

TERM OF COMMISSION: December Session of the November Adjourned Term

PLACE OF MEETING: Boone County Commission Chambers

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

The budget meeting of the County Commission was called to order at 1:30 p.m.

SUBJECT: Renovation of the Old Juvenile Justice Center and the Jail

Commissioner Miller asked Purchasing Director Beckie Jackson to bring the Commission up to date on the on the RFP for the architectural services for the renovation of the old JJC and the current jail.

Ms. Jackson reported she was attending the meeting in order to get direction from the Commission. She said the architectural review panel had recommended a two phase process. The proposed first phase would address immediate space needs using the existing footprint to create increased capacity. The second phase, she said, would be a long range study. She said those issues needed to be addressed to help determine what funding might be needed in 1998.

Auditor June Pitchford said her proposed budgetary figures of \$600,000 would come close to covering the needed architectural fees and renovation. She said it would not be a realistic number for pouring a lot of concrete for additional wings, but said they might not be ready to take that step yet. She said they needed information from the architectural program study in order to plan for any major expansion.

Commissioner Miller said the immediate needs might be addressed without having to change the HVAC system and any of the other major components that might add a lot of cost to retrofitting. To double bunk what they could, to look at the possibility of retrofitting the gymnasium into secure beds and making the outdoor gym an indoor/outdoor component, a new component on the horizon for jails, might ease the immediate needs, she said.

Commissioner Vogt asked if \$600,000 was a reasonable figure.

Ms. Pitchford said, yes, within the existing footprint.

Ms. Jackson said they have selected two of the top architectural firms and need guidance from the Commission to proceed.

Commissioner Stamper said in his experience it is best to do a baseline study to determine costs for renovation. Then the plan for specific renovations can begin. He said he was concerned if they took the gymnasium out of service, down the road they might find themselves building another one. He said he would rather the project be driven by need than by the architect. Right now, he said, he didn't think the architects had enough information to proceed.

Commissioner Miller said she felt the need was driving the project: the need created by out housing.

Ms. Pitchford said that the architectural firms might be uncomfortable submitting plans without a study. Of the two firms they were considering, she said, one of them placed a greater emphasis on programming, which could set a construction schedule back two or three or months. She suggested that the County spin off construction documents for renovations within the footprint and get moving on that and then take delivery of a long range plan at a later date. She said she was sure there was some work that would benefit both.

Commissioner Stamper said he had talked with Sheriff Ted Boehm about the need to free up Pod D. He said there will not be a substantial availability to space until Reality House moves. He said they now found themselves in the mode of needing one thing to happen before another step can be

taken. The Sheriff suggested to Commissioner Stamper that if given a double wide trailer with a bathroom, he could run the work release program in that type of a facility. He said before they spend a lot of money looking at immediate needs, he also wanted to know what the future was going to hold.

Ms. Pitchford said that every firm addressed the gymnasium because the jail was built to one standard and those standards have since relaxed.

Ms. Jackson explained that the jail task force had identified certain needs and proposed solutions. When asking for submissions from architectural companies, they asked them to identify and propose solutions that were not addressed by the jail task force. Ms. Jackson said they had been asked to expand on the jail task force report and all three companies had the current footprint before they responded.

Commissioner Miller asked if they would hire the same firm for all three phases.

Commissioner Stamper said yes.

Commissioner Miller asked if the Commission was comfortable starting a plan to look at the possibilities with the existing footprint and to have a long range plan to look at the future with a final plan for the capital project down the road.

Ms. Pitchford said the kitchen and laundry rooms would have to be enlarged considerably. Two firms had already expressed their surprise at how small those areas were given the population the jail was currently serving.

Commissioner Stamper said that when dealing with an architect they needed a well-defined scope. For the government center, he said, they set a guideline. He suggested the architect look at immediate concerns regarding use of space and then look at a more permanent solution with a vision towards the future.

Ms. Pitchford said they would also need to target long range staffing needs.

Commissioner Stamper said it was clear from the jail tours that holding space is being used for permanent holding for people who should be transitioned to a cell just because there's no other place to hold them.

Commissioner Miller asked if \$400,000 would include architectural fees and renovation of the existing Juvenile Justice Center. It does not allow for an addition to the County's work release program, she clarified.

Commissioner Stamper said he would have the architect plan for that expansion and include it as an alternate in the bid. He said he would do that with Reality House, as well. Just to see, he said, how the pricing comes in. He also asked Ms. Jackson to check into taking over the agreement between Reality House and Mitzell Scroggs for the renovations. He explained the County was inheriting this project.

SUBJECT: Disabilities Insurance

Commissioner Stamper said that from the personnel meeting it was clear they would pursue the issue of disabilities insurance.

SUBJECT: Information Services

Commissioner Miller said they needed to resolve the issues of the virus monitoring for \$10,000; the MICR printer in the Treasurer's office for \$5,500; and the Windows 95 office upgrade for \$12,500 and \$2,500 for the SQL system for the AS/400. The requests totaled \$30,500.

Commissioner Miller asked if they would need to upgrade the old pension plan.

Commissioner Stamper said he was told any monetary contribution on behalf of the County would be for legal fees and would be minuscule.

The Commission agreed on all four Information Services requests.

SUBJECT: Human Resources Training Rebudgeted

Commissioner Stamper said that Human Resources Director Mark Stone had requested a rebudget for printing the personnel policy manuals and for training.

The Commission had no objection.

SUBJECT: Sheriff's Department Reclassification

Commissioner Stamper said the reclassification of two positions involved \$6,000 a year. Because it had been approved, the funds needed to be included in the budget.

SUBJECT: Vehicle Reimbursement for Mileage

Commissioner Stamper said the Commission was still comfortable with the 3-2-2 ratio for mileage reimbursement that they had agreed upon.

Ms. Pitchford clarified that this would be paid bi-weekly and asked the Commission to meet with the County Clerk to see if that check would be cut with payroll or done as a special payroll on the off-weeks. She said it would be easier to run those checks with the regular payroll every two weeks.

SUBJECT: Newsletter

Commissioner Stamper said they had drafted a letter to all elected officials and department heads asking for input on the issue of creating a position for the purposes of the dissemination of information and had included a draft job description. He said that information would not be back by the 19th, but it would be something they would want to look at after the first of the year.

Ms. Pitchford said they could set aside funding for the position to hold it as the position takes shape.

Commissioner Miller said she intended to include in the survey at the Expo to ask the public how they feel communication from the County can be enhanced. She said she truly believes in the newsletter, but wanted information and input from the office holders in order to meet that goal.

Ms. Pitchford said a newsletter targeted to a certain population might be more effective and other types of communication might achieve the desired results for the other segments of the population.

Commissioner Stamper said that an information officer could begin to evaluate the different mediums and a level of investment to determine the most effective method.

Commissioner Miller said she was concerned that earmarking funds for the position might not be supported by other office holders. She asked about the contingency fund available to the Commission.

Commissioner Vogt said that if they were even considering the position then they needed to put the funds somewhere in the budget. If the input comes back negative, she said, then they won't spend the money.

Commissioner Stamper said that they set a goal of a newsletter thinking it would help get information to the public. Now, he said, another idea has come to the table and it would not be a bad idea to earmark the funding for the position. The worst that can happen, he said, is that they would not spend it.

The Commission agreed to earmark \$30,000 for the possibility of funding the position of information specialist.

SUBJECT: Green Thumb Program

Commissioner Vogt explained that volunteers have been staffing the Centralia office for a year now and she felt they needed to compensate them. She said they had discussed using Green Thumb staffing for positions in Facilities Maintenance and for the part-time mail courier.

Commissioner Miller explained that the Green Thumb program would include hiring and recruiting senior citizens for part-time employment.

Commissioner Vogt said they had discussed creating a pool of employees and they could advertise these positions as open for retired seniors. She suggested the employees be used for seasonal type work in the collector or assessor's office.

Commissioner Stamper suggested that they create a discussion with all of County government to see if they could target part-time positions for seniors. The goals are to bring quality part-time people into government and to encourage part-time employment of very experienced senior citizens. They could take what he named the "Pitchford Approach" and enter into this county-wide discussion to see what the needs were or to take the "Loose Shod Shoot from the Hip Commission Approach" and start the program and see how it turns out. Commissioner Stamper recommended a compromise: to allocate a certain amount of part-time hours to the Centralia Clinic and then continue the discussion to create a Green Thumb-type program.

Ms. Pitchford said that what they were talking about was a recruitment policy.

Commissioner Miller said Human Resources Director Mark Stone had said the County needed to be careful in recruiting senior employees. She said it can be considered discrimination.

Ms. Pitchford said that when a position is benefit eligible, 1,000 hours, it has to be posted and the county follows non-discriminatory recruitment policy. However, part-time, non-benefit eligible, temporary positions do not have to be posted.

Commissioner Stamper said they have two goals: a staff presence at the Centralia office and the opportunity to acknowledge senior citizens.

Ms. Pitchford suggested it might be helpful to discuss these issues with other elected officials and department heads. She said that another elected official might want to recruit with a different goal in mind. Someone might want, she said, to hire a teen mother, someone with limited disabilities. She said if they were moving to the realm of a part-time pool it might be good to have that discussion.

Commissioner Vogt said she preferred they begin a program and let it evolve, if they were not going to do that then she asked for funding to deal with keeping the Centralia office open.

The Commissioners agreed to allocate up to 1040 hours in the 1998 budget for a part-time, non-benefited pool employee; the range to be established by Human Resources. The Commission will evaluate the program this year and track it's value in the community.

Ms. Pitchford asked if the allocation should be in the Commission budget or in a separate budget. She said the non-departmental budget includes an appropriation for building utilities. She agreed to place the part-time employee budgeted money in non-departmental budget.

SUBJECT: Social Services Needs

Commissioner Miller said she was not interested in entertaining the request.

Commissioner Vogt said they had gotten a request for a 5% funding level.

Ms. Pitchford said they turned in two levels and she chose the 3% level.

Commissioner Stamper suggested they hold the funding at the 3% level.

SUBJECT: Hospital Profit Share Allocations

Commissioner Stamper said they have discussed holding a level of \$3 million in that fund and to look at future allocations based on need.

SUBJECT: Facilities Maintenance Workstation

Ms. Pitchford said it would be included in the budget and that there had been no particular objection.

SUBJECT: Volunteer Reception

Commissioner Stamper requested that \$2,000 be allocated in the County Commission budget for hosting a volunteer reception.

SUBJECT: Holiday Decorations

Commissioner Vogt expressed her concerns about decorating for the holidays.

Commissioner Stamper suggested the Courthouse Square Committee become involved for decorating the common space in the plaza.

Ms. Pitchford asked about rebudgeting for Facilities Maintenance and the NID position.

Commissioner Stamper asked those issues be left until the Commission had more information.

The meeting adjourned at 3:15 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