

Meeting Minutes, June 8th, 2016 @ 10:00AM

FIFTH 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 and KMEG reporter

Agenda

- I. Call to order --- Ung
 - II. Public Comments
No public comments
 - III. Approval of Agenda
Approved by consensus.
 - IV. New Business
 - A. **Misc. Updates;**
Employee Handbook, Policy Handbook. Gilliland received an email draft from Allyson (Dirksen)-Heidman Law Firm. Gilliland will provide information at next Department Head Meeting. Gilliland and Melissa Thomas (Administrative Assistant-HR) will review the updates from Allyson (Dirksen) 6/10/2016. Gilliland believes a True Speak form should be incorporated for constancy. Ung noted policies should be separate from the Employee Handbook. Gilliland raised awareness Heidman Law would be more costly initially; however they would be able to defend in court on disciplinary actions and/or language of handbook. PJ agreed. Gilliland further stated handbook is extremely close to completion and will present to County Attorney for review at least 2-3 weeks prior to Board of Supervisors meeting for action.
 - B. **Acceptable (Network) use (2nd review of new policy)**
John Malloy provided handouts from SANS Institute -Consensus Policy Resource Community. Malloy's noted it is a county function (not of WCICC IT) to develop a county policy for acceptable network use. Malloy is confident the SANS resource covers 90% of ground work and provides 5-6 other policies in template form as well. Malloy referred to page 4 of SANS regarding unacceptable use. Ung suggested SANS be used as a resource. Gilliland summarized the current County Handbook IT sections. Ung suggested those sections migrate from the handbook into the overarching IT policy, and for the handbook to summarize guidelines and refer to the policy. **Motion by Ung, second by Gill, to direct Jennings to review and present a policy draft at the July 27th Policy Review Committee meeting. Passed 5-0.**
 - C. **Cellphone reimbursement (1st review of existing policy)**
Based on PJ's research there was a recent change in law and cellphone reimbursement for personal cellphones are no longer taxable, so there is no concern from that perspective. PJ reviewed related claims and does not find anything out of the ordinary. Gill confirmed past precedent and current understanding of the board. The Committee discussed issues that would arise if private cellphone reimbursements were given to hourly employees; However, all employees currently using this method of reimbursement are salaried. There was a consensus that there is no need for a policy at this point. **No action taken.**
 - V. Policy item request for future
 - A. **Contract & Archival Procedure (2nd review of new policy)**
Committee consensus to schedule this item when the Auditor's Office reaches a point to address.
 - B **IT: Social Media; Retention; USB/Thumb Drive Storage; Cloud Storage and Mobile Device Management.**
Committee consensus already discussed in in item IV (B).
 - VI. Set next meeting
 - VII. Committee consensus to meet monthly; Gill noted Deputy Auditor Jean Jessen has some ideas to present.
- SIXTH MEETING OF THE WOODBURY COUNTY POLICY REVIEW COMMITTEE
will be July 27th, 2016 @ 10:00AM.
Meeting adjourned at 10:25AM