

Meeting Minutes, April 27th, 2016 @ 10:00AM

FOURTH MEETING OF THE WOODBURY COUNTY POLICY REVIEW COMMITTEE

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

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

Audience Attendees: John Malloy, Dave Drew, Mike Clayton, KMEG reporter

Agenda

- I. Call to order --- Ung
- II. Public Comments
Gill relayed to the Committee some positive feedback which has been received about the Parking policy and complimented the Policy Committee, encouraging the group to continue the good work.
- III. Approval of Agenda
Approved by consensus.
- IV. New Business
 - A. **Misc. Updates;** Employee Handbook, Policy Handbook
Gilliland will provide a draft of the updated Employee Handbook at the next Policy meeting. The Committee proceeded to discuss methods for disseminating revised policies and updated handbooks to employees (e.g. County email, mailed letters.) Sheriff Drew was asked how the his office disseminated policy changes to employees, to which he replied that these are available on their part of the county website. These policies are regularly reviewed by a specific position in office administration. Drew further stated that such access is advantageous to the County Attorney's Office and others as these policies and directives are readily available. Ung inquired if a uniform format is available for all departments to use for such updates. Gilliland said the employee handbooks could be placed on the County website with a tab summarizing modifications to policies.
 - B. **Countywide Dress Code (1st review of new policy)**
The Committee reviewed a dress policy in effect at the Treasurer's Office, provided by Mike Clayton. Jennings opened discussion, putting forth that elected officials have the right to set these standards within their own offices and should not be held entirely to County Handbook. Some concerns were raised of the definition of "Casual Friday". Gilliland noted such policies should be for the good of the County and respectful to an employee's religion with additional consideration or accommodation for a person's health. Courthouse employees' dress code, with the exception of Building Services, are determined by each individual department. Ung inquired if inappropriate dress has been a longstanding issue in any particular area, to which Gilliland replied that the discussion of a countywide policy had been raised a few times previously, but that there are no current issues/complaints. John Malloy volunteered to share a copy of Sioux City's policy with Gilliland. Gilliland and Abell provided handouts from Business and Legal Resources "Guide to Business Casual Dressing for Work" and policies of other Counties (i.e. Pottawattamie, Scott, and Blackhawk). Jennings mentioned potential issues with defining requirements for females more than males. Ung noted many of the terms in the employee handbook are subjective and further definition is needed regarding who judges appropriateness. Gilliland will better define managerial discretion as part of his overall, overall revision of the handbook. **No action taken.**
 - C. **Security Awareness Training (recommended March 2016)**
Malloy expressed that the Security Awareness Training should move on the Board of Supervisors' agenda. Gill will present a resolution to the Board, but is currently waiting to see

the procedure to make the presentation. The Committee discussed having the training be mandatory as per Malloy's recommendation. This being mandatory would set the tone for progressive discipline and protect the county's security. IT will continue unannounced "phishing" campaigns periodically to effectiveness of training. Sioux City currently has mandatory training (i.e. sexual harassment) which the Board has likewise enforced. Drew suggested the Sheriff's Office could train their employees during "In-Service" days which occur quarterly. Malloy stated that the first section of training takes about forty minutes. The Committee and Malloy agreed that he would provide further training recommendations once the board supports the initiative. **Motion by Ung, second by Gill, to direct Gill to present an action item related to security awareness training at the May 10th meeting. Passed 5-0.**

D. Appropriate protocol for Human Resources to notify employees of policy changes

A development of a protocol is needed. Ung verified with Gilliland that the law allows a "grace period" of time for employers to notify employees of changes. Because several policies have already been changed, Ung recommended notification be sent as soon as possible. The committee agreed that to include the upcoming security awareness training policy in that notification process would be both cost-efficient and timely. **Motion by Ung, second by Gilliland, for Gilliland to put together a protocol for employee notification and present it to the board for discussion and action at the May 10th meeting, to follow action on the Security Awareness Training policy. Passed 5-0.**

V. Policy item requests for future

Contract and Archival Procedure

Malloy affirmed that Sioux City does have a retention policy, but it does not mention email retention. The County does not have any retention policy. Malloy will lead discussion on this topic at the next policy meeting.

VI. Set next meeting

FIFTH MEETING OF THE WOODBURY COUNTY POLICY REVIEW COMMITTEE will be June 8th, 2016 @ 10:00AM.

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

Meeting adjourned at 10:50AM