitness of Boone County citizens, the county hereby agrees to pay the University the sum of Eighteen Thousand Dollars (\$18,000.00) in support of the Show-Me Games 2020.
2. In consideration of payment of the aforesaid sum, the University agrees to hold the 2020 Show-Me State Games within Boone County, Missouri, and to promote Boone County, Missouri, in accordance with the University's guidelines for "major" sponsors contributing Twenty Thousand Dollars for the sponsorship of the games.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their properly-authorized officials on the day and year first above written,

**Curators of the University of Missouri**

**Boone County, Missouri**

By: 

By:   
Daniel K. Atwill, Presiding Commissioner

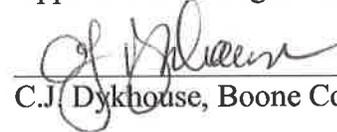
Printed Name: Dan Fox

Title: Director - SMSB

ATTEST:

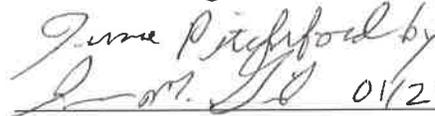
  
Brianna L. Lennon, Boone County Clerk

Approved as to Legal Form:

  
C.J. Dykhouse, Boone County Counselor

**Auditor Certification:**

I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance of said appropriation sufficient to pay the costs arising from this contract.

  
Julie Pughford by Jan. 20 01/22/2020  
Auditor Date  
Acct # 1510-86687