

TERM OF COMMISSION: October Session of the October Adjourned Term

PLACE OF MEETING: Boone County Commission Chambers

PRESENT WERE: Presiding Commissioner Kip Kendrick
District I Commissioner Justin Aldred
District II Commissioner Janet Thompson
Director of Human Resources Angela Wehmeyer
Environmental Public Health Specialist Meenakshi Namburi
Lead Deputy County Clerk Jodi Vanskike

Conference Call Information:

Number: 425-585-6224 Access Code: 802-162-168

The meeting was called to order at 9:30 a.m. and roll call was taken.

Commission

1. Proclamation Recognizing October as Cybersecurity Awareness Month

Commissioner Aldred read the following Proclamation:

Whereas, Boone County recognizes the vital role that technology plays in our everyday lives as well as in the shaping of our future, as citizens, businesses, schools and organizations increasingly rely upon the internet to conduct business, connect with others, manage personal finances, increase knowledge and enhance education; and

Whereas, cyber attacks are at an all-time high, climbing year after year, and advances in AI have allowed for nearly flawless social engineering and more complex attacks, putting internet users and information infrastructure at risk of an increasing chance of significant financial and personal privacy losses due to identity theft and fraud; and

- Whereas, the Multi-State Information Sharing and Analysis Center (MS-ISAC) has designated October as National Cybersecurity Awareness Month with the 2025 theme of Building a Cyber Strong America, highlighting the need to strengthen the country's infrastructure against cyber threats, ensuring resilience and security; and
- Whereas Boone County acknowledges its reliance upon network infrastructure to provide critical services to its residents and therefore the importance of maintaining a resilient infrastructure; and
- Whereas, recognizing that maintaining the security of cyberspace is a shared responsibility in which each of us has a critical role, Boone County Government prioritizes continuing education for its employees at all levels and in all roles; and
- Whereas, the Boone County Information Technology Department strives to be aware of the latest threats to cybersecurity as well as how to defend against them, and continues to test and revise its Cybersecurity Maturity Program; and
- Therefore, in an effort to raise awareness of the importance of cybersecurity, to encourage individuals to learn about cybersecurity and put that knowledge into practice in their homes, schools, workplaces and businesses, and in recognition of those who work daily to maintain this security in our community, the Boone County Commission does hereby declare the month of October 2025 as Cybersecurity Awareness Month.

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby enter into the record the Proclamation Recognizing October as Cybersecurity Awareness Month.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #507-2025**

Human Resources

2. First and Second Reading: Request to Rescind Commission Order 492-2025 and Approve Amended Request to Hire Above FHR for Position 702, Assistant Prosecuting Attorney II

Director of Human Resources Angela Wehmeyer stated this is an administrative fix of the position number in the previous Commission order for the Prosecuting Attorney's Office. Director Wehmeyer stated everything else remains the same.

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby rescind Commission Order 492-2025 and approve the amended request to transfer above the authorized transfer salary for position number 702, Assistant Prosecuting Attorney II, and does hereby authorize an appropriation of \$80,017.60 per hour for the salary of said position.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #508-2025**

3. First and Second Reading: Request to Transfer Above the Authorized Transfer Salary for Position 862, Shift Supervisor, Joint Communications

Director of Human Resources Angela Wehmeyer stated this is an internal promotion for a long-term employee who has been with the County since 2007. Director Wehmeyer stated this employee was promoted to Lead Emergency Telecommunicator in 2016. This employee was recently promoted to Shift Supervisor.

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve a request to transfer above the Authorized Transfer Salary for position number 862, Shift Supervisor, and does hereby authorize an appropriation of \$36.83 per hour for the salary of said position.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #509-2025**

4. First and Second Reading: Request to Transfer Above the Authorized Transfer Salary for Position 863, Shift Supervisor, Joint Communications

Director of Human Resources Angela Wehmeyer stated this is another internal promotion. Director Wehmeyer stated Joint Communications, having gone through a robust hiring process, is promoting two Shift Supervisors, of which this employee is the second. Director Wehmeyer stated this employee has been with Joint Communications since 2018; was promoted to Lead Telecommunicator in 2024, and has recently been promoted to Shift Supervisor.

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve a request to transfer above the Authorized Transfer Salary for position number 863, Shift Supervisor, and does hereby authorize an appropriation of \$31.80 per hour for the salary of said position.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #510-2025**

5. First and Second Reading: Request to Transfer Above the Authorized Transfer Salary for Position 857, Lead Emergency Telecommunicator, Joint Communications

Director of Human Resources Angela Wehmeyer stated, because they are promoting two Lead Emergency Telecommunicators to Shift Supervisors, leaving two positions open, they are promoting this employee to Lead Emergency Telecommunicator. Director Wehmeyer stated this candidate has been with Joint Communications since 2022, has been a great employee and is now getting promoted to Lead Emergency Telecommunicator.

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve a request to transfer above the Authorized Transfer Salary for position number 857, Lead Emergency Telecommunicator, and does hereby authorize an appropriation of \$29.70 per hour for the salary of said position.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #511-2025**

6. First and Second Reading: Request for Standing Authority to Hire Above the Flexible Hiring Range for Position 1008, Court Clerk II Pool, Circuit Clerk's Office

Director of Human Resources Angela Wehmeyer stated this request is to allow the state-funded employees to continue their work at the rate of pay they are currently earning at the state level.

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve a standing request to hire above the flexible hiring maximum for position 1008, Court Clerk II Pool, up to \$20.18 per hour for the salary of said position.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #512-2025**

7. First and Second Reading: Request to Convert Position 1008, Court Clerk II, to Court Clerk II Pool with an increase in budgeted hours

Director of Human Resources Angela Wehmeyer stated this position was created earlier this year for 168 hours to continue the marijuana expungement work. Director Wehmeyer stated the Circuit Clerk is now requesting to make this a pool position so state employees in the office can continue their expungement work. They are requesting 840 hours for the year to finish.

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve a request to reclassify position 1008, Court Clerk II, to Court Clerk II Pool to be budgeted at 840 hours.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #513-2025**

8. First and Second Reading: Personnel Advisory Committee Recommendation to Approve Modification of Boone County Personnel Policies 1.4, 1.11, 3.2, 3.3, 3.5, and 3.7

Director of Human Resources Angela Wehmeyer read the following memo:

As a result of the work completed to implement a new pay structure in the 2026 budget year, Human Resources, along with the Pay Plan Work Group, developed modifications to Boone County Policies impacted by the proposed pay structure.

The Personnel Advisory Committee (PAC) met on September 18, 2025, September 23, 2025, and October 3, 2025, to discuss policy modifications to Personnel Policies 1.4 Employment Classifications, 1.11 Six-Month Probationary Period, 3.2 Pay Period, 3.3 Pay Day, 3.5 Time Keeping, and 3.7 Salary Adjustments as a result of work done to implement a new pay structure in the 2026 budget year.

After discussion and feedback regarding the proposed policy drafts, the Personnel Advisory Committee voted unanimously to bring forward the attached final drafts of modifications of existing personnel policies for Commission approval.

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby accept the recommendation of the Personnel Advisory Committee to modify and adopt the Boone County Personnel Policies 1.4 Employment Classifications, 1.11 Six-Month Probationary Period, 3.2 Pay Period, 3.3 Pay Day, 3.5 Time Keeping, and 3.7 Salary Adjustments as written in the attached draft policies.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #514-2025**

9. First and Second Reading: Personnel Advisory Committee Recommendation to Approve Modification of Boone County Flexible Hiring Range and Authorized Transfer Policies

Director of Human Resources Angela Wehmeyer read the following memo:

As a result of the work completed to implement a new pay structure in the 2026 budget year, Human Resources, along with the Pay Plan Work Group, developed modifications to Boone County Policies impacted by the proposed pay structure.

The Personnel Advisory Committee (PAC) met on September 18, 2025, September 23, 2025, and October 3, 2025, to discuss policy modifications to the Boone County Flexible Hiring Range and Authorized Transfer Policy.

After discussion and feedback regarding the proposed policy drafts, the Personnel Advisory Committee voted unanimously to bring forward the attached final drafts of the amended Flexible Hiring Range (FHR) – Tiered Hiring Policy and Authorized Transfer Policy.

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby accept the recommendation of the Personnel Advisory Committee to modify and adopt the Boone County Flexible Hiring Policy and Authorized Transfer Policy as written in the attached draft policies.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #515-2025**

Health Department

10. First Reading: Nuisance Abatement – Parcel #16-712-29-01-019.00 01

Environmental Public Health Specialist Meenakshi Namburi stated, on 06/16/2025, a citizen complaint was received. On 06/25/2025, an initial inspection was done, conducted by herself, and a notice of violation was to sent to the owner by certified mail, return receipt requested. Ms. Namburi stated, on 07/04/2025, a letter was received indicating nobody had signed for it. On 07/28/2025, the violation was posted in the newspaper. On 08/13/202,5 a reinspection was conducted and the violation was still present. On 08/21/2025, Ms. Namburi contacted Voss Landscaping for an abatement quote.

Commissioner Aldred asked, “Just so I’m clear, the vehicle in question is the Toyota pictured?” Ms. Namburi stated that was correct. Ms. Namburi stated she has had no response from the owner. Commissioner Thompson asked if the photos in the packet from August 2025 were the most recent pictures of the property. Ms. Namburi stated they were. Commissioner Thompson asked if anyone had looked at the property since August. Ms. Namburi stated she drove by this morning and the property is in similar condition. Commissioner Kendrick stated they have a quote from Voss for \$2,237.50 for the removal of tall brush and sapling growth within the back fenceline and a quote from I-70 towing of \$110 for the tow. Commissioner Thompson asked,

“Are the saplings part of it? We would leave trees. Are we just trying to clean it out and see what’s there? We wouldn’t take down trees, so why are we concerned about saplings?” Ms. Namburi stated she was not sure of an answer, but she could ask Voss Landscaping why they were included. Commissioner Kendrick stated he agreed with Commissioner Thompson and noted that the removal of the saplings was what was driving up the charges on the quote. Commissioner Kendrick stated he understood addressing the tall grass, but the removal of saplings needs a larger conversation. Commissioner Kendrick stated, “It certainly looks like it is bush honeysuckle but we are certainly not in the honeysuckle mediation business.” Commissioner Thompson stated, “If this [being honeysuckle] is part of it, every farm in the County would be in violation.” Commissioner Kendrick told Ms. Namburi, “What we would like to do is explore the sapling side of this quote and determine if it is an acceptable part of a nuisance abatement before the second reading”.

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

Commission

11. Proclamation Recognizing October 12-18, 2025, as Case Manager Appreciation Week

Commissioner Thompson read the following Proclamation:

Whereas, case managers are dedicated professionals who serve as vital resources to support, guide and coordinate care for patients, families, and caregivers as they navigate complex systems; and

Whereas, when individuals reach their optimum level of wellness and functional capability and experience full community inclusion, everyone benefits, including the individuals being served, their support system, and their community; and

Whereas, case management interventions and services enhance quality of life by supporting people as they strive to achieve positive outcomes with their healthcare, housing, employment, education and community integration; and

Whereas, case management is a collaborative process of assessment, planning, facilitation, care coordination, evaluation, and advocacy for options and services to meet individualized needs through communication and sharing of available resources, all with the goal of promoting individual independence, safety, quality of care, and cost-effective outcomes; and

Whereas, case managers function in a variety of practice settings including hospitals, home health care, long-term care, mental health care, rehabilitation facilities, eldercare,

managed care, occupational health, primary care and developmental disability services to facilitate timely and efficient coordination of care through each transition of services; and

Whereas, today, case management is a multi-disciplinary profession and an essential component of the continuum of care, improving lives through a person-centered approach that promotes self-determination while also reducing health care costs.

Therefore, in recognition of the dedication of and vital role played by case managers in enhancing the lives of individuals with disabilities, the Boone County Commission does hereby declare October 12-18, 2025, as Case Manager Appreciation Week.

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby enter into the record the Proclamation Recognizing October 12-18, 2025, as Case Manager Appreciation Week.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #516-2025**

12. Public Comment

None

13. Commissioner Reports

None

Attest:



Brianna L. Lennon
Clerk of the County Commission



Kip Kendrick
Presiding Commissioner



Justin Aldred
District I Commissioner



Janet M. Thompson
District II Commissioner