

TERM OF COMMISSION: December Session of the November Adjourned Term

PLACE OF MEETING: Hearing Room One, Boone County Courthouse

PRESENT WERE: Presiding Commissioner Don Stamper
District I Commissioner Karen M. Miller
District II Commissioner Linda Vogt at 9:12 a.m.
Deputy County Clerk Michelle Malaby
Auditor and Chief Budget Officer June Pitchford
Assistant Prosecuting Attorney John Patton

The budget work session was called to order at 9:05 a.m.

SUBJECT: Budget Work Session

Mr. Patton stated after the last work session he contacted Director of Court Services Bob Perry to discuss the concerns of the Commission. Mr. Perry's written response was circulated among the Commissioners. The only change in their request is withdrawal of the deputy circuit clerk. Notification received from the State Courts Administrator on December 9, 1994 advised an additional 2.25 full time employees will be funded for the Circuit Clerk's Office. In response to an inquiry from Mr. Perry, Mr. Patton replied the Commission was not very concerned with their equipment requests.

Commissioner Miller stated she does believe the Commission has a choice but to authorize the request for the security aide.

Mr. Patton reiterated his recommendation that in future years, when any department or office requests personnel, the Commission should require documentation of the need for the positions.

Commissioner Stamper stated if Mr. Perry will agree to allocate a certain number of hours to the Government Center--escorting those carrying funds to the bank and opening and closing the building on a daily basis--he will agree to approve the security aide.

The County Commission approved the additional entry level attorney and agreed to increase aide hours at the Juvenile Justice Center, as described in the 1992 proposal regarding expansion of the facility. The request to add a three quarter time food service worker was not approved.

Mr. Patton left the meeting.

Commissioner Stamper stated Circuit Clerk Cheryl Whitmarsh expressed a need for furnishings for the employees to be provided by the State. The Commission advised her to submit a proposal to purchase the furnishings from the State contract or some other format. Where should the funding come from?

Ms. Pitchford replied it does not matter to her whether it is purchased with emergency funds in the 1994 or 1995 budget.

The Commission reviewed items requested by Facilities Maintenance which were placed on hold. The Commission did not approve the request to reconfigure workstations at the Correctional facility. The Commission approved requests to upgrade the Correctional facility sallyport; to replace the electrical panel at the Public Works sign shop at a cost of \$2,500; and to seal the roof at the south Public Works facility.

The Commission agreed to provide a three percent across-the-board and three percent merit increase for additional employee compensation for 1995. One percent of the across-the-board increase is intended to offset employee expense for the retirement program.

The Commission agreed to invite Human Resources Director Mark Stone to the work session at 2:30 p.m. to discuss the Assessor's supplemental request regarding employees. The Commission

approved all other supplemental requests submitted by the Assessor. The request for the portable computer with a cellular telephone interface was approved as a test case.

The Commission agreed to budget a van in the Commission budget to use in mail transport, by the County Clerk for elections and by groups attending training or by those traveling a long distance.

The Commission turned to the issue of personnel budgets for the County Counselor, Prosecuting Attorney and County Commission. The Commission approved the County Counselor budget.

Commissioner Stamper stated the Commission painted itself into a corner with proposed changes to the Commission office structure. The proposal was driven by assumptions, one of which was that a purchasing department would be created with County Commission Administrative Coordinator Beckie Jackson moving to the position of purchasing director. If that does not happen, it will affect the proposed office structure changes. The officeholders he spoke with have mixed emotions about moving Ms. Jackson to the purchasing position. There is support for the position being open and competitive. The Commission needs to decide how to fill the position.

Commissioner Vogt commented the issue is complicated by the need to restructure the office. The need has been there for several years. The office can be operated with less money. Ms. Jackson is providing the purchasing function to a certain degree. She has dedicated many years of service to the County and has done an excellent job. She would be hesitant to move someone to an area where they had no expertise or which they could not handle, but she is not. She does not want to put her out on the street in order to open the hiring process. She favors promoting Ms. Jackson to the position of purchasing director.

Commissioner Miller stated she believes that is fair, but it needs to be clear that if Ms. Jackson can't handle the purchasing function--if purchasing outgrows her knowledge or ability, a change will have to be made. At the last purchasing meeting, they discussed where to start--the bottom, middle or top. She sees this as starting in the middle. Ms. Jackson can either grow into the top or someone else can be hired to be the top. She believes Ms. Jackson can handle the position.

Commissioner Stamper stated it is a "sink or swim" matter. The Commission has to be careful not to handicap the person from the beginning. If people in County government cannot give her an opportunity to prove herself, she is positioned where she has been the past five years.

Ms. Pitchford stated there seemed to be consensus at the purchasing committee meeting that a purchasing function cannot begin with one person. They have to have support staff. She is not sure 1995 resources are adequate to launch a department. She is also concerned with budgeting a position without a detailed job description. The scope of the department and the type of service to be provided is unclear.

Commissioner Vogt stated Human Resources Director Mark Stone created a job description.

Ms. Pitchford stated he prepared a draft job description. The Commission can either budget the position and keep it vacant most of the year while the function and responsibilities of the position are clearly defined or it can answer those questions first and decide what salary range the position should be classified as. Everyone who will interact with the department should be given an opportunity to review the job description before the position is budgeted. At the meeting with elected officials and department heads on November 9, 1994 there was strong support for the purchasing function, but everyone had different ideas about the function.

Commissioner Stamper stated he is not worried about what the position grows to be, county government is famous for carving itself out. He is concerned the position occupied by Ms. Jackson has been under-challenged. Commissioner Stamper suggested discussing the issue of direct promotion with each officeholder. In regard to support staff, he thought the Human Resources Department could share its support position. However, he would want to have a support person to himself.

Commissioner Vogt stated the Commissioners share staff. She does not see why purchasing and human resources could not. The purchasing and human resources departments are small.

Ms. Pitchford suggested the issue be discussed with Mr. Stone.

The Commission agreed to invite Mr. Stone to attend tomorrow's meeting instead of the meeting this afternoon. The Commission agreed not to place an information assistant in the lobby of the Government Building.

Commissioner Vogt stated she thinks the proposed Commission office structure will continue the practice of not having a person dedicated to supporting each Commissioner.

Commissioner Stamper stated currently work is handed to the first staff person they see. Ms. Jackson pays the bills. Administrative Assistant Janice Perkins works for all three Commissioners and at one time or another Ms. Jackson works for all three Commissioners

Commissioner Miller stated she does not see it that way.

In response to a comment from Commissioner Stamper, Commissioner Vogt stated if Ms. Jackson has some of her work it is things which have been okayed by Commissioner Stamper before they are placed there--like furnishings.

Commissioner Miller stated Ms. Jackson does not take her messages.

Commissioner Stamper stated she does if Ms. Perkins is gone.

Commissioner Miller stated Ms. Jackson cannot place items on her calendar. Ms. Jackson told her it was too unhandy.

In response to a question from Commissioner Stamper, Commissioner Vogt replied if the information assistant is not approved, would it allow the Commission to reevaluate the Commission office structure? She is concerned with the proposed structure.

Commissioner Miller agreed.

Commissioner Stamper stated that is an issue to be discussed by the Commission, it is not a budgetary issue.

Commissioner Vogt and Commissioner Miller disagreed. Commissioner Miller stated if the Commission decides having range 7, 9 and 12 positions is not the right structure for the office, it will affect the budget.

Commissioner Stamper asked is there a counter proposal?

Commissioner Miller and Commissioner Vogt stated they have not considered a specific structure.

Commissioner Stamper stated the structure proposed was based upon a examination he and Ms. Jackson made of how other departments are structured. A range 12 position is needed to oversee office operations and pay bills. A range 9 position is needed for clerical support and a range 6 is needed for reception duties, filing and that type of work.

Commissioner Miller stated Mr. Patton will share one of the positions. She does not know how it will work. She believes it was not thoroughly thought out.

Commissioner Stamper stated if they are not happy with the proposed structure, they should put another structure on the table.

Commissioner Vogt and Commissioner Miller stated they need time to do so.

Commissioner Stamper stated he is in favor of funding the legislative research and lobbyist in the Commission budget.

Commissioner Miller stated she has mixed emotions because of the amount of funding the Commission has to work with overall.

Commissioner Vogt stated the County needs to accomplish things through legislation. The addition of a lobbyist would be an advantage to citizens.

Ms. Pitchford asked is there a possibility of funding legislative research jointly with other first class counties through the Missouri Association of Counties?

Commissioner Stamper stated other non-first class counties might not be receptive. They think first class counties have too much control already.

The Commission agreed to fund the lobbyist for one year and evaluate the decision at that time.

Commissioner Stamper stated the Commission received a memorandum from Prosecuting Attorney Kevin Crane regarding the request for an attorney to replace Mr. Patton.

Commissioner Vogt stated Mr. Crane indicated if the Commission can provide the additional \$4,000 requested, he can fund the cost of benefits.

The Commission agreed to provide \$21,703 toward the attorney position.

The Commission moved to the issue of the Sheriff's supplemental requests.

In response to a question from Commissioner Stamper, Ms. Pitchford stated the community policing unit would consist of the County providing one officer as a match for three federally funded officers. Whether the County's grant proposal will receive approval is unknown. She believes the Sheriff places a higher priority on the Community Traffic Safety program where the County would pay \$173,000 and the State would pay \$256,000 over a four year period.

The Commission discussed the community policing program, which involves placing two officers in a patrol vehicle.

Ms. Pitchford questioned its appropriateness in a rural setting. She does not believe the County can fund both the community traffic safety program and the community policing unit.

Commissioner Miller commented the Sheriff has said they often send two cars to a scene at one time because they need backup. Two officers in a car alleviates the need to send two cars.

Commissioner Stamper called the Sheriff, who indicated he prefers the community policing unit be funded. The Sheriff also requested a position be upgraded from range 24 to range 25 to create a chief deputy position. He will prepare a proposal for consideration this afternoon. He is willing to trade something if necessary.

The Commission agreed to approve the request for the community policing unit; ballistic vests for reserve officers; two shotguns; two video cameras for vehicles; and a 35mm camera and accessories. The Commission did not approve the request for two workstations.

Of the supplemental requests submitted for Corrections, the Commission approved an increase in the Correctional Health Clerk's hours; an increase in the Physician's time at the facility; five security cameras with installation and cabling; and a steam vapor cleaning machine. The Commission did not approve requests for two file cabinets, two office chairs and Physician on-call coverage. An attempt will be made to find the requested items within County government.

The meeting recessed from 10:53 a.m. to 2:37 p.m.

The Commission agreed to approve requests in the County Clerk's budget for a microfilm storage cabinet and microfilming of County Commission records.

The Commission agreed to approve a request in the Facilities Maintenance budget to replace the north facility overhead door.

In regard to officeholder preference on the hiring process used for the Purchasing Department, Commissioner Stamper stated of those he talked to there was preference that the position be filled through the standard interview process. They indicated they would not scream bloody murder if the position were filled through direct promotion.

The Commission agreed to discuss the matter again after Commissioner Stamper has an opportunity to speak with more officeholders. Commissioner Stamper expressed a preference that the current County Commission office structure be left in place until a decision is reached on the Purchasing Department.

The Commission discussed the Health Department's request for a half time environmental health specialist for enforcement of the on-site sewage disposal regulations.

Commissioner Miller stated there are times when they cannot respond in a timely manner. The question is whether the County wants to spend \$14,000 to better the situation.

The Commission discussed the possibility of placing responsibility for environmental health inspections with the Planning and Building Inspection Department.

Commissioner Miller stated she does not see the program growing significantly if they can get the current problems under control. The revised subdivision regulations will help the situation.

Commissioner Stamper stated the long range planning group has indicated the County should pursue problems in addition to responding to complaints.

Commissioner Miller replied if that is the case, they need more help than that requested. Part of the problem is the distance which must be traveled from one inspection site to another. The City of Columbia does not have that problem.

The Commission decided to delay their decision on the request in order to research the possibility of structuring the inspections under the Department of Planning and Building Inspection.

The Commission agreed to fund benefits for the part time clerical employee assigned to the animal control program and to provide funding for a replacement van. The Commission did not approve the remainder of the requests related to the program.

The Commission agreed to fund 25 percent of a .5 full time employee for the Health Department's WIC program.

Following discussion, the Commission approved the Health Department's request to increase a .75 full time nurse practitioner to full time.

Following discussion, the Commission agreed to fund the Boone County Health Department/Boone County Family Health Center as proposed for one year. During 1995, the Commission will evaluate its approach to funding health care needs.

The Commission approved requests submitted by University Extension, the Historical Society, and for Civil Defense.

Commissioner Stamper stated the request submitted by the Soil and Water Conservation District is nearly twice as much as they received last year.

Ms. Pitchford commented the difference appears to be \$15,500 requested for legal services. The County's contribution has more than doubled in the past four years.

Commissioner Vogt stated the Commission has involved the District in activities.

Commissioner Miller stated the County should contract with the District for services in the future.

Commissioner Stamper stated they have expressed a desire to become employees of the County.

The Commission did not approve the request for increased funding submitted by the Soil and Water Conservation District. The District was funded at the 1994 level. The Commission will contract with them for services in the future.

The meeting adjourned at 3:56 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

June Pitchford
Auditor