

TERM OF COMMISSION: December Session of the November Adjourned Term

PLACE OF MEETING: Boone County Government Center Commission Chambers

PRESENT WERE: Presiding Commissioner Don Stamper  
District II Commissioner Skip Elkin  
Deputy County Clerk Shawna Victor  
Boone County Auditor June Pitchford

The budget hearing was called to order at 9:03 a.m.

**Budget Hearing: Department 1410 (Community Health), Department 1730 (Animal Control), and 1740 (On-Site Waste Water)**

Stephanie Browning of the Health Department was present on behalf of this budget hearing.

Stephanie Browning reviewed the major accomplishments for 2001 and 2002 goals and objectives for the departments.

Commissioner Stamper asked if anyone had received a contract with the architect for the new health facility. Ms. Browning stated that she had received a draft of the contract.

Ms. Browning stated the core competency should be increased for the public health work force in relation to emergency preparedness. This was not included in the documents originally sent to Mrs. Pitchford because they were done before September 11. They are beginning work on a Countywide Health Alert Network.

Ms. Browning reviewed the following budget expenditures and revenues and how they are calculated:

**Budget 1410 (Health Administration, Nursing, Social Services, and WIC)** – 35% of expenditures and revenues are allocated to Boone County. Percentage is computed on the average of the services used and population. This is the same number from 2001.

**Budget 1410 (Community Services)** – Included in the budget for the Health Department is the recommendation of the Community Services Commission for Dental (\$8,000), Utility Assistance (\$10,000), and HIV/AIDS Deposit Assistance (\$250).

**Budget 1410 (Environmental Health)** – 24% of costs for the program and related revenues are allocated to Boone County. Percentage is based on the number of staff assigned to Environmental Health services for County. This number has decreased from the 2001 number.

**Budget 1730 (Animal Control)** – 33% of costs of this program is allocate to Boone County. Percentage is based on number of staff assigned to Animal Control Duties for County. All related revenues are deposited directly to Boone County. This is the same number from 2001.

**Budget 1740 (On-Site Sewage)** – 100% of all cost to Boone County. All revenues deposited directly to Boone County.

Included is a supplemental request for the FY2002 budget of \$1,100 to purchase a laser transit for the On-Site Sewage program.

Commissioner Stamper stated the intergovernmental charges have increased by 12% from 2001. Ms. Browning stated in the City of Columbia budget there was a 4.11% increase in expenditures and 4.89% increase in revenues. The intergovernmental charges increased 13.9% in the City budget, which was 8.27% of the total budget. The department has minimal control over the intergovernmental charges.

Commissioner Stamper stated the largest increases were in Information Technology and Housekeeping. Ms. Browning stated she hoped that by moving into the proposed new health facility the maintenance and utility costs would decrease.

There was discussion about how the maintenance costs are calculated and how the costs are covered with fees.

Mrs. Pitchford stated it is anticipated that the proposed new health facility will have its own utility meter and contracted housekeeping services, which will become direct budgetary charges rather than part of intergovernmental charges. The intergovernmental charges after the proposed new health facility opens would be primarily mail, print, and Information Technology Services.

Commissioner Elkin asked Gerry Worley of the Health Department if there were any on-site sewage systems in the City of Columbia. Mr. Worley stated this department does not respond to any of those calls, the City Public Works Department handles those calls.

Ms. Browning stated the only supplemental request was for the laser transit for use at on-site sewage. There are no new positions requested and no vehicle requests. She did eliminate funding for services like rural health clinics. Even in the City budget, there were few significant changes to the proposed budget.

There was discussion about the historical funding for health services and future funding. Commissioner Stamper stated the County has added \$200,000, which is approximately a 40% increase, in health funding.

Commissioner Stamper expressed concerns about lack of movement in making the

County equal partners with the City in discussions with the architect for the proposed new health facility. The County has not been invited to any of the negotiations with the architect. The County is putting 65% of the funding toward the facility and would like to have an equal representation in the process. Commissioner Stamper has requested any contracts for the health facility be joint City/County contracts.

There was no public present for comment.

There was no further discussion on this budget hearing.

**Budget Hearing: Department 1150 (Collector)**

Patricia S. Lensmeyer, Boone County Collector, was present on behalf of this budget hearing.

Mrs. Lensmeyer reviewed the 2001 accomplishments, and goals and objectives for 2002 for this department.

There was discussion about the performance measures for this department. The number of walk-in payments has increased over the years. There were approximately 109,000 total tax bills mailed out. The number of properties at tax sales have dropped because of the work that the office staff does on finding the property owners. Only three properties were sold this year.

Commissioner Elkin asked if the 2002 projected number of tax bills would increase since Boone County has taken over the tax collection for the City of Centralia. Mrs. Lensmeyer stated there would be no increase to the number of bills sent out but there would be an increase in the total collection.

Commissioner Stamper asked what might be the cause in the increase in telephone calls. Mrs. Lensmeyer stated many of the phone calls do not have to do with work in her office.

Commissioner Stamper commented on the chief deputy position in the Collector's Office and how there should be discussion in the future about interim office holders if the elected official is incapacitated for any reason. He stated he knows only one office, the Sheriff's Department, where there are state statutes for an interim department head or elected official.

Commissioner Stamper stated the proposed revenue for this department is \$1.3 million. Mrs. Lensmeyer stated it is difficult to project the revenue it is similar to projecting sales tax revenue.

Mrs. Lensmeyer stated the Collector's Office withholds 1% of everything that is collected then passes it to the Collection fund and the general fund.

There was discussion about the differences between the collection fund and the assessment fund.

Commissioner Stamper stated there is a proposed 7% increase overall in total expenditures. There were three supplemental requests, one of which was approved. Mrs. Lensmeyer stated she requested three wooden chairs but two have been found in the inventory, so this request was rejected by the Auditor.

Mrs. Lensmeyer discussed an issue with class 1 funds. She has provided a memorandum to the Commissioners and the Auditor dated December 7, 2001 requesting equalization of salaries for a position in the office. This position is proposed to become an exempt position per recommendation of the position classification study by the personnel consultant, which means this person is not compensated for all hours worked. Last three years, this overtime compensation equaled approximately \$1,000 per year. By moving this position to an exempt position, this person will be taking home essentially \$1,000 less per year. Mrs. Lensmeyer agrees that this should be an exempt position but this worker is not compensated for all the hours worked. She believes that moving this position to exempt is an appropriate managing position.

Commissioner Elkin asked if the consultant took into consideration, the historical overtime for the positions proposed to be exempt. Mrs. Pitchford stated the consultant addressed the exempt versus the non-exempt status and there are seven of these positions countywide. The other positions that are proposed to become non-exempt are the deputies in the Records Office, two planners and one inspector in the Planning and Building Inspections Office.

Mrs. Lensmeyer brought this to the attention of the Commissioners because not only will this proposed change effect employees in her office but in other offices in the County.

Mrs. Lensmeyer presented her second request. She stated there is an employee in her office that does the interviewing, selection, and supervising of the temporary employees for tax season and is not compensated for that time. Mrs. Lensmeyer went before the Range Classification Committee, two years ago, and she remembers a discussion about some employees should be compensated by salary rather than with a new range increase. In speaking with the consultant, Mrs. Lensmeyer was told that this is not an unusual situation and that often times it is handled with a salary recognition during the time the employee is providing these functions rather than an annual increase.

Mrs. Lensmeyer stated there is approximately 450 hours that Cheri Sapp provided supervisory functions for two and one half months out of the year. She has provided her best effort at an appropriate salary compensation for that period of time.

There was discussion about a similar situation for an employee at Public Works.

Commissioner Stamper asked if this employee did not do this, who would be best to perform the same duties. Mrs. Lensmeyer stated because of the diversity of duties in the office that she is unsure who would perform these duties. Since two of the temporary employees are at the window, a permanent employee needs to be with them incase there is a problem.

Commissioner Stamper asked if there were any precautions being taken while opening the mail. Mrs. Lensmeyer stated all memorandums have been reviewed, there are rubber gloves and ziploc bags available. The office is sensitive to what is going on but it has not changed anything about the employees and how they work.

Mrs. Pitchford discussed how the supervisor positions should be looked over countywide.

There was further discussion and no public comment.

The budget hearing was adjourned at 10:02 a.m.

Attest:

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Don Stamper  
Presiding Commissioner

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Wendy S. Noren  
Clerk of the County Commission

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Karen M. Miller  
District I Commissioner

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Skip Elkin  
District II Commissioner