

Meeting Minutes, September 12<sup>th</sup>, 2016 @ 10:00AM

SEVENTH MEETING OF THE WOODBURY COUNTY POLICY REVIEW COMMITTEE

Location: Board Chambers, first floor of the Courthouse  
605 Douglas Street, Sioux City, Iowa

Members present: Matthew Ung, County Supervisor; Pat Gill, County Auditor; Ed Gilliland, Director of Human Resources; P.J. Jennings, County Attorney; Tonia Abell, Human Resources

Audience Attendees: Kenny Schmitz, Director of Building Services; John Malloy (IT Director), Joshua Widman, Asst. County Attorney; Mike Clayton, County Treasurer; Jean Jessen and Michelle Skaff, Auditor's Office

**Agenda**

- I. Call to order ---Ung
- II. Public Comments  
No public comments
- III. Approval of Agenda  
Approved by consensus  
Gill requested County Auditor recommendations be moved to top of agenda
- IV. New Business
  - D. **County Auditor recommendations**

Jessen endorsed direct deposit uniform mandatory, citing cost effectiveness and elimination of employees losing payroll checks. Gilliland affirmed direct deposit policy will be put into place for all employees, except those with extraordinary circumstances. Employees without direct deposit currently would be grandfathered.

Jean raised awareness all original documents with signatures brought in front of Board should be stored in the Auditors office to be compliant with department of division, revenue and expenditures. Jessen commented there has been improvements with department compliance, however there is a need of procedure for improvement. Ung affirmed policy should be revisited to be compliant and to improve easily searchable contracts on the County website. Widman pointed out the website has a procurement policy on website specific to a grant, however not limited under that grant. Ung noted it is worth discussion on future policy meetings.
  - B. **Acceptable (Network) use (4<sup>th</sup> review of new policy)**

Jennings presented IT policy on acceptable network use policy with revisions by Widman. Widman highlighted differences stating some of the technical language was removed from the original draft and made more general. Malloy will take back to his group to review. Jennings inquired on disciplinary action Human Resources will take for violation of policy. Ung stated the county may want to determine what discipline is needed for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> violation, and decide whether that is reflected in this "umbrella policy" or the more specific policies to follow. Malloy and Gilliland will meet to discuss what constitutes improper use and disciplinary actions for violation. Committee discussion on case by case reviews, criteria to include jeopardizing County resources. Jennings suggested a

comparative of other county practices. Widman inquired whether acceptable network policy would contradict with the New employee handbook. Ed compared with the Social Media coverage in Employee handbook. Malloy and Ung suggested policy should refer to the employee handbook regarding social media. Gilliland noted a policy for cell phone usage is advised allowing managers to determine cell usage for their employees. **Motion by Ung, second by Gill to direct Malloy and Gilliland to review policy and present at next committee meeting. Passed 5-0.**

A. **Misc. Updates** Employee Handbook, Policy Handbook

Ung inquired on status and timing of Allyson Dirksen's revisions suggested to Gilliland. Gilliland presented final revision regarding dress standards. Committee approved minor language changes suggested by Jennings. Gilliland stated this was the last change. Ung very interested to get handbook reviewed and approved by board of supervisors. Gilliland will add employee handbook to Board agenda for September 20<sup>th</sup> or 27<sup>th</sup>.

C. **Building Use Policy (1<sup>st</sup> review)**

Committee reviewed past practices for Courthouse use as it regards private and non-profit. Schmitz opened discussion with concerns on which groups allowed or denied, areas of use, and cost recoup of usage. Gill recalled no past issues with special (partisan) conventions. Widman expressed concern denying groups if not in alignment of beliefs. Committee consensus to continue past practice, to await legal review of public vs. private parameters from County Attorney's Office, and to revisit at future committee meeting after solicitation of comments at a future dept. head meeting. No action taken.

V. Policy item requests for future

Ung put before committee further review of Acceptable Network Use, and opening of discussion to review the procurement policy (last revised 2002).

VI. Set next meeting

EIGHTH MEETING OF THE WOODBURY COUNTY POLICY COMMITTEE was tentatively scheduled for October 26<sup>th</sup>, 2016 @ 10:00 AM

Location: Board Chambers, first floor of Courthouse, 620 Douglas Street, Sioux City, IA

Meeting adjourned 11:50AM