

BOUNDARY COMMISSION
ST. LOUIS COUNTY, MISSOURI
MEETING MINUTES

October 22, 2002

ROLL CALL

Commissioners Present: Matt Armstrong, Ted Armstrong, Jane Arnold, Bob Ford, Agnes Garino, Greg Kloeppel, Ilene Ordower, Johnnie Spears, and Don Wojtkowski.
Commissioners Absent: Thomas Hayek, Mary Schuman.

COMMISSION STAFF PRESENT:

Dan Krasnoff, Boundary Commission Executive Director
David Hamilton, Boundary Commission Legal Counsel

OTHERS PRESENT:

Len Groszek, St. Louis County Planning Department

CALL TO ORDER

The meeting was called to order by Mr. Wojtkowski at 6:30 p.m. on October 22, 2002. The meeting was held at Commons Lane School, 2700 Derhake Road, St. Louis, MO, 63033.

ROLL IS CALLED – QUORUM DECLARED

Roll was called and a quorum declared by Mr. Wojtkowski.

APPROVE AGENDA

Mr. Ted Armstrong made a motion to approve the agenda. Mr. Spears seconded the motion. Voice vote: Ayes, All. Nays, None. *The motion passed.*

APPROVE MINUTES

Mr. Ford made a motion to approve the minutes of August 27, 2002. Ms. Ordower seconded the motion. Voice vote: Ayes, All. Nays, None. *The motion passed.*

FINANCIAL REPORT

Mr. Krasnoff said the Commission spent approximately \$88,680 through the end of the third quarter. He projected spending for the fourth quarter at approximately \$114,000, resulting in a surplus of \$75,500.

Mr. Krasnoff said the Commission is in the process of making a budget transfer to pay for the D/O Insurance Policy. The transfer is necessary because last year's invoice was paid from the 2002 budget due to an invoice error. Even with no error, a transfer would have been needed because the insurance cost doubled. The transfer was taken from professional services where Mr. Krasnoff projects a \$13,000 surplus. Mr. Krasnoff said the transfer should be approximately \$2,400 and should go through without any issues or problems.

PUBLIC COMMENT

There was no public comment.

ANNOUNCEMENTS AND COMMUNICATIONS

Mr. Krasnoff said the Commission sent a mailing to all residential households in the Area 12 annexation proposal area. The Commission received four or five “return to sender” letters and approximately three telephone calls from concerned citizens. Most of the calls were with regard to the overall process. Mr. Krasnoff announced his resignation.

STAFF REPORT

Mr. Krasnoff met with Matt Armstrong and Kim Miller, the part-time secretary for the Commission, to discuss several office functions to be handled in the absence of an Executive Director. The issues included the signing of Ms. Miller’s time sheet, signature cards, and the signing of office bills and other outstanding business. Mr. Krasnoff informed the Commission that currently, only he and Mr. Wojtkowski have signature authority, and it would be practical for others to have signature authority as well. Mr. Wojtkowski agreed and felt it most appropriate for First and Second Vice-Chairs, Mr. Spears and Mr. Ford, respectively, to have signature authority. Mr. Krasnoff had the necessary paperwork with him and took care of this at the meeting.

Ms. Garino asked if signature authority allowed actual banking transactions to be done. Mr. Krasnoff said no, signature authority is used to request payment for bills, to do budget transfers when necessary, and for other day-to-day office functions.

There was discussion as to who would stop by the Commission office on Fridays to sign Ms. Miller’s time sheet. Mr. Matt Armstrong said Ms. Garino, Ms. Schuman and Ms. Ordower had volunteered. Mr. Wojtkowski assigned Ms. Schuman the task as primary signer with Ms. Garino, Ms. Ordower and himself as back-ups.

Rescheduling of the November and December Commission meetings was discussed. Due to holiday dates and proposal deadlines, the regularly scheduled meeting dates needed to be changed. After a brief discussion, Mr. Wojtkowski set the dates for November 19 and December 17, 2002.

Ms. Garino asked the status of the lease and insurance policy. Mr. Krasnoff said, with regard to the insurance policy, the only difference was that we did not get the extra non-monetary damages coverage. With regard to the lease, it has been executed for one year with a rate increase of \$60 per month. The Commission has the option to renew each year for the next two years. The current rent has been paid. Ms. Garino asked if there is a monetary increase each year. Mr. Krasnoff said he thought there might be a slight increase each year, but he did not have a copy of the lease with him for confirmation. He reminded the Commission that they have the option of moving the office elsewhere if the increase is more than they are comfortable with.

NEW BUSINESS

A. Recruitment of a New Executive Director

Mr. Wojtkowski said he received a number of e-mail inquiries from the ad posted by Mr. Matt Armstrong. Mr. Wojtkowski said in addition to considering candidates suggested by current Commission members, there seemed to be a consensus to use a headhunter in the search process. Mr. Wojtkowski said he would like to meet with Mr. M. Armstrong and the headhunter he recommended, to “strike a deal” and proceed with identifying prospects. Mr. M. Armstrong said it was a company he had used before called StaffWise. They are a national company with an office in Clayton, and he was familiar with and impressed by their work. With regard to their fee, Mr. M. Armstrong intends to try to negotiate it down as much as he can.

Mr. Wojtkowski asked if Mr. M. Armstrong was going to interview the candidate Ms. Ordower suggested, and stated they should make sure that that candidate is kept separate from the headhunter search. Mr. M. Armstrong said he intended to.

Ms. Garino asked on what basis the headhunter is paid. Mr. M. Armstrong said there are two ways. One way is for the headhunter to collect a fee that is a percentage of the candidate’s salary. The standard is 15%, which he thought was high. The other way is to negotiate a flat rate, which he prefers doing. If an acceptable rate can not be agreed upon, they are not obligated to use the headhunter. Mr. M. Armstrong said the search process is very time consuming. The headhunter agency helps by placing ads, collecting resumes, and by conducting screening phone interviews.

Ms. Garino asked if there was any problem based on budgetary considerations in using a headhunter. Mr. M. Armstrong said no. Ms. Garino asked if we needed to get bids on several headhunters. Mr. M. Armstrong said they all seem to have the same standard rate, 15-20% of the salary of the candidate, so a bid process would not be necessary. Mr. M. Armstrong asked Mr. Krasnoff to write a job description to circulate defining what they are looking for. Ms. Garino added, so the company has a clear idea of what the Boundary Commission is looking for in a candidate.

OLD BUSINESS

There was no old business.

ADJOURNMENT

Ms. Garino made motion to adjourn. Mr. Ford seconded the motion. Voice vote: Ayes, All. Nays, None. *The motion passed.*

The meeting was adjourned.

Respectfully submitted,
Kim Miller
Boundary Commission Secretary
Approved: November 19, 2002