

524 -2024

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

November Session of the October Adjourned

Term. 20 24

County of Boone

} ca.

In the County Commission of said county, on the

7th

day of November

20 24

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

Now on this day, the County Commission of the County of Boone does hereby enter into the record a Proclamation recognizing the United States Exercise Tiger Foundation and the Adopt-a-Warrior Class of 2024.

Done this 7th day of November 2024.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission

Kip Kendrick
Kip Kendrick
Presiding Commissioner

Justin Aldred
Justin Aldred
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

November Session of the October Adjourned

Term. 20 24

County of Boone

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In the County Commission of said county, on the

7th

day of November

20 24

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

Now on this day, the County Commission of the County of Boone does hereby designate **Greg Edington** as its proxy to attend the annual meeting of the Hartsburg Levee District on November 11, 2024. The Presiding Commissioner is authorized to execute the attached Proxy form provided by the Levee District.

Done this 7th day of November 2024.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission

Kip Kendrick
Kip Kendrick
Presiding Commissioner

Justin Aldred
Justin Aldred
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

PROXY

KNOW ALL MEN BY THESE PRESENTS:

That I, Kip Kendrick do hereby constitute and appoint
Greg Edington my true and lawful agent and attorney, for me and in
my name to vote as my proxy at the election of one Supervisor of the Hartsburg Levee
District at the annual meeting of the owners of land and other property within the
boundaries of the Hartsburg Levee District to be held Monday, November 11, 2024 at
7:30 (C.S.T.) at the American Legion Hall, Hartsburg, Missouri, with all the powers I
would possess if personally present, hereby revoking any previous proxies given by me.

I own _____ acres of land and _____ miles of right-of-way within the District
that has benefits assessed against it.

Dated: November 7, 2024

Kip Kendrick
Signature

WITNESS:

Brianna L. Parsons
Signature

526 -2024

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

November Session of the October Adjourned

Term. 20 24

In the County Commission of said county, on the 7th day of November 20 24

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

Now on this day, the County Commission of the County of Boone does hereby set aside the Annual Salary Maximum set out in the Salary Plan adopted in Commission Order 563-2022 for the FY2025 budget year.

Done this 7th day of November 2024.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission

Kip Kendrick
Kip Kendrick
Presiding Commissioner

Justin Aldred
Justin Aldred
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

November Session of the October Adjourned

Term. 20 24

In the County Commission of said county, on the 7th day of November 20 24

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

Now on this day, the County Commission of the County of Boone does hereby approve the recommendations from the Job Classification Committee for requests for Budget Year 2025 contained within the attached "Recommendations from the Job Classification Committee for Budget Year 2025" memo dated November 5, 2024.

Done this 7th day of November 2024.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission

Kip Kendrick
Kip Kendrick
Presiding Commissioner

Justin Aldred
Justin Aldred
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

Boone County Human Resources & Risk Management

Angela Wehmeyer
Director, Human Resources
& Risk Management
awehmeyer@boonecountymo.org



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November 5, 2024

Recommendations from the Job Classification Committee for Budget Year 2025

The Job Classification Committee met in person on Wednesday, October 16, Friday, October 18, and Monday, October 21 to review and discuss requests for new job classifications, changes to classifications, and pay range adjustments for the budget year 2025.

The Job Classification Committee makes the following recommendations for new classifications and changes to be implemented effective January 1, 2025:

- 1. Change the ranges of the following existing classifications:**
 - 1) Road Maintenance Worker Apprentice (Class Code 302550, Range 24) to Range 27
 - 2) Road Maintenance Worker (Class Code 302450, Range 28) to Range 31
 - 3) Senior Road Maintenance Worker (Class Code 302350, Range 32) to Range 35
 - 4) Automotive/Equipment Mechanic (Class Code 303300, Range 34) to Range 37
 - 5) Sign Maintenance Specialist (Class Code 302700, Range 28) to Range 31
 - 6) Senior Sign Maintenance Specialist (Class Code 303600, Range 32) to Range 35
 - 7) Temporary Senior Road Maintenance Worker Pool (Class Code 902350, Range 32) to Range 35

- 2. Reclassify Position 441, Custodian (Class Code 305200, Range 22) to Lead Custodian (Class Code 305100, Range 25).**

- 3. Reclassify Position 706, GIS Technician II (Class Code 300900, Range 35, Non-Exempt) to GIS Analyst I (Class Code 105300, Range 39, Exempt).**

4. Create new classifications for the following Boone County Sheriff's Office positions:

- 1) Quartermaster/Equipment Technician on Range 29
- 2) Technology Resource Manager on Range 41
- 3) Director of Academy and After Academy Training on Range 57
- 4) Academy Coordinator on Range 54
- 5) After Academy Coordinator on Range 54
- 6) Generalist Instructor on Range 43

5. Change Legal Assistant III (Class code 504600, Range 33) from Exempt status to Non-Exempt status.

The job descriptions for the new classifications are attached hereto.

Angela Wehmeyer
Director of Human Resources
& Risk Management



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Quartermaster/Equipment Technician</u>	NEW: <u>X</u>	REVISED: _____
	<small>(Please check one)</small>	
REPORTS TO: <u>Budget Administrator</u>	FLSA: _____	DATE: <u>01/2025</u>
DEPARTMENT: <u>Sheriff's Office</u>		JOB CODE: <u>###</u>

SUMMARY:

Under general supervision of the Budget Administrator, or designee, maintains, issues, manages, and tracks inventory equipment, supplies, and uniforms owned and/or managed by the Boone County Sheriff's Office. Work is performed in accordance with Sheriff's Office rules and regulations, policy, and procedures and through general staff orders, verbal and/or written, from superior officers.

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.*

- Maintain and track Boone County Sheriff's Office-owned uniforms and equipment.
- Administers Quartermaster/Equipment inventory systems.
- Maintains replacement schedules for equipment and uniform.
- Maintains accurate locations as to issued to and equipment and uniforms.
- Coordinates new hire equipment and uniform issuance and replacements as needed. Prepares, monitors, tracks, and maintains Boone County Sheriff's Office-owned equipment and property.
- Performs technical and administrative work, including planning and organizing work orders.
- Conducts inspections and schedules routine maintenance.
- Maintains and audits inventory.
- Ensures proper rotation of equipment based on a replacement schedule.
- Requests bids and purchases items.
- Submits recommendations for equipment and coordinates with manufacturers to test and evaluate new or updated equipment.
- Delivers supplies/equipment as required for on hand items, maintains location history.
- Performs maintenance and recommends repairs as needed.
- Regular attendance is a necessary and essential function.
- Performs other duties as assigned.
-

- ~~• Job has no responsibility for the direction or supervision of others.~~
- ~~• Work requires regular interaction involving exchange and receipt of information.~~
- ~~• Interactions have limited impact on the organization in terms of time, money, or public/employee relations.~~
- ~~• Position has limited fiscal responsibility.~~
- Assists as needed in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/promotional level budget and expenditures.
- Develops and maintains internal operation manuals for areas of responsibility.
- Represents Sheriff's Office in meetings with outside agencies.
- Assists with researching new equipment/uniform items
- Performs a variety of office work; receives/transmits email messages; prepares letters and other written correspondence; receives, completes, and processes other forms and documents as needed; answers phone calls; operates office equipment; etc.
- Maintains strict confidentiality of operations and records
- Cross-trains on essential functions of other positions in the Services Branch.
- ~~• Performs all other duties as assigned.~~

KNOWLEDGE AND SKILL:

1. Ability to learn and apply department, county, state, and federal guidelines, policies, procedures, rules, and statutes to perform essential functions of position.
2. Ability to learn and apply documents and terminology affecting assigned functions.
3. Ability to efficiently operate personal computers and applications related to law enforcement processes and procedures, including records management software, and Microsoft Windows and Office Suite.
4. Ability to effectively respond to questions from groups of managers, other county employees, other entities, and the general public.
5. Ability to meet deadlines; accept direction; carry out directives; and follow instructions.
6. Ability to work independently and as part of a team.
7. Ability to multi-task and successfully prioritize a large workload.
8. Ability to maintain a high level of accuracy and attention to detail.
9. Good skill in writing business correspondence.
10. Good skill in keyboarding and the use of standard office equipment.
11. Good knowledge and experience directly related to working within the Boone County Sheriff's Office Enforcement and Detention Branches.
12. Good knowledge of principles and practices of confidentiality.
13. Ability to maintain a professional demeanor.
14. Ability to organize and communicate clearly, concisely, and accurately, both orally and in writing.
15. Ability to effectively and efficiently communicate with people from all cultural, social, economic, and diverse backgrounds in varying situations.
16. Ability to establish and maintain effective working relationships with employees, other agencies, those contacted in the performance of assigned duties, and the public as necessary.
17. Ability to prioritize workload; meet deadlines; accept direction; carry out directives; and comply with policies, rules, and regulations.

18. Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.
19. Ability to travel and safely operate a vehicle as needed.
20. Ability to follow instructions when furnished in written, oral, or diagram form.
21. Skill in organizing, scheduling, reviewing work, and efficiently managing time.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. 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. Most of the work is performed in a professional office setting and is generally sedentary; however, travel is often required for recruiting and hiring activities. 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.

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.

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.
- Vision acuity correctable to 20/40 in at least one eye; and possess vision to read a computer screen and printed materials.
- Must possess a valid driver's license at time of application and a valid Missouri driver's license at time of appointment.

- Proficient knowledge of the English language, to include:
 - grammar, punctuation, and spelling
 - oral and written communication
 - reading comprehension
- Applicant must pass a pre-employment drug screen.
- Must be able to 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 and/or law enforcement.

Experience supervising personnel.

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.



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Technology Resource Manager</u>	NEW: <u>X</u>	REVISED: <u> </u>
	(Please check one)	
REPORTS TO: <u>Regional Training Director</u>	FLSA: <u> </u>	DATE: <u>01/2025</u>
DEPARTMENT: <u>Sheriff's Office</u>		JOB CODE: <u>###</u>

SUMMARY:

Under general supervision of the Director, the Technology Resource Manager administers various equipment, fleet, software and hardware utilized by the Boone County Sheriff's Office Regional Training Center (BCSO RTC); serves as the liaison for the BCSO RTC with vendors, Boone County Information Technology, and other public safety partners; researches available technology solutions for the BCSO RTC; supports and trains personnel on the use of BCSO RTC equipment, software and hardware; Manages BCSO RTC specific equipment. Work is performed in accordance with Sheriff's Office rules and regulations, policy, and procedures and through general staff orders, verbal and/or written, from superior officers.

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.*

- Assists with the administration of the specific BCSO RTC web access systems, academy fleet, managing RTC website for classes offered, registration, and online payments; firearms range software and equipment, driving simulator software and equipment, and other equipment, software and hardware utilized by the BCSO RTC as assigned.
- Serves as the BCSO RTC contact for users to report any perceived issues with RTC equipment, software and hardware utilized by the BCSO RTC.
- Responds to requests (calls, e-mails, and in-person) for BCSO RTC specific equipment, software and hardware related issues.
- Tracks and monitors issues with BCSO RTC specific equipment, software and hardware.
- Assists the Director with annual budget planning and procurement of BCSO RTC specific equipment, software and hardware.
- Coordinates product demonstrations and updates/upgrades specific equipment and technology utilized by the BCSO RTC.
- Provides consulting, technical support and tracking of issues with equipment, software and hardware utilized by the BCSO RTC.
- Coordinates support and implementation issues between IT, Sheriff's Office, and staff.

- Provides technical assistance, training, and support to employees regarding the BCSO RTC websites, equipment, software and hardware.
- Responsible for research and analysis of new BCSO RTC equipment, software and hardware and any corresponding replacement of such with new standards.
- Performs all other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
2. Knowledge of the criminal justice system in the State of Missouri.
3. Ability to learn and apply policies, procedures, documents, and terminology affecting assigned functions.
4. Strong ability to work independently and as part of a team.
5. Ability to observe and interpret situations analytically and objectively and react appropriately.
6. Ability to meet deadlines; accept direction; carry out directives; and follow instructions.
7. Advanced ability to multi-task and successfully prioritize a large workload.
8. Ability to maintain a high level of accuracy and attention to detail with above average organizational abilities.
9. Advanced ability to operate personal computers and standard software applications related to law enforcement processes and procedures, including records management software, jail management software, and Microsoft Windows and Office Suite, etc.
10. Ability to become proficient in the product specific public safety software and hardware utilized by the Boone County Sheriff's Office.
11. Ability to research and analyze law enforcement related technology, programs, software, hardware, equipment, and solutions.
12. Ability to learn about and appropriately handle a variety of sensitive and expensive law enforcement equipment (e.g., fingerprint scanners, license plate reader cameras, etc.)
13. Establishes and maintains working relationships with various law enforcement agencies, the judicial system, government agencies, and other organizations that foster effective communication.
14. Skill in use of electrical diagnostic equipment, as well as hand and power tools while bending, laying, crawling, and squatting, etc. to maneuver in tight quarters.
15. Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary; however, some of the work is performed in a garage setting or outside. Incumbent occasionally operates department vehicles and is required to travel on occasion, but overnight travel is infrequent. 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.

WORK ENVIRONMENT:

This position primarily operates in a professional office environment and requires appropriate appearance and attire. 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.
- Vision acuity correctable to 20/40 in at least one eye; and possess vision to read a computer screen and printed materials.
- Must possess a valid driver's license at time of application and a valid Missouri driver's license at time of appointment.
- Proficient knowledge of the English language, to include:
 - grammar, punctuation, and spelling
 - oral and written communication
 - reading comprehension
- Applicant must pass a pre-employment drug screen.
- Must be able to interact with the public and possess hearing and speech abilities to communicate in person and over the telephone.
- Must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy

PREFERRED QUALIFICATIONS:

Experience in the operation and management of public safety software and hardware, personal computers, and peripherals; use and maintenance of Windows Operating Systems; advanced use of MS Office; the operation and maintenance of electronic/mechanical equipment; and troubleshooting of issues specific to public safety software and hardware.

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.



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Regional Training Center Director</u>	NEW: _____	REVISED: _____
	<small>(Please check one)</small>	
REPORTS TO: <u>Sheriff</u>	FLSA: _____	DATE: <u>01/2025</u>
DEPARTMENT: <u>Sheriff's Office</u>		JOB CODE: <u>###</u>

SUMMARY:

Under the administrative direction of the Chief Deputy or Sheriff, performs advanced administrative, supervisory, and technical law enforcement training work of exercising command of and/or directing the activities of the Boone County Sheriff's Office Regional Training Center. Work involves extensive responsibility for utilizing independent judgment and individual initiative in the interpretation of orders, policies, procedures, rules, and regulations in making decisions concerning law enforcement, complex community related matters, strategic planning, and in leading subordinate members.

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.*

- Assigns work to units, or directly to subordinates under their command, managing and directing work processes, as well as recommending and instructing as to the best possible courses of action to be taken.
- Makes periodic inspections of members, equipment, supplies, materials, and work methods.
- Maintains current information as to trends and changes in law enforcement training as they apply to the BCSORTC; develops, proposes, and maintains operating policies and procedures for the BCSORTC; attends staff meetings and communicates changes in policies and procedures to staff.
- Reviews work for correctness and completeness.
- Evaluates the effectiveness of the operations of the BCSORTC.
- Ensures subordinate conformance to Sheriff's Office policy, procedures, rules and regulations, and takes necessary steps to improve the overall operations; evaluates performance of subordinates.
- Supervises, directs, and coordinates, through subordinates, the various Academy and POST Academy functions, and administrative activities; supervises all members assigned to the branch.

- Responds to citizen complaints and manages the investigations regarding complaints regarding personnel.
- Manages financial activities related to personnel, procurement, inventory and replacement of assets, grants, contractual agreements, operational revenue, facility maintenance, and audits.
- Manages the equipment maintenance, fleet maintenance, radio communications, and records management to ensure operational readiness.
- Assesses and mitigates liability; performs risk management.
- Assigns manpower as needed
- Assists in preparation of the BCSORTC budget.
- Represents department in meetings with outside agencies.
- Researches, plans, and supervises special events/details.
- Interacts with various media outlets.
- Manage the growth and development of future facility needs and expansion
- Develops, proposes, and maintains a policy and procedure manual for the BCSORTC.
- Promote through advertising and marketing the basic academy and POST CLEE training opportunities.
- Coordinate with other Boone County offices to meet facility needs such as I.T. and Facilities Management.
- Maintains current information as to trends and changes in law enforcement training.
- Review student and instructor evaluations and take the necessary steps to approve operations accordingly.
- Research and evaluate analytics and prepare reports on topics related to law enforcement training.
- Evaluate potential legislative initiatives for impact on law enforcement training.
- Keep accurate and detailed student records of all training injuries, complaints, misconduct, and personnel matters.
- Attend local city council and county commission meetings to assist agencies in budget procurement and promote law enforcement training.
- Ensure POST required curriculum is up to date.
- Develop and integrate annual goals for regional training center staff.
- Maintain considerable knowledge of the Missouri criminal justice system as well as federal and state case law changes.
- Assist with hiring and training of new staff and ensure ongoing training of existing staff.

KNOWLEDGE AND SKILL:

1. Strong knowledge of the policies and practices of the Boone County Sheriff's Department.
2. Strong knowledge of Boone County Human Resources policies and practices.
3. Strong knowledge of the criminal justice system in the State of Missouri and Boone County.
4. Strong knowledge of the political, social, and economic structure of Boone County, the social importance of law enforcement work.
5. Strong knowledge of legal documents.
6. Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.

7. Ability to receive orders from superiors and relay them to subordinates in a firm and tactful manner.
8. Ability to plan, delegate, distribute workload to personnel, and lead by example.
9. Ability to effectively and efficiently communicate with people from all cultural, social, economic, and diverse backgrounds in varying situations.
10. Ability to administratively represent the Sheriff in department business regarding planning, operations, logistics, finance, and administration functions.
11. Strong ability to express oneself clearly, concisely, and effectively, orally and in comprehensive written reports.
12. Ability to communicate effectively and concisely, orally and in writing.
13. Ability to utilize sound reasoning, as well as ability to make sound decisions using independent judgment.
14. Strong ability to follow instructions when furnished in written, oral, or diagram form.
15. Strong ability to prioritize workload; meet deadlines; accept direction; carry out directives; and comply with policies, rules, and regulations.
16. Skill in the use and care of firearms and related law enforcement equipment.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech 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 side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

Must be able to safely operate an automobile.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. May be required to wear assigned uniform. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, binding machines, hand-held 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.

MINIMUM QUALIFICATIONS:

No discipline, which resulted in suspension or demotion, for a one (1) year period prior to the application deadline date for the promotional process. May not be on any form of disciplinary probation at the time of the application deadline for the promotional process.

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

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.

DRAFT



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Academy Coordinator - RTC</u>	NEW: <u>X</u>	REVISED: <u> </u>
	(Please check one)	
REPORTS TO: <u>Regional Training Director</u>	FLSA: <u> </u>	DATE: <u>01/2025</u>
DEPARTMENT: <u>Sheriff's Office</u>	JOB CODE: <u>###</u>	

SUMMARY:

Under general supervision, the Academy Coordinator will develop curricula for the basic academy training; plan, oversee, and implement the POST-approved training program for the basic academy; coordinate and schedule instructors for the basic academy training and seminars, and supervise and reviews the work of instructors.

Work is performed in accordance with Boone County Sheriff's Office Regional Training Center (BCSO RTC) rules and regulations, policy, and procedures and through general staff orders, verbal and/or written, from superior officers.

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.*

- Under the supervision of the Director, develop curricula for the basic academy
- Plan, oversee, and implement the POST-approved training program for the basic academy
- Ensure compliance with POST training requirements and implement curriculum changes
- Identify and resolve problems related to training issues
- Maintain a detailed calendar of training for the basic academy
- Arrange appointments, schedules, and itineraries for specialized training within the academy
- Plan, coordinate, and schedule instructors for the academy
- Ensure all instructors maintain appropriate certifications and licenses
- Maintain a database system to track instructor certification
- Maintain a Generalist Instructor license and any Specialized Instructor licenses required for the basic academy
- Communicate with POST to ensure the curriculum is up to date with state requirements
- Establish and maintain a vast network of training resources including fostering relationships with regional partners

- Perform administrative duties required in the maintenance of the training facility classroom, defensive tactics room, and firing range, including upkeep, inventory, and purchasing of necessary supplies and equipment
- Prepare and maintain accurate and complete student records
- Prepare and maintain accurate and complete instructor records, including evaluations, tracking hours taught, and reporting to POST
- Plans, organizes, assigns, supervises, and reviews the work of academy instructors and volunteers
- Attends departmental and external meetings as necessary to attain and convey information regarding basic academy operation
- Monitors changes in regulations and technology that may affect instruction
- Provide instruction on a variety of topics in the classroom and practical exercises
- Proctor academy assessments and monitor practical exercise assessments
- Provide accurate, detailed student performance evaluations to sponsoring agencies
- Strong knowledge of the principles and methods for curriculum and training design, teaching and instruction, and the measurement of training effects.

KNOWLEDGE AND SKILL:

1. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
2. Knowledge of the criminal justice system in the State of Missouri.
3. Ability to learn and apply policies, procedures, documents, and terminology affecting assigned functions.
4. Strong ability to work independently and as part of a team.
5. Ability to observe and interpret situations analytically and objectively and react appropriately.
6. Ability to meet deadlines; accept direction; carry out directives; and follow instructions.
7. Advanced ability to multi-task and successfully prioritize a large workload.
8. Ability to maintain a high level of accuracy and attention to detail with above average organizational abilities.
9. Advanced ability to operate personal computers and standard software applications related to law enforcement processes and procedures, including records management software, jail management software, and Microsoft Windows and Office Suite, etc.
10. Ability to become proficient in the product specific public safety software and hardware utilized by the Boone County Sheriff's Office
11. Ability to research and analyze law enforcement related technology, programs, software, hardware, equipment, and solutions.
12. Ability to learn about and appropriately handle a variety of sensitive and expensive law enforcement equipment (e.g., fingerprint scanners, license plate reader cameras, etc.)
13. Establishes and maintains working relationships with various law enforcement agencies, the judicial system, government agencies, and other organizations that foster effective communication.
14. Skill in use of electrical diagnostic equipment, as well as hand and power tools while bending, laying, crawling, and squatting, etc. to maneuver in tight quarters.

15. Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary; however, some of the work is performed in a garage setting or outside. Incumbent occasionally operates department vehicles and is required to travel on occasion, but overnight travel is infrequent. 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. 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.

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.
- Vision acuity correctable to 20/40 in at least one eye. and possess vision to read a computer screen and printed materials.
- Must possess a valid driver's license at time of application and a valid Missouri driver's license at time of appointment.
- Proficient knowledge of the English language, to include:

- grammar, punctuation, and spelling
- oral and written communication
- reading comprehension
- Applicant must pass a pre-employment drug screen.
- Must be able to interact with the public and possess hearing and speech abilities to communicate in person and over the telephone.
- Must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

PREFERRED QUALIFICATIONS:

Experience in the operation and management of public safety software and hardware, personal computers, and peripherals; use and maintenance of Windows Operating Systems; advanced use of MS Office; the operation and maintenance of electronic/mechanical equipment; and troubleshooting of issues specific to public safety software and hardware.

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.



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>After Academy Coordinator</u>	NEW: <input checked="" type="checkbox"/>	REVISED: <input type="checkbox"/>
	(Please check one)	
REPORTS TO: <u>Regional Training Director</u>	FLSA: _____	DATE: <u>01/2025</u>
DEPARTMENT: <u>Sheriff's Office</u>		JOB CODE: <u>###</u>

SUMMARY:

Under general supervision of the Director, the After Academy Coordinator will develop curricula for the POST Continuing Law Enforcement Education (CLEE) training, plan, coordinate, and schedule instructors for the POST (CLEE) training and seminars, supervises and reviews the work of instructors.

Work is performed in accordance with Boone County Sheriff's Office Regional Training Center (BCSO RTC) rules and regulations, policy, and procedures and through general staff orders, verbal and/or written, from superior officers.

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.*

- Under the supervision of the Director, develop curricula for the POST Continuing Law Enforcement Education (CLEE) training.
- Ensure compliance with POST (CLEE) training requirements and implement curriculum changes.
- Identify and resolve problems related to training issues.
- Maintain a detailed calendar of training for POST.
- Arrange appointments, schedules, and itineraries for specialized training within the academy.
- Plan, coordinate, and schedule instructors for the POST (CLEE) training and seminars.
- Ensure all instructors maintain appropriate certifications and licenses.
- Maintain a database system to track instructor certification
- Maintain a Generalist Instructor license.
- Communicate with POST to ensure the curriculum is up to date with state requirements.
- Establish and maintain a vast network of training resources including fostering relationships with regional partners.
- Prepare and maintain accurate and complete student records.

- Prepare and maintain accurate and complete instructor records, including evaluations, tracking hours taught, and reporting to POST.
- Plans, organizes, assigns, supervises, and reviews the work of instructors.
- Attends departmental and external meetings as necessary to attain and convey information regarding basic academy operation.
- Monitors changes in regulations and technology that may affect instruction.
- Provide accurate, detailed student performance evaluations to sponsoring agencies.
- Strong knowledge of the principles and methods for curriculum and training design, teaching and instruction, and the measurement of training effects.
- Ensure that staff complies with POST (CLEE) requirements and specialized training.
- Keep abreast of law enforcement training programs throughout the nation to ensure regional training is innovative.

KNOWLEDGE AND SKILL:

1. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
2. Knowledge of the criminal justice system in the State of Missouri.
3. Ability to learn and apply policies, procedures, documents, and terminology affecting assigned functions.
4. Strong ability to work independently and as part of a team.
5. Ability to observe and interpret situations analytically and objectively and react appropriately.
6. Ability to meet deadlines; accept direction; carry out directives; and follow instructions.
7. Advanced ability to multi-task and successfully prioritize a large workload.
8. Ability to maintain a high level of accuracy and attention to detail with above average organizational abilities.
9. Advanced ability to operate personal computers and standard software applications related to law enforcement processes and procedures, including records management software, jail management software, and Microsoft Windows and Office Suite, etc.
10. Ability to become proficient in the product specific public safety software and hardware utilized by the Boone County Sheriff's Office
11. Ability to research and analyze law enforcement related technology, programs, software, hardware, equipment, and solutions.
12. Ability to learn about and appropriately handle a variety of sensitive and expensive law enforcement equipment (e.g., fingerprint scanners, license plate reader cameras, etc.)
13. Establishes and maintains working relationships with various law enforcement agencies, the judicial system, government agencies, and other organizations that foster effective communication.
14. Skill in use of electrical diagnostic equipment, as well as hand and power tools while bending, laying, crawling, and squatting, etc. to maneuver in tight quarters.
15. Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary; however, some of the work is performed in a garage setting or outside. Incumbent occasionally

operates department vehicles and is required to travel on occasion, but overnight travel is infrequent. 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.

WORK ENVIRONMENT:

This position primarily operates in a professional office environment and requires appropriate appearance and attire. 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.
- Vision acuity correctable to 20/40 in at least one eye; and possess vision to read a computer screen and printed materials.
- Must possess a valid driver's license at time of application and a valid Missouri driver's license at time of appointment.
- Proficient knowledge of the English language, to include:
 - grammar, punctuation, and spelling
 - oral and written communication
 - reading comprehension
- Applicant must pass a pre-employment drug screen.
- Must be able to interact with the public and possess hearing and speech abilities to communicate in person and over the telephone.
- Must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy

PREFERRED QUALIFICATIONS:

Experience in the operation and management of public safety software and hardware, personal computers, and peripherals; use and maintenance of Windows Operating Systems; advanced use

of MS Office; the operation and maintenance of electronic/mechanical equipment; and troubleshooting of issues specific to public safety software and hardware.

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.

DRAFT



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Generalist Instructor - RTC</u>	NEW: <u>X</u>	REVISED: <u> </u>
	(Please check one)	
REPORTS TO: <u>Academy/After Academy Coordinator</u>	FLSA: <u> </u>	DATE: <u>01/2025</u>
DEPARTMENT: <u>Sheriff's Office</u>	JOB CODE: <u>###</u>	

SUMMARY:

Under general supervision of the Academy Coordinator, will assist in the development curricula for the basic law enforcement training academy and/or POST continuing education training. Will provide training presentations and instruction to basic law enforcement training academy students, Boone County Sheriff's Office personnel, and law enforcement personnel from various law enforcement agencies as assigned. Work is performed in accordance with Boone County Sheriff's Office Regional Training Center (BCSO RTC) rules and regulations, policy, and procedures and through general staff orders, verbal and/or written, from superior officers.

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 a Missouri POST Generalist Instructor certification.
- Maintains Missouri POST Specialist Instructor certifications for topics as required by POST and/or as assigned, such as but not limited to defensive tactics, firearms, and oleoresin capsicum.
- Assists in the development of curricula for the basic law enforcement training academy and/or POST continuing education training.
- Develops, updates, and maintains a firm knowledge of all basic law enforcement training academy and/or POST continuing education training curricula.
- Directly supervises students attending BCSORTC basic law enforcement training academy and/or POST continuing education training.
- Assists with development of assessments.
- Proctors assessments and monitor practical exercise assessments
- Prepares and submits accurate and complete student records, reports, and other documentation as assigned.
- Assists with the planning and delivery of POST-approved training for the basic law enforcement training academy and/or POST continuing education training.
- Serves as a primary law enforcement instructor at the BCSORTC for the basic law enforcement training academy and/or POST continuing education training.

- Complies with POST training requirements in the delivery of curriculum as well as any updates to such.
- Identifies, reports, and addresses training issues that may arise.
- Adheres to a detailed calendar of training for the BCSORTC.
- Assists with the administrative duties required in the maintenance of the training facility classroom, defensive tactics room, and firing range, including upkeep, inventory, and purchasing of necessary supplies and equipment.
- Attends departmental and external meetings as necessary to attain and convey information regarding the BCSORTC basic law enforcement training academy and/or POST continuing education training.
- Stays abreast of changes in regulations and technology that may affect instruction.
- Maintains strong knowledge of the principles and methods for curriculum and training design, teaching and instruction, and the measurement of training effects.

KNOWLEDGE AND SKILL:

1. Knowledge of the principles and practices of law enforcement.
2. Knowledge of applicable federal, state, and local laws, statutes, ordinances, and regulations.
3. Knowledge of the powers, duties, functions, jurisdiction, and responsibilities of the Sheriff's Office.
4. Knowledge of the policies and practices of the Boone County Sheriff's Office and geography of the county, its incorporated areas, and the general roadway network.
5. Knowledge of the criminal justice system in the State of Missouri and Boone County.
6. Knowledge of Missouri POST certification requirements and training regulations
7. Some knowledge of Boone County Human Resources policies and practices.
8. Ability to interact with citizens in a professional manner.
9. Ability to communicate effectively and concisely, orally and in writing.
10. Strong ability to styles of adult learning and teach adult students
11. Ability to communicate effectively and efficiently with people from all cultural, social, economic, and diverse backgrounds in varying situations.
12. Ability to process, accurately interpret, and understand several pieces of information received from several separate sources at one time.
13. Ability to cope with stressful and strenuous situations and perform calmly in such situations.
14. Ability to utilize sound reasoning, as well as ability to make sound decisions.
15. Ability to make forcible arrests and engage in foot pursuits.
16. Ability to prioritize workload; meet deadlines; accept direction; carry out directives; and comply with policies, rules, and regulations.
17. Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.
18. Ability to follow instructions when furnished in written, oral, or diagram form.
19. Ability to enforce the laws firmly, tactfully, and impartially and to deal courteously and harmoniously with co-workers and the general public.
20. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.

21. Knowledge of the criminal justice system in the State of Missouri.
22. Ability to learn and apply policies, procedures, documents, and terminology affecting assigned functions.
23. Strong ability to work independently and as part of a team.
24. Ability to observe and interpret situations analytically and objectively and react appropriately.
25. Ability to meet deadlines; accept direction; carry out directives; and follow instructions.
26. Advanced ability to multi-task and successfully prioritize a large workload.
27. Ability to maintain a high level of accuracy and attention to detail with above average organizational abilities.
28. Advanced ability to operate personal computers and standard software applications related to law enforcement processes and procedures, including records management software, jail management software, and Microsoft Windows and Office Suite, etc.
29. Ability to become proficient in the product specific public safety software and hardware utilized by the Boone County Sheriff's Office
30. Ability to research and analyze law enforcement related technology, programs, software, hardware, equipment, and solutions.
31. Ability to learn about and appropriately handle a variety of sensitive and expensive law enforcement equipment (e.g., fingerprint scanners, license plate reader cameras, etc.)
32. Establishes and maintains working relationships with various law enforcement agencies, the judicial system, government agencies, and other organizations that foster effective communication.
33. Skill in use of electrical diagnostic equipment, as well as hand and power tools while bending, laying, crawling, and squatting, etc. to maneuver in tight quarters.
34. Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary; however, some of the work is performed in a garage setting or outside. Incumbent occasionally operates department vehicles and is required to travel on occasion, but overnight travel is infrequent. 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, stooping, pushing/pulling, twisting at waist, squatting, kneeling, bending, reaching, kneeling, and crouching; climbing up and down stairs; reaching above shoulder height; occasional moderate grasping to manipulate objects; moderate wrist torque to twist equipment knobs and dials; lifting and carrying 75 pounds; dragging up to 150 pounds.

WORK ENVIRONMENT:

This position primarily operates in a professional office environment and requires appropriate appearance and attire. 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.
- Vision acuity correctable to 20/40 in at least one eye; and possess vision to read a computer screen and printed materials.
- Must possess a valid driver's license at time of application and a valid Missouri driver's license at time of appointment.
- Proficient knowledge of the English language, to include:
 - grammar, punctuation, and spelling
 - oral and written communication
 - reading comprehension
- Applicant must pass a pre-employment drug screen.
- Must be able to interact with the public and possess hearing and speech abilities to communicate in person and over the telephone.
- Must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy

PREFERRED QUALIFICATIONS:

Experience in the operation and management of public safety software and hardware, personal computers, and peripherals; use and maintenance of Windows Operating Systems; advanced use of MS Office; the operation and maintenance of electronic/mechanical equipment; and troubleshooting of issues specific to public safety software and hardware.

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.

528 -2024

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

November Session of the October Adjourned

Term. 20 24

County of Boone

} ea.

In the County Commission of said county, on the

7th

day of November

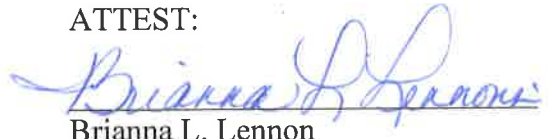
20 24

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


Now on this day, the County Commission of the County of Boone does hereby approve the award of Amendment #1 to County Contract C000688 awarded from RFB 32-29SEP23, the Small Interior and Exterior Construction Projects - Job Order Contract – Qualified Vendors List, Term & Supply with Professional Contractors & Engineers of Columbia, Missouri for the Boone County Courthouse Judge Chambers Renovation Project overseen by the Boone County Facilities Management Department. The contract amendment is set out in the attached and the Presiding Commissioner is authorized to sign the same.

Done this 7th day of November 2024.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

Boone County Purchasing

Liz Palazzolo, CPPO, C.P.M.
Senior Buyer



5551 S. Tom Bass Road
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Liz Palazzolo, Senior Buyer
DATE: October 31, 2024
RE: Amendment #1 to Contract C000688 from 32-29SEP23, the Qualified Vendors List (QVL) for Small Interior and Exterior Construction Projects – Term & Supply

Amendment #1 to contract C000688 awarded from RFB 32-29SEP23, the Boone County Qualified Vendors List (QVL) for Small Interior and Exterior Construction Projects to Professional Contractors & Engineers (PCE) awards the Judges Office Renovation project. Contract C000688 is one of six contracts awarded as Countywide Term and Supply contracts. The Judges Chambers Renovation at the Boone County Courthouse is overseen by the Boone County Facilities Management Department. Plans were prepared by PW Architects. PCE will perform the actual renovation work.

Pursuant to the terms of the QVL, the two contractors (Xperience and PCE) who identified that they were able to do construction and plumbing work were contacted for a quote. Professional Contractors & Engineers (PCE) of Columbia, Missouri provided an acceptable quote to perform the small interior construction project for a total not-to-exceed price of \$86,630.00.

Contract C000688 with PCE was originally awarded November 02, 2023 by Purchasing Director Melinda Bobbitt.

A budget amendment was approved for this project October 22, 2024 by Commission Order 505-2024. Payment for the project will reference these codes:

- 6200 – Capital Repair & Replacement - General/60110 -Major Building Repairs/Replacement: \$86,630.00

c: Johnny Mays, Director Facilities Management Department
Contract File

10/30/24

RQST
DATE

**PURCHASE REQUISITION
BOONE COUNTY, MISSOURI**

15699

VNDR #

Professional Contractors & Engineers

VENDOR NAME

32-29SEP23

BID #


Ship to Dept #: 6200

Bill to Dept #: 6200


Dept	Account	Item Description	Qty	Unit Price	Amount
6200	60110	Judge Chambers Renovation Project	1	\$86,630.00	\$86,630.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
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					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

GRAND TOTAL: 86,630.00

I certify that the goods, services or charges above specified are necessary for the use of this department, are solely for the benefit of the county, and have been procured in accordance with statutory bidding requirements.



Approving Official



Prepared By

pu

Auditor Approval

**CONTRACT AMENDMENT NUMBER ONE
SMALL INTERIOR AND EXTERIOR CONSTRUCTION PROJECTS – JOB ORDER CONTRACT
QUALIFIED VENDORS LIST – TERM & SUPPLY**

The Agreement, County Contract **C000688**, awarded from Boone County RFB 32-29SEP23, dated November 02, 2023, made by and between Boone County, Missouri and **Professional Contractors & Engineers** for and in consideration of the performance of the respective obligations of the parties set forth herein, is amended as follows:

1. **ADD Amendment One - Attachment One** as attached hereto for the award of the **Boone County Courthouse – Judges Office Renovation Project**. Performance shall adhere to details of the project shown in said attachment that incorporates the **drawing from PW Architects titled “Second Floor East – Judges Chambers,”** and the **PCE Construction Proposal (Rev-1) dated 15 October 2024**. **Amendment One - Attachment One** shall be incorporated into the contract by reference. Professional Contractors & Engineers shall perform the work for the firm not-to-exceed total project price of **\$86,630.00**.
2. Except as specifically amended hereunder, all other terms, conditions and provisions of the original agreement shall remain in full force and effect.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

**PROFESSIONAL CONTRACTORS
& ENGINEERS**

BOONE COUNTY, MISSOURI

By  _____
DocuSigned by:
8B0CA4FCD72B4EE...

By: Boone County Commission
 _____
DocuSigned by:
57400BED095434D4...

Presiding Commissioner

Title President

APPROVED AS TO FORM:

ATTEST:

 _____
DocuSigned by:
7D71DEAEB0D74DD...

 _____
Signed by:
D267E242BF8948C...

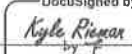
County Counselor

County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of the contract do not create a measurable county obligation at this time.)

6200/60110: \$86,630.00

 _____
DocuSigned by:
8C24BD84EE7A63...

11/4/2024

Signature

Date

Appropriation Account

529 -2024

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

November Session of the October Adjourned

Term. 20 24

County of Boone

In the County Commission of said county, on the

7th

day of

November

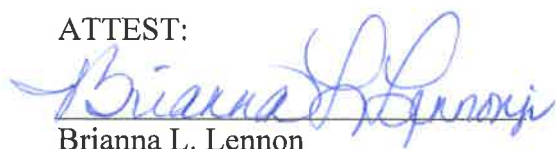
20 24

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

Now on this day, the County Commission of the County of Boone does hereby approve a Contract Amendment with Lacey Newday Consulting, LLC for ARPA Contract Administration Services. The terms of the contract amendment are set out in the attached contract amendment and the Presiding Commissioner is authorized to sign the same.

Done this 7th day of November 2024.

ATTEST:



Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner



Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

Boone County Purchasing

Melinda Bobbitt, CPPO
Director of Purchasing



5551 S. Tom Bass Road
Columbia, MO 65201
Phone: (573) 886-4391

MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPB, CPPO
DATE: October 8, 2024
RE: Amendment #1: *C000774 – ARPA Contract Administration Services* with
Lacey Newday Consulting, LLC

Contract *C000774 – ARPA Contract Administration Services* was approved by commission for award to Lacey Newday Consulting, LLC on April 30, 2024, commission order 206-2024.

This amendment increases the not-to-exceed total for contract administration services by \$11,000, making the new not-to-exceed contract total \$22,000.

Invoices will be paid from department 2983 – American Rescue Plan Act, account 84200 – Other Contracts. There are \$2,010,273 unencumbered funds in the account at this time.

cc: Contract File

Commission Order #: 529-2024 Date: 11.07.2024

**CONTRACT AMENDMENT NUMBER ONE
ARPA CONTRACT ADMINISTRATION SERVICES**

The Agreement, Boone County Contract **C000774** dated April 30, 2024 made by and between Boone County, Missouri and **Lacey Newday Consulting, LLC** for and in consideration of the performance of the respective obligations of the parties set forth herein, is amended as follows:

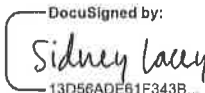
1. CHANGE Shall Not Exceed TOTAL to \$22,000.00.
2. Except as specifically amended hereunder, all other terms, conditions and provisions of the original agreement shall remain in full force and effect.

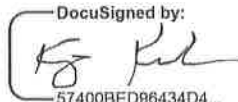
IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

Lacey Newday Consulting, LLC

BOONE COUNTY, MISSOURI

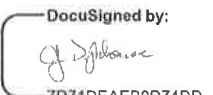
By: Boone County Commission

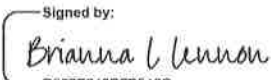
By 
 13D56ADE61F343B...
 Sidney Lacey, Managing Director


 57400BED96434D4...
 Kip, Kendrick, Presiding Commissioner

APPROVED AS TO FORM:

ATTEST:


 7D71DEAEB9D74DD...
 CJ Dykhouse, County Counselor


 0267E242BFB948C...
 Brianna L. Lennon, County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of the contract do not create a measurable county obligation at this time.)

 8C24BD84EE7A483...	10/22/2024	2983-84200 / \$22,000
Signature	Date	Appropriation Account

530-2024

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

November Session of the October Adjourned

Term. 20 24

County of Boone

In the County Commission of said county, on the

7th

day of

November

20 24

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 budget revision for Department 6200 to cover class 6 costs.

Done this 7th day of November 2024.

ATTEST:

Brianna L. Lennon
Clerk of the County Commission

Kip Kendrick
Presiding Commissioner
Justin Aldred
District I Commissioner
Janet M. Thompson
District II Commissioner

RECEIVED

BOONE COUNTY, MISSOURI
REQUEST FOR BUDGET REVISION

OCT 30 2024

BOONE COUNTY
AUDITOR

10/30/24

EFFECTIVE DATE

FOR AUDITORS USE

(Use whole \$ amounts)

Dept	Account	Fund/Dept Name	Account Name	Transfer From Decrease	Transfer To Increase
6200	91200	Capital R&R - General	Buildings & Improvements	15,000	
6200	60100	Capital R&R - General	Bldg Repairs/Maintenance		15,000
				15,000	15,000

Describe the circumstances requiring this Budget Revision. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary):

Move 15k from class 9 to class 6 to perform work on the east side entrance of the government center.

Do you anticipate that this Budget Revision will provide sufficient funds to complete the year? YES or NO if not, please explain (use an attachment if necessary):

Auditors Office JS
Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- ✓ A schedule of previously processed Budget Revisions/Amendments is attached
- ✓ Unencumbered funds are available for this budget revision.
- Comments: Cover class 6

Agenda

Auditor's Office
[Signature]
PRESIDING COMMISSIONER

[Signature]
DISTRICT I COMMISSIONER

[Signature]
DISTRICT II COMMISSIONER

Year, <u>2024</u>	Original Appropriation	<u>50,000.00</u>
Dept. <u>6200 CAPITAL R&R - GENERAL</u>	Revisions	<u> </u>
Acct. <u>91200 BUILDINGS & IMPROVEMENTS</u>	Original + Revisions	<u>50,000.00</u>
Fund <u>620 BLDG/GRND CAPITAL R & R</u>	Expenditures	<u> </u>
	Encumbrances	<u> </u>
Class/Account <u>A ACCOUNT</u>	Actual To Date	<u> </u>
Account Type <u>E EXPENSE</u>	Remaining Balance	<u>50,000.00</u>
Normal Balance <u>D DEBIT</u>	Shadow Balance	<u>50,000.00</u>

Expenditures by Period

January <u> </u>	July <u> </u>
February <u> </u>	August <u> </u>
March <u> </u>	September <u> </u>
April <u> </u>	October <u> </u>
May <u> </u>	November <u> </u>
June <u> </u>	December <u> </u>

Year, <u>2024</u>	Original Appropriation	_____
Dept, <u>6200 CAPITAL R&R - GENERAL</u>	Revisions	<u>90,000.00</u>
Acct, <u>60100 BLDG REPAIRS/MAINTENANCE</u>	Original, +, Revisions	<u>90,000.00</u>
Fund, <u>620 BLDG/GRND CAPITAL R & R</u>	Expenditures	<u>719.59</u>
	Encumbrances	_____
Class/Account, <u>A ACCOUNT</u>	Actual To Date	<u>719.59</u>
Account Type, <u>E EXPENSE</u>	Remaining Balance	<u>89,280.41</u>
Normal Balance, <u>D DEBIT</u>	Shadow Balance	<u>89,280.41</u>

Expenditures by Period

January _____	July _____
February _____	August _____
March _____	September <u>719.59</u>
April _____	October _____
May _____	November _____
June _____	December _____

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

County of Boone

} ea.

November Session of the October Adjourned

Term. 20 24

In the County Commission of said county, on the

7th

day of November

20 24

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

Now on this 7th day of November 2024, the County Commission of Boone County, Missouri met in regular session and entered the following findings of fact, conclusions of law and order for abatement of nuisance:

Findings of Fact and Conclusions of Law

The County Commission finds as fact and concludes as a matter of law the following:

1. The Boone County Code of Health Regulations (the "Code") are officially noticed and are made a part of the record in this proceeding.
2. The City of Columbia/Boone County Health Department administrative record is made a part of the record in this proceeding and incorporated herein by reference. In addition, any live testimony of the official(s) of the department and other interested persons are made a part of the record in this proceeding.
3. A public nuisance exists described as follows: trash, rubbish, junk, and tall grass/weeds
4. The location of the public nuisance is as follows 7800 Sharidan Blvd, a/k/a parcel# 1220410080170001, Willow Way Valley Lot 17, Section 10, Township 49, Range 12 as shown by deed book 4412 page 0108, Boone County
5. The specific violation of the Code is: junk, trash and rubbish and grass/weeds in excess of 12" on premises in violation of section 6.3 and 6.5 of the Code.
6. The Health Director's designated Health Official made the above determination of the existence of the public nuisance at the above location. Notice of that determination and the requirement for abatement was given in accordance with section 6.10.1 of the Code on the 14 day of November 2023 and 13 June 2024, to the property owner.
7. The above-described public nuisance was not abated. As required by section 6.10.2 of the Code, the property owner was given notice of the hearing conducted this date before the Boone County Commission for an order to abate the above nuisance at government expense with the cost and expense thereof to be charged against the above-described property as a special tax bill and added to the real estate taxes for said property for the current year.
8. No credible evidence has been presented at the hearing to demonstrate that no public nuisance exists or that abatement has been performed or is unnecessary; accordingly, in accordance with section 6.10.2 of the Code and section 67.402, RSMo, the County Commission finds and determines from the credible evidence presented that a public nuisance exists at the above location which requires abatement and that the parties responsible for abating such nuisance have failed to do so as required by the Health Director or Official's original order referred to above.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

Term. 20

County of Boone

} ca.

In the County Commission of said county, on the

day of

20

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

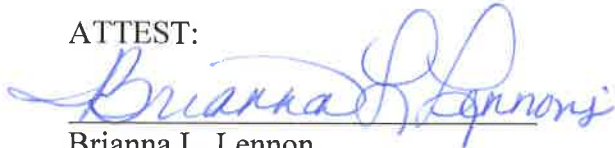
Order For Abatement Chargeable As a Special Assessment To The Property

Based upon the foregoing, the County Commission hereby orders abatement of the above-described public nuisance at public expense and the Health Director is hereby authorized and directed to carry out this order.

It is further ordered and directed that the Health Director submit a bill for the cost and expense of abatement to the County Clerk for attachment to this order and that the County Clerk submit a certified copy of this order and such bill to the County Collector for inclusion as a special assessment on the real property tax bill for the current year in accordance with section 67.402, RSMo.

Done this 7th day of November 2024.

ATTEST:



Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

Orville Thompson

7800 Sharidan Blvd

Department of Public Health nuisance violation-timeline of major events

~~Tall grass/weeds~~ Junk/Trash

11/13/2023: citizen complaint received

11/15/2023: initial inspection conducted Chrystal Smart

11/15/2023: notice of violation sent to owner, certified mail, return receipt requested

2/12/2024: letter returned unsigned

2/15/24: Inspector called owner to discuss complaint and gave owner additional time to correct violations, new due date: 2/23/24

2/26/24: Reinspection of property showed most violations corrected, tarps falling off bikes and junk near front door

2/27/24: Inspector called owner to discuss replacing tarps, owner asked for additional time due to weather, new due date: 3/4/24

3/6/24: Reinspection of property, violations corrected, complaint left open due to inconsistent tarp placement

4/8/24: Complainant notified inspector violations are active again, reinspect performed, violations were active

4/12/24: Inspector contacted owner to discuss active violations, owner stated he would correct violations by 4/22/24

4/23/24: Reinspect conducted, violations still active

4/26/24: Inspector attempted to contact owner, no response

8/6/24: Nuisance posted in local newspaper

8/23/24: Reinspection of property conducted, violations still active

9/30/24: Contacted county clerk to schedule hearing

10/07/24: contacted Voss Landscaping for estimate

10/15/24: photographs taken

10/17/24: hearing notice sent

Photographs taken 10/15/2024 ~2:00 PM

7800 Sharidan Blvd

Junk/trash



Orville Thompson

7800 Sharidan Blvd

Department of Public Health nuisance violation-timeline of major events

Tall grass/weeds

6/13/2024: citizen complaint received

6/13/2024: initial inspection conducted Chrystal Smart

6/13/2024: notice of violation sent to owner, certified mail, return receipt requested

7/25/2024: letter returned unsigned

8/6/24: Nuisance posted in local newspaper

8/23/24: Reinspection of property conducted, violations still active

9/30/24: Contacted county clerk to schedule hearing

10/07/24: contacted Voss Landscaping for estimate

10/15/24: photographs taken

10/17/24: hearing notice sent

Photographs taken 10/15/2024 ~2:00 PM

7800 Sharidan Blvd

Tall grass/weeds



Kenny Mohr

Assessor

Parcel 12-204-10-08-017.00 01

Property Location 7800 N SHARIDAN BLVD

City

Road COMMON ROAD DIST (CO)

School HALLSVILLE (R4)

Library COL BC LIBRARY (L4)

Fire BOONE COUNTY (F1)

Owner THOMPSON ORVILLE O

Subdivision Plat Book/Page 0030 0007

Address 7800 N SHERIDAN BLVD

Section/Township/Range 10 49 12

Care Of

Legal Description WILLOW WAY VALLEY

City, State, Zip COLUMBIA, MO 65202

LOT 17

Lot Size 75.00 × 128.05

Irregular Shape Y

Deeded Acreage .00

Calculated Acreage .00

Deed Book/Page 4112 0108 3161 0135 1474 0241

Effective Date of Value 1/1/2024

PROPERTY DESCRIPTION

CURRENT APPRAISED

CURRENT ASSESSED

Year Built 1998

Type	Total
RESIDENTIAL	112,400
Totals	112,400

Type	Total
RESIDENTIAL	21,356
Totals	21,356

Basement NONE (1)

Attic NONE (1)

Bedrooms 3

Main Area 1,304

Full Bath 2

Finished Basement Area 0

Half Bath 0

Total Rooms 6

Total Square Feet 1,304

Boone County Assessor

Boone County Government Center
801 E. Walnut St., Rm 143
Columbia, MO 65201-7733

assessor@boonecountymo.org

Office (573) 886-4270

Fax (573) 886-4254

Mapping (573) 886-4262

Personal Property (573) 886-4250

Real Estate (573) 886-4268




Recorded in Boone County, Missouri
 Date and Time 01/28/2013 at 10:48:08 AM
 Instrument # 2013002164 Book 4098 Page 194

Grantor MORTGAGE ELECTRONIC REGISTRATION SY
 Grantee THOMPSON, ORVILLE O

Instrument Type RL
 Recording Fee \$27 00 S
 No of Pages 2

Bettie Johnson
 Bettie Johnson, Recorder of Deeds



STATE OF MISSOURI
 TOWN/COUNTY: BOONE
 Loan No. 0502572931

PREPARED BY SECURITY CONNECTIONS INC.
 WHEN RECORDED MAIL TO
 SECURITY CONNECTIONS INC.
 240 TECHNOLOGY DRIVE
 IDAHO FALLS, ID 83401
 ATT: TERRILL NIELSON



RELEASE OF DEED

Date: JANUARY 10, 2013

The undersigned, owner or nominee of the beneficial owner of the indebtedness secured by that certain Deed of Trust described below, does hereby release and reconvey to the persons legally entitled thereto, all of its right, title, and interest in and to the real estate described in said Deed of Trust, forever satisfying, releasing, cancelling, and discharging the lien from said Deed of Trust.

ALL THAT CERTAIN LOT OR PARCEL OF LAND SITUATE IN THE COUNTY OF BOONE, STATE OF MISSOURI, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
 LOT SEVENTEEN (17) OF WILLOW WAY VALLEY AS SHOWN ON PLAT OF SAID SUBDIVISION, RECORDED IN PLAT BOOK 30, PAGE 7, BOONE COUNTY, MISSOURI RECORDS.

Recorded in Mortgage Book 3483 at Page 132, Instrument No. 2009012458 Parcel ID No. _____ of the record of Mortgages for BOONE County, Missouri, and more particularly described on said Mortgage referred to herein.

Date of Deed: MAY 7, 2009

Grantee: ORVILLE O THOMPSON & LYLA J THOMPSON, HUSBAND & WIFE

Grantee's Mailing Address: 7800 N SHARIDAN BLVD COLUMBIA, MO 65202-6713

Grantor: MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC. SOLELY AS NOMINEE FOR ALLIED MORTGAGE GROUP, INC. ITS SUCCESSORS AND ASSIGNS

Grantor's Mailing Address: P.O. BOX 2026, FLINT, MI 48501-2026

J=FS8090112RE.019845
 (RMO1)

MIN 100052550257293190 MERS PHONE: 1-888-679-6377
 Page 1 of 2

Loan No. 0502572931

IN WITNESS WHEREOF, the undersigned has caused these presents to be executed on JANUARY 10, 2013.

MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC.

[NO SEAL]

Melissa Hively
MELISSA HIVELY
ASSISTANT SECRETARY

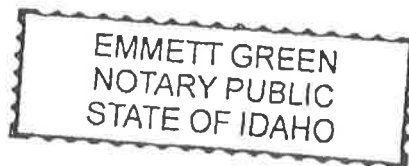
STATE OF IDAHO)
) SS
COUNTY OF BONNEVILLE)

On this JANUARY 10, 2013, before me, the undersigned, a Notary Public in said State, personally appeared MELISSA HIVELY personally known to me (or proved to me on the basis of satisfactory evidence) to be the person who executed the within instrument as ASSISTANT SECRETARY on behalf of MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC. SOLELY AS NOMINEE FOR ALLIED MORTGAGE GROUP, INC. ITS SUCCESSORS AND ASSIGNS
P.O. BOX 2026, FLINT, MI 48501-2026 and

acknowledged to me, that he or she, as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained and that such Corporation executed the within instrument pursuant to its by-laws or a resolution of its Board of Directors.

WITNESS My hand and official seal.

Emmett Green
EMMETT GREEN (COMMISSION EXP. 05-31-2018)
NOTARY PUBLIC



VOSS Landscape & Tree Service

8501 N Hwy VV
Columbia, MO 65202

Estimate

Date	Estimate #
10/12/2024	3225

Name / Address	Customer Phone
Chrystal Smart Boone County Department of Public Health 1005 W. Worley Street Columbia, MO 65203	5738747382
	Customer E-mail
	chrystal.smart@como.gov;...

Project

Description	Qty	Cost	Total
Trash Cleanup @ 7800 Sharidan Blvd			
Delivery Fee	1	254.10	254.10
Laborer	3	62.97	188.91
Laborer	3	62.97	188.91
Foreman	3	95.29	285.87
Machine	3	95.29	285.87
Tire Disposal Fee	7	50.00	350.00
Pull Fee to Landfill	1	254.10	254.10
Per Ton Disposal	2	82.57	165.14
Thank you for your business.		Total	\$1,972.90

Customer Signature _____

VOSS Landscape & Tree Service

8501 N Hwy VV
Columbia, MO 65202

Estimate

Date	Estimate #
10/12/2024	3226

Name / Address	Customer Phone
Chrysal Smart Boone County Department of Public Health 1005 W. Worley Street Columbia, MO 65203	5738747382
	Customer E-mail
	chrysal.smart@como.gov;...

Project

Description	Qty	Cost	Total
Mow & Trim @ 7800 Sharidan Blvd			
Laborer	0.5	62.94	31.47
Foreman	0.5	95.28	47.64
Mower	0.5	19.05	9.53
Trimmer	0.5	12.70	6.35
Thank you for your business.		Total	\$94.99

Customer Signature _____

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ca.

November Session of the October Adjourned

Term. 20 24

County of Boone

In the County Commission of said county, on the

7th

day of

November

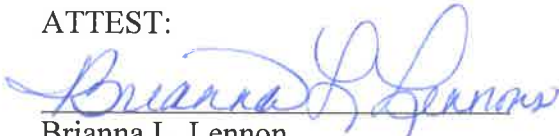
20 24

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 MOU with Burrell Behavioral Health.

Done this 7th day of November 2024.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (“Agreement”) is entered into on this 7th day of November, 2024 (“Effective Date”) by and between Burrell, Inc. d/b/a Burrell Behavioral Health (“Burrell”) and County of Boone d/b/a Boone County Joint Communications, Missouri (“County”).

WHEREAS, Burrell is a Missouri nonprofit corporation headquartered in Springfield, Missouri;

WHEREAS, County and Burrell desire to partner to provide 988 services to the residents of Boone County, Missouri; and

WHEREAS, the purpose of this Agreement is to document the intent of both organizations and to clarify roles and responsibilities of each.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, and for other good and valuable consideration, the parties agree as follows:

1. **General Representations and Warranties:** Each party represents and warrants that it has full power and authority to enter into this Agreement, to consummate the transactions contemplated to be consummated hereby, and to perform the obligations hereunder. This Agreement has been duly executed and delivered, and this Agreement constitutes valid and binding obligations, enforceable in accordance with its terms. The parties further agree that the above recitals are hereinafter incorporated into the terms of the Agreement.
2. **Term:** The term of this Agreement shall begin on the Effective Date and shall continue for a period of one (1) year unless and until terminated by either party as hereinafter set forth. Thereafter, this Agreement shall automatically renew for successive one (1) year periods, unless terminated as provided herein.
3. **Responsibilities of Burrell:** Burrell shall:
 - a. Cooperate with County in obtaining Criminal Justice Information System (CJIS) background checks for its employees through the Missouri State Highway Patrol Central Vendor File System.
 - b. Participate in security training as requested by County.
 - c. Provide training to the County’s staff as requested and as scheduling allows.
 - d. Burrell shall provide County with data of 988 calls transferred and other data as requested by County, excluding any data prohibited from disclosure by the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), 42 C.F.R. Part 2, or any other applicable law prohibiting the disclosure of such data.

- e. Maintain the confidentiality of information obtained by virtue of Burrell's presence within the Joint Communications Facility, including but not limited to, identifying information of callers, the details of calls, or other sensitive information from callers in addition to County's network and facility security protocols.
- f. Burrell staff will adhere to and comply with County policies while in the County's facility.
- g. Burrell will cooperate in the removal of and/or cease rescheduling of any Burrell staff from the County's facility as requested by County.
- h. Burrell agrees that in the event an individual needs emergency assistance and is unwilling or unable to call 911, Burrell crisis counselors will call 911 on that individual's behalf.
- i. In the event that a crisis counselor determines that an individual is at imminent risk for suicide or a suicide is in progress, the crisis counselor will collect as much information as possible concerning the circumstances and notify the 911 telecommunicator and provide specifics as requested and available.

4. Information Sharing and Transfer to 988 from County:

- a. The 911 center may direct callers requesting non-emergent information and referral services to Burrell through referral, call transfer, or call conferencing.
- b. The 911 center may direct callers in crisis or those that desire to speak with a crisis counselor but are not in need of an EMS response to their location to Burrell through call transfer or call conferencing.
- c. County will do a warm transfer to 988 or the Burrell crisis staff located at the County E-911 center. Calls shall not be recorded upon transfer to the crisis hotline.
- d. County agrees to provide data to Burrell as requested, excluding any Protect Health Information as defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

5. Termination:

- a. This Agreement may be terminated by either party at any time in the event of a material breach, or noncompliance with, any covenant, term or condition of this Agreement after the non-breaching party has provided written notice of such breach or noncompliance and the same either remains uncured or the breaching party fails to make substantial progress towards such cure for ten (10) business days subsequent to the giving of such notice.
- b. Notwithstanding any other provision herein, either party may terminate this Agreement, with or without cause, upon the giving of thirty (30) days' advance written notice to the other.
- c. Notwithstanding any other provision herein, the parties may terminate this Agreement at any time by their mutual consent in writing.

6. **Notices:** All notices, requests, demands, and other communication required or permitted hereunder shall be in writing and shall be deemed to have been duly delivered in person, electronic delivery

(e-mail) or upon the earlier of actual receipt or three (3) business days after the deposit with the United States Postal Service if sent by registered or certified, first-class mail, postage prepaid to:

Burrell: Burrell, Inc.
2885 West Battlefield Road
Springfield, Missouri 65807
Attention: Carisa Kessler
Carisa.Kessler@burrellcenter.com

With a copy to: Burrell, Inc.
2885 West Battlefield Road
Springfield, Missouri 65807
Attention: Legal Department
Legal@burrellcenter.com

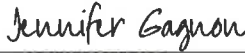
County: Boone County Joint Communications
2145 E. County Dr.
Columbia, MO 65202
Attn: Gary German
ggerman@boonecountymo.org

7. **Waiver:** No delay or omission by either party to exercise any right or power accruing upon any breach of any covenant contained herein shall be construed to be a waiver of any right or power to any acquiescence therein. The waiver by either party of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of the other party.
8. **Severability:** Each and every provision, section, subsection, paragraph, sub-paragraph and clause shall be separate from each and every part thereof so that the invalidity of any part thereof shall not affect the validity of the remainder.
9. **Entire Agreement:** This instrument contains the entire Agreement of the parties and supersedes all prior or existing agreements, written or oral, between the parties dealing with the subject of the matter hereof.
10. **Modification:** This Agreement may not be changed orally, but only by an agreement in writing, signed by the authorized representative of both parties.
11. **Applicable Law:** This Agreement shall be governed by the laws of the State of Missouri.

[Signature Page Follows]

IN WITNESS WHEREOF, this Agreement has been duly executed by the authorized representatives of the parties set forth as of the Effective Date.

BURRELL, INC.

Signed by:

By: Jennifer Gagnon
Title: Chief Financial Officer


BOONE COUNTY, MISSOURI


By: Kip Kendrick
Title: Presiding Commissioner

ATTEST:


Brianna Lennon, County Clerk

Approved as to legal form:


CJ Dykhouse, County Counselor

CERTIFIED COPY OF ORDER

STATE OF MISSOURI



ca.

November Session of the October Adjourned

Term. 20 24

County of Boone

In the County Commission of said county, on the

7th

day of

November

20 24

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

Now on this day, the County Commission of the County of Boone does hereby enter into the record a Proclamation honoring Veterans Day and Supporting Operation Green Light for Veterans.

Done this 7th day of November 2024.

ATTEST:

Brianna L. Lennon
Clerk of the County Commission

Kip Kendrick
Presiding Commissioner

Justin Aldred
District I Commissioner

Janet M. Thompson
District II Commissioner