

TERM OF COMMISSION: August Session of the August Adjourned Term

PLACE OF MEETING: Boone County Government Center Commission Chambers

PRESENT WERE: Presiding Commissioner Don Stamper
District I Commissioner Karen M. Miller
District II Commissioner Linda Vogt
County Counselor John Patton
Deputy County Clerk Ashley Williams

The regular meeting of the County Commission was called to order at 1:32 p.m.

SUBJECT: Crossing Guard at Rock Bridge Elementary

Human Resources Director Mark Stone said that he had discussed the issue of the crossing guard for the Rock Bridge Elementary school in previous Commission meetings. After speaking with the Job Reclassification Committee, who recommended to assign the position a range 6, Mr. Stone requested to hire a crossing guard at above the base range of pay. Currently, he said, the City of Columbia pays their crossing guards \$8.50 an hour for five hours a week and he would like to see the County offer the same amount.

Commissioner Stamper moved that the County Commission of the County of Boone employ a crossing guard at the Rock Bridge Elementary school for \$8.50 an hour, above the base range of pay for a range 6 employee, and authorize the Human Resources Department and the Sheriff's Department to extend the offer.

Commissioner Miller seconded. Motion passed unanimously. **Order 353-97.**

Commissioner Stamper explained that there were some differences of opinion between the school district and the County as to how the crossing guard position should be funded and as to each entity's responsibility. The Commissioners agreed that the bottom line need was to have a crossing guard at that location and that the details will need to be negotiated at a later date.

SUBJECT: Use of Accrued Vacation and Sick Leave

Mr. Stone presented the Commissioners with a policy for Use of Accrued Time that would keep policies within the different departments equitable. He said that the policy had not been distributed among staff members.

Commissioner Stamper moved that the County Commission of the County of Boone adopt the Usage of Accrued Time policy that reads:

USAGE OF ACCRUED TIME

An employee who is scheduled to work a shift and then is absent due to vacation or sick leave will be required to use the amount of accrued hours which she/he was scheduled to work. However, in the event the Administrative Authority deems that the employee needs to be scheduled to work additional hours during that work week the employee will have the following options:

- 1) Receive their regular hourly compensation for hours worked in addition to compensation for used vacation or sick leave. The additional scheduled worked hours will be paid at the employee's regular rate of pay. Overtime, at the 1.5 rate, will not be paid until the employee actually works over forty hours during the work week;
- 2) Substitute the additional worked hours for hours which were scheduled to be deducted from the employees vacation or sick leave balance. If the employee chooses this option, she/he will substitute the additional worked hours on an hour for hour basis;

effective September 1, 1997 and request that copies of the Usage of Accrued Time policy be distributed to Boone County employees.

Commissioner Miller seconded. Motion passed unanimously. **Order 354-97.**

SUBJECT: Boone County Library Board Report

President of the Boone County Library Board Sylvia McGill reported on the library's discussion to build a new main location site. Early evaluations by consultants showed an estimated expansion of 100,000 square feet, roughly twice what the library has now in their downtown Columbia location. The board is looking at the feasibility of expanding the current space or of locating a new site with freeway access on which to build.

SUBJECT: Reality House Lease

Sheriff Ted Boehm said that the decision to lease Pod D of the jail facility to the Reality House organization came from the current under-utilization of Pod D. The Sheriff's Department has accepted proposals for renovating Pod D, but in the meantime, could lease the space to Reality House while Reality House looks for a permanent location.

County Counselor John Patton reviewed the lease and explained that the lease can be terminated for any reason with 60 days notice or after a 30 day notice period for a breach of contract.

Commissioner Stamper moved that the County Commission of the County of Boone approve a lease agreement between Boone County, Missouri, with the approval of the Boone County Sheriff, and Reality House, Inc. for the female housing section of Pod D of the Boone County Corrections facility located at 2121 County Drive, Columbia, Missouri for a six month period beginning September 1, 1997 and ending February 28, 1998; thereafter automatically renewing for additional sixty day terms unless either party gives at least sixty days advance written notice of its intent to terminate the lease; and authorize the Presiding Commissioner to sign the contract with an effective date of August 21, 1997.

Commissioner Vogt seconded.

Commissioner Vogt asked if alterations made to the facility would become a problem and was assured by the Sheriff that they would not.

The motion passed unanimously. **Order 355-97.**

Commissioner Stamper asked that the record reflect that he had to correct his son, John, who was visiting today and who had also expressed his consent to the lease agreement with an "aye" vote. John seemed right at home in the Commission Chambers, but was concerned that he could not effectively be heard because he did not have a microphone. After taking a spin in Commissioner Vogt's chair, John said it was "cool" and that he felt like the president.

SUBJECT: Court Budget Estimates

1998 Jury Services and Court Costs Budget

Assistant to the Court Administrator Mary Beth Mueller reviewed the 1998 Jury Services and Court Costs Budget. She said the work and service programs are to randomly select jurors from a source list comprised of all registered voters and all licensed drivers in Boone County; provide for a standing grand jury; provide a per diem (\$6 a day for people who appear and \$15 a day for people who serve on a jury), meals and lodging for sequestered juries, and parking for jurors; evaluate jurors' impression of their jury duty and the court system by sending each juror an "exist questionnaire" and compiling the responses obtained from the questionnaires; invoice the county for all court costs where the defendant is found not guilty or where the parties are indigent and the court finds that costs can not be assessed to the parties; conduct initial arraignment, counsel status and bond reduction hearings by close circuit television.

Ms. Mueller outlined the goals for 1998 as to bring courtrooms into compliance with Americans with Disabilities Act requirements regarding the hearing impaired by the analysis of needs and the purchase of assistive listening devices as recommended; enhance the jury assembly video presentation with the purchase of an adequate TV stand, TV and VCR; bring the compensation of guardians ad litem in line with the requirements and qualifications inherent in the service. The Missouri Supreme Court has issued performance standards for guardians ad litem and specialized

training requirements for guardians ad litem are now in place. The 13th Judicial Circuit currently pays one of the lowest guardian ad litem rates in the state; integration of close circuit television application to specified hearing.

Court Administrator Bob Perry explained that the court appoints attorneys as guardian ad litem to represent children in adult abuse cases and in domestic relations cases where the children need to have legal representation.

Commissioner Stamper asked why the telephone utility expenditure was forecasted at \$12,650 in 1998 when the 1997 budget showed a \$7,000 projected expenditure.

Ms. Mueller explained that the increase was due to the video arraignment communications line. She said that the shift in the Equipment Maintenance budget, \$1,575 expected expenditures for 1997 to \$5,725 in 1998, was also due to the video arraignment equipment.

Mr. Perry said that the 50% increase for juror parking was an estimate because the City of Columbia had not finalized their parking fees for 1998. The juror parking cost in 1996 was \$5,000 and projected at \$5,000 in 1997. The 1997 expenditures from January through June was \$0 and the 1998 forecasted figure for juror parking was set at \$7,500.

1998 Circuit Court Services Budget

Mr. Perry said that one of the major goals for the Circuit Court is the continued progression toward an alignment with the EC2004 infrastructure standards. Forty workstations must be replaced to position the court for installation of the new Banner Case Management System, the system selected earlier this year for state wide implementation in the courts. The budgetary impact will be \$100,000. In comparison to the 1997 budget, there would be a \$12,000 increase.

Another goal is to enhance the court's on-call response to adult abuse cases to better conform to the recent guidelines issued by the Missouri Supreme Court regarding 24 hour per day, seven days a week on-call availability of judges for adult abuse cases. By adding fax machines to the system the response time can be shortened, he said, when the Sheriff doesn't have to drive to a judge's house in the middle of the night to get a court order. The estimated budgetary impact would be \$1,200.

The third goal, said Mr. Perry, is to maximize electronic home detention services. They have budgeted for 5,400 units, a cost that will be offset by corresponding revenue because they charge \$5 a day, a cost that will increase in September when the minimum wage rate increases.

Mr. Perry explained that for Personnel Services, they followed the auditor's guidelines on Cost of Living Allowance and merit. The figures, he said, do not show an increase in insurance because those figures were not available when the budget was put together.

Mr. Perry cited a \$1,000 increase associated with additional requirements for uniforms, a one percent increase for travel and training and a four percent increase under equipment and building maintenance that Mr. Perry said was standard and based on service contracts.

Commissioner Stamper questioned the replacement of all of the work stations and asked for the specific standards the court would follow in replacing the computer hardware.

Mr. Perry replied that the standards have been established by the state so that local counties can connect with the statewide network. He offered to provide the Commissioners with the detailed specifications he'd received from the state.

Commissioner Stamper said he was a little shocked that the expenses were being passed onto a County level.

Mr. Perry explained that the office of the State Court Administrator would host the training for the case management software and that implementation of the hardware and software would be a shared cost situation.

Commissioner Miller asked if the computers could be upgraded and asked for a list of the equipment that would be replaced and the requirements they would follow to replace it.

Mr. Perry said that they budgeted \$15,000 for a mid-size replacement car for Court Services that would replace a 1989 Caprice (mileage as of June 1997 was 119,502). He said they would be satisfied with a used car from the Sheriff's department, but did not want to get caught without funds in the budget in case a car was not available.

1998 Juvenile Justice Center Budget

Mr. Perry outlined the three goals listed by the Juvenile Justice Center.

The primary goal, he said, for 1998 is to incorporate the psychologist position at the Juvenile Justice Center into the budget. The position has been funded by a grant from the Department of Public Safety since October 1, 1996 and will be funded through September 30, 1998. This position has been key in helping increase the out-of-circuit revenue over the past two years.

They also requested funding to construct a shed that was originally part of the plan when the new facility was built. The additional space is needed for storage, but the shed would offer a suitable building for the maintenance man to work on small construction projects. They also budgeted for continued upgrades of the computer system at the Juvenile Justice Center. They are hoping to replace two of the older workstations as well as purchase a new laser printer to make the entire system more functional.

Commissioner Miller asked about the salary range reclassification and what it entailed.

Mr. Perry explained that some of the changes are statutory. Some of the reclassifications came when they had to replace juvenile officers and they quickly learned that they needed to make some changes in range and salary to better reflect current market standards.

1998 Juvenile Office Budget

Mr. Perry said that one of their goals was to establish an office manager and support staff and to provide 20 hours of training to each officer. They have also budgeted \$14,000 to continue the replacement of the DOS system computers with Windows units. Mr. Perry said that there were no major capital changes in this budget.

1998 Circuit Court Services Budget

Mr. Perry replied that in the Circuit Clerk's budget there are only two significant decision items. One is \$15,000 for an additional open shelf filing system. The other is a budget increase to fund a 20-hour week receptionist position that had been funded through the Green Thumb program.

1998 Family Services and Justice Fund Budget

Ms. Mueller reported that the Family Services and Justice Fund budget had no major changes in 1998. The biggest change, she said, is due to shifts in where money is being deposited. The net cost of this budget, she said, has actually decreased by almost \$1,000.

Commissioner Stamper said that he was not expecting the job reclassification and was surprised that it was coming forward today.

Ms. Pitchford said that the Personnel Reclassification Committee had invited Mr. Perry to meet with them and invited the court's participation in the reclassification process. At that time, she said, Mr. Perry indicated that they would not participate, but that they did intend to look at the reclassification and review it. Mr. Perry had told her that he was including a job reclassification with his budget, but the details had not been available at that time.

Commissioner Stamper expressed his concern that the reclassification increased the County's exposure dramatically and even though the costs may not increase much the first year, there was a potential that they would in the future.

Commissioner Stamper thanked Mr. Perry and Ms. Mueller for their presentation of the 1998 Thirteenth Judicial Circuit 1998 Budgets and asked that he meet with Mr. Perry one on one to further to discuss the budget. Commissioner Stamper cited concerns with the job reclassification's level of exposure for the County. He said he was developing a struggle that he needed to sort through and felt that some of the figures were way out of proportion. He said he had no intention to stifle the Circuit Court, but that there are only so many dollars in County government. There were a couple of surprises and Commissioner Stamper said he would like to sort through them. Commissioner Stamper thanked them again for their detailed work and said he would be in touch.

SUBJECT: Reports from Commissioners

Commissioner Stamper reported that they were moving towards August 26 and needed to decide if Proposition One would be put on the ballot. He said that he would be talking with Auditor June Pitchford and had a work session scheduled with Frank Abart. He also said he had a session with Darwin Hindman and Ray Beck on Friday morning.

Commissioner Stamper requested permission to have Human Resources Director Mark Stone volunteer his services to the Boone County Group Homes to help them establish a salary for their executive director.

Commissioner Miller reported that the Board of Health met and had adjusted the vicious dog section of the animal ordinance.

SUBJECT: Budget Hearings

Auditor June Pitchford asked the Commissioners to decide what type of format they wanted the 1998 Budget Hearings to take. She asked them to consider the process, the items they wanted to evaluate and any other issues of concern.

The meeting adjourned at 3:07 p.m.

Attest:

Wendy S. Noren
Clerk of the County Commission

Don Stamper
Presiding Commissioner

Karen M. Miller
District I Commissioner

Linda Vogt
District II Commissioner