

TERM OF COMMISSION: October Session of the October Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center
Commission Chambers

PRESENT WERE: Presiding Commissioner Kenneth M. Pearson
District II Commissioner Skip Elkin
Deputy County Clerk Kristina Johnson

District I Commissioner Karen M. Miller was absent.

The meeting was called to order at 9:37 a.m.

Health Department

Kris Vellema from the Health Department was present on behalf of this item.

1. Abatement for 5904 Kent Drive A+B (parcel # 12-415-20-01-064.00 01) (first and second reading)

Ms. Vellema stated this was part of a series of properties that the Health Department received complaints about back in August. All of the properties with the exception of this one have been taken care of. Ms. Vellema stated the entire backyard has not been mowed.

Commissioner Pearson asked if these properties were vacant.

Ms. Vellema stated she spoke with a neighbor while she was out there and he stated he didn't believe that anyone was living there. This is a property which we have abated for the last couple of years.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the attached Finding of Public Nuisance and Order for Abatement of a public nuisance located at 5904 Kent Drive A+B (parcel # 12-415-20-01-064.00 01).

Commissioner Pearson seconded the motion.

There was no discussion or public comment.

The motion carried 2 to 0. **Order # 501-2010**

Purchasing

Melinda Bobbitt from Purchasing was present on behalf of this item.

2. GSA Contract GS-25F-0037M Sharp Copier (first reading)

Ms. Bobbitt stated Purchasing and the Sheriff's Office request permission to utilize the U.S. General Services Administration (GSA) contract, GS-25F-0037M for a Sharp Copier with GFI Digital, Inc. of Columbia, Missouri. This copier is available on the State of Missouri cooperative contract C206026001 with World Wide Technology for \$9,517.16 with four years of warranty/maintenance for \$7,300.80 for a total of \$16,817.96. GFI Digital let us know that if we used the GSA contract, the same equipment would be less. Cost of copier with the GSA contract is \$8,980 with four years of maintenance for \$4,960.00 for a total of \$13,940.00 for four years, a savings of \$2,877.96.

The attached contract is for the Sharp copier (\$6,395) with an Internal Staple Finisher (\$795), 3 Hole Punch (\$400), 3,500 Sheet LCT (\$795), and Fax Kit (\$595) for an equipment total of \$8,980. 90 days of free service/maintenance is included following copier installation. Copier will be purchased from department 4080 – Sheriff / Election Facility, account 71231 – Owner Costs.

The contract outlines firm maintenance pricing of \$1,240 per year for 200,000 black and white copies with \$0.0069 / copy overage. Year 6 maintenance is \$1,364 and Year 7 maintenance is \$1,500. Maintenance will begin in fiscal year 2011.

Commissioner Pearson asked if this was a color copier or black and white.

Ms. Bobbitt stated this was a black and white.

Commissioner Elkin stated so GFI let us know that if we used the other contract we would save money.

Ms. Bobbitt stated yes.

Commissioner Elkin stated that was nice of them.

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

3. Cooperative Contract 3126 Body Armor Term and Supply (second reading, first read on 10/14/2010)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the Sheriff Department's request to utilize cooperative contract 3126 with Alamar Uniforms of Omaha, Nebraska to purchase body armor and accoutrement. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Pearson seconded the motion.

There was no discussion or public comment.

The motion carried 2 to 0. **Order # 502-2010**

4. Cooperative Contract 77/2010 Memorial Heritage Tree Plaques (second reading, first read on 10/14/2010)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the Sheriff Department's request to utilize cooperative contract 77/2010 with Advance Corporation of Cottage Grove, Minnesota to purchase memorial/ heritage tree plaques. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Pearson seconded the motion.

There was no discussion or public comment.

The motion carried 2 to 0. **Order # 503-2010**

5. Computer Surplus Disposal (second reading, first read on 10/14/2010)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby authorize the computer surplus disposal of the following items listed in the attached memorandum. It is further ordered the Presiding Commissioner is hereby authorized to sign said disposal forms.

Commissioner Pearson seconded the motion.

There was no discussion or public comment.

The motion carried 2 to 0. **Order # 503-2010**

Human Resources

Betty Dickneite from Human Resources Department was present on behalf of this item.

6. Recruitment Advertising Policy (first reading)

Ms. Dickneite stated basically this is correcting a policy in place for how the County advertises for employment positions. Ms. Dickneite stated we have decided to consolidate item number one and two.

Commissioner Pearson asked what the effect has been.

Ms. Dickneite stated there were roughly 2,000 job applicants in 2008 and 2009 which is the

highest it has ever been and currently this year we are at about 1,600 job applicants but Ms. Dickneite anticipates the County to surpass the applicant pool of the previous years.

Commissioner Pearson stated so what you are saying is that the County is seeing essentially the same result and the County is spending less money.

Ms. Dickneite stated yes.

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

7. Four Personnel Advisory Committee Recommendations (first reading)

Ms. Dickneite stated the Four Personnel Advisory Committee Recommendations are covering Jury Duty Leave, Jury Witness Leave, Shift Differential, and Commission Order 176A-94. Ms. Dickneite and PAC recommended the following:

Boone County Human Resources

BETTY DICKNEITE
Director



601 E. Walnut-Room 211
Columbia, MO 65201
(573) 886-4395

October 8, 2010

TO: Ken Pearson, Presiding Commissioner
Karen Miller, District 1 Commissioner
Skip Elkin, District 2 Commissioner

FROM: Betty Dickneite, Chairperson
Personnel Advisory Committee

RE: Recommendation from Personnel Advisory Committee to revise Jury/Witness Duty Leave Policy (Section 5.5 of the Personnel Policy Manual)

The Personnel Advisory Committee met on October 7, 2010 and unanimously recommended a revision to Section 5.5 Jury/Witness Duty Leave Policy. The recommended wording is shown below:

Recommended wording:*

Section 5.5: Jury Duty Leave:

Employees are encouraged to fulfill their civic responsibilities by serving jury duty when required. Time taken off for jury duty is treated as hours worked and is considered in overtime calculations.

Benefited full-time and part-time employees will receive jury duty pay calculated on the employee's base pay times the number of hours the employee would otherwise have worked on the day of absence. Employees taking time off for jury duty shall be paid their regular wage excluding shift differential. Non-benefited employees will be given time off for jury duty without pay. Employees are to return to work once jury duty is completed.

Employees must give their Administrative Authority advance notice of the need for time off for jury duty. The notice must be given at the time they are called. A copy of the summons should accompany the request. Employees shall be entitled to retain all pay and per diem received for jury service.

***Note: PAC recommends a retroactive effective date of 1/1/2010 for the proposed changes to the Jury Duty Policy.**

Current wording:

5.5: JURY/WITNESS DUTY LEAVE:

Employees are encouraged to fulfill their civic responsibilities by serving jury/witness duty when required. Time taken off for jury/witness duty is treated as a paid absence.

Employees must give their Administrative Authority advance notice of the need for time off for jury/witness duty. The notice must be given at the time they are called. A copy of the summons should accompany the request. Employees are to return to work once jury duty is completed. Employees taking time off for jury/witness duty shall be paid their regular wage excluding shift differential. An employee shall be entitled to retain all pay and per diem received for jury service.

(Revised 7/26/07)

The Personnel Advisory Committee members voting in favor of this recommendation were: Jacki Davidson (for Tom Schauwecker), Caryn Ginter (for June Pitchford), Pat Lensmeyer, Dwayne Carey, Bonnie Adkins (for Dan Knight), Christy Blakemore, Ken Pearson, Jan Fugit, Stan Shawver, Betty Dickneite, and Derin Campbell.

Members Not Present for Vote and no proxy given: Wendy Noren, Bettie Johnson, Cathy Richards, Melinda Bobbitt and Aron Gish.

Should you have any questions, please let me know.

Boone County Human Resources

BETTY DICKNEITE
Director



601 E. Walnut-Room 211
Columbia, MO 65201
(573) 886-4395

October 14, 2010

TO: Ken Pearson, Presiding Commissioner
Karen Miller, District 1 Commissioner
Skip Elkin, District 2 Commissioner

FROM: Betty Dickneite, Chairperson
Personnel Advisory Committee

RE: Recommendation from Personnel Advisory Committee to allow a Public Works union steward to attend as an ex-officio member of PAC for the term of the new MOU contract.

The Personnel Advisory Committee met on July 29th, 2010 and unanimously recommended allowing a Public Works union steward to attend as an ex-officio member of PAC for the term of the new MOU (Memorandum of Understanding) contract.

The Personnel Advisory Committee members voting in favor of this recommendation were: Bettie Johnson, Tom Schauwecker, June Pitchford, Pat Lensmeyer, Dwayne Carey, Bonnie Adkins (for Dan Knight), Ken Pearson, Jan Fugit, Betty Dickneite, Aron Gish and Derin Campbell.

Members Not Present for Vote and no proxy given: Wendy Noren, Christy Blakemore, Cathy Richards, Stan Shawver and Melinda Bobbitt.

Should you have any questions, please let me know.

Boone County Human Resources

BETTY DICKNEITE
Director



601 E. Walnut-Room 211
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October 8, 2010

TO: Ken Pearson, Presiding Commissioner
Karen Miller, District 1 Commissioner
Skip Elkin, District 2 Commissioner

FROM: Betty Dickneite, Chairperson
Personnel Advisory Committee

RE: Recommendation from Personnel Advisory Committee to revise Shift Differential Policy, (Section 3.10 of the Personnel Policy Manual)

The Personnel Advisory Committee met on October 7, 2010 and unanimously recommended a revision to Section 3.10 Shift Differential Policy. The recommended wording is shown below:

Recommended wording (changes or additions are shown in red):

3.10: SHIFT DIFFERENTIAL:

Shift differential as outlined in this policy applies only to normally or regularly scheduled hours.

Non-exempt employees are eligible for shift differential for hours worked during the evening and night or for hours worked on an official county holiday or weekend (i.e., Saturday or Sunday). An employee must work the scheduled hours in order to receive the shift differential.

Employees will receive the hourly shift differential amount approved in the annual budget for a scheduled shift that begins on or after 12:00 noon and before 6:00 a.m. Scheduled hours that begin on or after 6:00 a.m. and before 12:00 noon are not eligible for shift differential. *Shift differential does not apply in situations where an employee is required to work additional hours beyond their normal schedule on a periodic scheduled or unscheduled basis (e.g., to cover an evening/night meeting, election workers on election night, for snow removal, etc.)*

A shift beginning anytime during a holiday or weekend would qualify for the differential. An employee will only be paid for one shift differential.

Shift differential will be included in calculating overtime compensation as required by the Fair Labor Standards Act.

An Affirmative Action/Equal Opportunity Employer

Administrative Authorities are responsible for identifying those positions and employees who are scheduled to work shifts eligible for shift differential and for requesting funding to provide for additional compensation. If the Administrative Authority re-arranges the work schedule to include evening and night hours in order to accommodate the employee, the County is not required to provide the shift differential.
(Revised 3/15/01)

The Personnel Advisory Committee members voting in favor of this recommendation were: Jacki Davidson (for Tom Schauwecker), Caryn Ginter (for June Pitchford), Pat Lensmeyer, Dwayne Carey, Bonnie Adkins (for Dan Knight), Christy Blakemore, Ken Pearson, Jan Fugit, Stan Shawver, Betty Dickneite, and Derin Campbell.

Members Not Present for Vote and no proxy given: Wendy Noren, Bettie Johnson, Cathy Richards, Melinda Bobbitt and Aron Gish.

Should you have any questions, please let me know.

Boone County Human Resources

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Director



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Columbia, MO 65201
(573) 886-4395

October 8, 2010

TO: Ken Pearson, Presiding Commissioner
Karen Miller, District 1 Commissioner
Skip Elkin, District 2 Commissioner

FROM: Betty Dickneite, Chairperson
Personnel Advisory Committee

RE: Recommendation from Personnel Advisory Committee to revise Commission Order #176A-94 dated 5/3/94 attached

The Personnel Advisory Committee met on October 7, 2010 and unanimously recommended a revision to Commission Order #176A-94. The recommended wording is shown below:

Recommended wording (addition is shown in red):

"Now on this day the County Commission of the County of Boone does hereby extend authorization to Department Heads to hire temporary employees for up to six weeks as replacements for employees on family medical leave **or leaves of absence.**"

The Personnel Advisory Committee members voting in favor of this recommendation were: Jacki Davidson (for Tom Schauwecker), Caryn Ginter (for June Pitchford), Pat Lensmeyer, Dwayne Carey, Bonnie Adkins (for Dan Knight), Christy Blakemore, Ken Pearson, Jan Fugit, Stan Shawver, Betty Dickneite, and Derin Campbell.

Members Not Present for Vote and no proxy given: Wendy Noren, Bettie Johnson, Cathy Richards, Melinda Bobbitt and Aron Gish.

Should you have any questions, please let me know.

Commissioner Pearson stated the Shift Differential really only applies to the Sheriff's Department. Is that correct?

Ms. Dickneite stated that is the department she is aware that it would impact.

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

Commission

8. Public Comment

9. Commissioner Reports

The meeting adjourned at 10:01 a.m.

Attest:

Kenneth M. Pearson
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner