

TERM OF COMMISSION: March Session of the January Adjourned Term

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

PRESENT WERE: District I Commissioner Karen Miller
District II Commissioner Janet Thompson
Senior Buyer Amy Robbins
Human Resources Assistant Jennifer Feltner
Auditor Accountant Caryn Ginter
Auditor Accountant Jason Gibson
Deputy County Clerk Mike Yaquinto

The meeting was called to order at 1:32 p.m.

Purchasing

1. First reading; Cooperative Contract C114088003 – Pursuit Vehicles for Sheriff's Dept.

Amy Robbins read the following memo:

Purchasing and the Sheriff Department request permission to utilize the State of Missouri cooperative contract C114088003 for Patrol Vehicles with Lou Fusz Ford, Inc. of Chesterfield, Missouri to purchase nine (9) Ford Police Interceptor AWD Utility vehicles.

Total cost of contract is \$259,812.00 and will be paid from department 2901 Sheriff's Law Enforcement Sales Tax, account 92400- Replacement Auto/Trucks (\$230,616 was budgeted); and department 1255 – Corrections, account 92400 – Replacement Auto/Trucks (\$27,000 was budgeted).

Sheriff's Department and Auditor's Office have communicated regarding the additional \$2,196.00 needed for this purchase, and it has been verified that there are sufficient appropriations currently in Class 9 to cover the budget overage.

There were no comments or questions.

Commissioner Thompson 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 appropriate order for approval.

2. First reading; Bid Award 08-04FEB14 – North Facility Roof Repair

Amy Robbins read the following memo:

08-04FEB14 – North Facility Roof Repair opened on February 11, 2014. Six bids were received and Facilities Maintenance recommends award by low bid Cornerstone Building Services, Inc. d/b/a Meyer Roofing, Inc. from Mountain Home, AR.

Cost of the contract is \$11,900.00 and will be paid from Department 1195 – Insurance Claim Activity, Account 60100 – Building Repairs/Maintenance.

Commissioner Miller thought it unusual that a local company could not have done this for a cheaper cost.

Ms. Robbins said that the contractor awarded the bid came in at \$11,900 and the bid of the local company came in at \$16,000.

Commissioner Miller asked if there were reference checks on the contractor awarded the bid.

Ms. Robbins said that the qualifications sheet is attached and that Facilities Maintenance is familiar with them.

There were no further comments or questions.

Commissioner Thompson 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 appropriate order for approval.

3. First reading; Cooperative Contract 17/2011 – Earth Moving Services

Amy Robbins read the following memo:

Purchasing and Resource Management request permission to utilize the City of Columbia Cooperative Contract 17/2011 for Earth Moving Services with Seth Paul Excavating, Inc. of Columbia, Missouri. This contract is in effect through December 31, 2014 and has one additional, one-year renewal. This is a term and supply contract.

There were no comments or questions.

Commissioner Thompson 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 appropriate order for approval.

4. First reading; Approval of tertiary vendor for Concrete Repair

Amy Robbins read the following memo:

Primary and Secondary awarded contracts for 2014 Concrete Repair Term & Supply

were approved in Commission on March 18, 2014 by order #113-2014. Since that time the Tertiary awarded vendor has returned signed contracts to the County and the Purchasing Department requests Commission approval.

Commissioner Miller asked who the tertiary vendor is as it is not mentioned in the memo.

Ms. Robbins said it had been omitted and is Emery Sapp & Sons. The award was read last meeting with the all three vendors listed. At that time we did not have the contract from the tertiary vendor.

Commissioner Miller advised that the order, when written, should state the tertiary vendor and reference the original order.

There were no further comments or questions.

Commissioner Thompson 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 appropriate order for approval.

5. Second reading; Contract Renewal Number Five for 49-27OCT08 – Financial and compliance Auditing Services (1st read 3-18-14)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve Contract Renewal Number Five to 49-27OCT08 for Financial and Compliance Auditing Services with RubinBrown LLP for auditing services for year end 2013.

The terms of this Contract Renewal are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement.

Commissioner Thompson seconded the motion.

The motion carried 2 to 0. **Order #118-2014**

Public Works

6. 1st & 2nd reading; Second Mutual Agreement for Extension of MOU for negotiations with Laborer's Local 773

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve, by mutual agreement, the second extension of the MOU with Local Union 773. The terms of the second extension are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Extension Agreement.

Commissioner Miller seconded the motion.

The motion carried 2 to 0. **Order #119-2014**

Auditor

7. First reading; Budget Revision to cover sales tax distribution and TIF payments to entities

Caryn Ginter said this budget revision is a clean up of budget estimates for the sales tax distribution to the entities. The distribution was higher than what was originally estimated in the budget. We will adjust the budget procedures for next year for a better estimate.

Commissioner Miller asked how much has been paid out in TIF funds for the whole year.

Jason Gibson said that he does not have that information at present but will get it.

Commissioner Miller said that she would like to have a report on this every year as an end year report so it can be made available to the public.

There were no further comments or questions.

Commissioner Thompson 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 appropriate order for approval.

Resource Management

8. Second reading; General Consultant Services Agreement with Architects Design Group/ADG Inc. (1st read 3-18-14)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the Consultant Services Agreement with Architects Design Group/ADG.

It is further ordered the Presiding Commissioner is hereby authorized to sign the attached Consultant Services Agreement.

Commissioner Thompson seconded the motion.

The motion carried 2 to 0. **Order #120-2014**

Human Resources

9. 2013 Annual Report

Jennifer Feltner reviewed the 2013 Human Resources Annual Report.

Ms. Feltner said the Organizational Chart had some changes with the addition of the new Human Resources Director and with Shannon Leigers, the Risk Management Coordinator leaving.

Recruitment has seen some changes, specifically the increase in attending job fairs and going to the academies with the Sheriff's Department. This will definitely help in the recruiting for this department.

Commissioner Thompson said that the other ways of accessing other pools of applicants is very positive.

Ms. Feltner said that there were over 2500 applicants for 31 jobs. This was a 3% decrease in job applicants from 2012.

Commissioner Miller noted that in 2012, there was a pent up demand due to the downturn in the economy the previous years and that could explain the decrease in 2013 numbers.

Ms. Feltner said that two applicant referral sources, the Tribune and Indeed.com each accounted for six employees hired. Indeed.com has only been used since May, so we are looking forward to the results for a whole year. The Boone County web site was the most frequent referral source resulting in the most hires.

Turnover rates were the same for 2012 and 2013, 12%. The budgeted amount of full time

employees went up in 2013 mostly due to the Joint Communication employees. There were 50 employees that were terminated. Of those, 48 were voluntary. Turnover by department shows high turnover rates by percentage for HR and Treasurer because of the small number of employees in those departments. The highest turnover, per individual employee, was in the Corrections Department.

Commissioner Thompson asked if HR could look at National and State averages to get a sense of where we stand. It would be helpful to look at practices done in other counties that may help in reducing this number in the future.

Ms. Feltner said she would do that.

New Hires in 2013 were 58, or 14% of the budgeted amount. This does not include Court Services employees or temporary positions.

HR is responsible for completing the EEO-4 report on a biannual basis and for updating the Affirmative Action Plan as necessary. 2013 was a reporting year for EEO-4 purposes. We also completed a Certification form for the renewal of a 2013 JAG grant which states that current Equal Employment Opportunity Plan (EEO-4) must be posted on the County's website. The last thing in the report is a Historical Budget Comparison showing the Budgeted, Expended, Savings and Percent Expended for County employees.

The Commissioners thanked Ms. Feltner for the report.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the attached Human Resources 2013 Annual Report.

Commissioner Thompson seconded the motion.

The motion carried 2 to 0. **Order #121-2014**

Commission

10. 1st & 2nd reading; Appoint Jenna Rozum to Board of Parks Commission

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby appoint the following:

Name	Board	Period
Jenna Rozum	Board of Parks Commission	March 18, 2014 through March 18, 2018

Commissioner Miller seconded the motion.

The motion carried 2 to 0. **Order #122-2014**

11. 1st & 2nd reading; Approve Closed Session authorized per RSMo Sec 610.021 (1) at 2:00PM on March 25, 2014

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Tuesday, March 25, 2014, at 2:00 p.m. The meeting will be held in Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by RSMo 610.021(1), to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Commissioner Thompson seconded the motion.

The motion carried 2 to 0. **Order #123-2014**

12. 1st & 2nd reading; Organizational Use of the Government Center Chambers by Columbia Area NOW for April 3, 2014

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the Organizational Use of the Government Center Chambers by Columbia Area NOW for April 3, 2014 from 5:00 p.m. to 10:00 p.m.

Commissioner Miller seconded the motion.

The motion carried 2 to 0. **Order #124-2014**

13. Public Comment

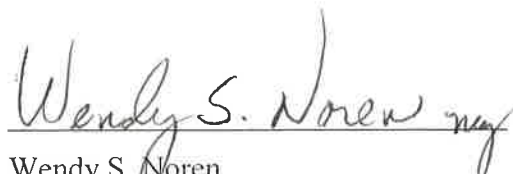
None

14. Commissioner Reports

None

The meeting adjourned at 1:56 p.m.

Attest:


Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner