

Meeting Minutes, June 29th, 2017 @ 10:00AM

ELEVENTH 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; Keith Radig, County Supervisor, Pat Gill, County Auditor; Ed Gilliland, Director of Human Resources; P.J. Jennings, County Attorney; Tonia Abell, Human Resources

Audience Attendees: Michelle Skaff, Deputy Auditor

Agenda

- I. Call to order --- Ung
- II. Public Comments
No public comments
- III. Approval of Agenda
Approved by consensus.
- IV. New Business

Ung welcomed everyone to the policy review committee meeting

A. **Standard Format for County Policies**

Gill, utilizing Blackhawk County as an example, recommended a template to use as a standard format for future County policies. Gill justified the need for a simple, precise and searchable format allowing easy accessibility for public request for contact copies. Jennings commented his personal preference would be to change the order of revise and approval date under the signature line. Skaff noted the Department of Justice requirement is signature and date adopted. Ung questioned whether headings should be in roman numerals, alphabetical, or numerical. Gill advised numerical. **Motion by Ung, second by Gilliland, to approve policy template with the revision to change the order of revise and approval date under signature line. Passed 5-0.**

B. **Original Contracts (2nd review of new policy)**

Jennings inquired whether there was already a policy regarding contract storage. Gill recalled only a 2015 memo, but no policy in place.

The committee discussed to what extent other departments bear responsibility to upload onto their website. Ung affirmed if a contract is not approved by the Board, the approving department shall abide by posting to some sort of website. Gill/Jennings will start conversation via email with other departments to discover what other types of contracts are posted and come to an agreement. Gill recommended posting of contracts to avoid lost pages that may be missed later. **Motion by Ung, second by Jennings, to recommend the Board approve the policy on original contracts. Passed 5-0.**

Gill/Jennings plan to present to the Board within three weeks.

C. **1st Review and Comparison to 2016 Handbook of Existing Policies Dated 1981-1989**

Ung opened discussion to compare employee handbook to old policy book, a subject Gill has brought to the committee. Ung had directed Karen James, Board Administrative Assistant, to maintain County policy book. James worked with the old policy book and to remove resolutions that shouldn't be in there, as well as creating separate binders—one for policies, and one for procedures and memos. Ung noted three of the four policies on the agenda appear repeated in the employee handbook. Ung questioned whether these outdated policies should be removed from the policy book by the board due to redundancy, or if there is any sense to keep or revise some. The committee noted that some of the policies below were undated or unsigned, and were known to be passed by the full board at any time.

i. Policy on access to information shared on central computer (date unknown)

Gilliland noted that at the time this policy was written, technology and internet was not to the extent as it is today. Jennings advised policy be in conjunction with County policy of storage of information. Committee discussed timeline of stored information, noting a policy on document retention should come before this policy is brought back or revised. Jennings expressed his belief that more storage is needed; the current capacity retains information for 7 years. Committee would like to continue discussion at a later date and to invite others for input,

including Mark Nahra and John Malloy, regarding topics like additional storage needs. **No formal action is recommended to the Board. This policy is undated, unsigned, and without record of ever being approved by the board, so it is declared outdated and removed from county policies.**

ii. Policy regarding termination of employment with Woodbury County

Gilliland pointed out the current employee Handbook (pg. 74) covers termination of employment.

iii. Reemployment Policy

Gilliland noted Iowa is an at-will state--employees and employers can terminate employment without consequences. Jennings agreed employment termination should remain covered in handbook, rather than in this policy, because if they can be construed to conflict, the potential for lawsuits increases.

iv. Fire and emergency rescue service

Gilliland referred to current policy 7.7 in employee handbook.

Ung questioned the hierarchy of Handbook versus Policies. Jennings responded the last impacted is acknowledged as current, however if a conflict occurs between either, it creates a legal risk. Ung directed Human Resources for future endeavors to review these old policies for omission, conflict and contradiction with handbook and bring back to the committee only if found. **Motion by Ung, second by Gill, to recommend the Board rescind the following outdated policies: Policy regarding termination of employment with Woodbury County; Reemployment Policy; Fire and emergency rescue service. Passed 5-0.** Gilliland will present action item July 11th, 2017.

V. Policy item requests for future

Ung reiterated the need to review other polices that could be updated and combined with handbook.

Jennings requested a review of the travel expense policy that requires employees to include an itemized receipt for travel reimbursement, noting that sometimes it is impossible to gather an itemized receipt, or an initialed statement is accepted in the case of a lost receipt. Skaff called attention to the fact that all claims are posted on agenda for Board or Elected official to approve. Ung recalled that the Board was presented claims with notation from the Auditor's Office on which claims the Auditor's Office flagged for policy violations. Gill admitted that notation has not been provided to the board since the claims are no longer physically brought to the board meetings, although board members are able to see them in the Auditor's Office. Ung requested the Auditor's Office immediately resume the practice of noting which claims are "flagged/those without proper receipts" by coordinating with the board secretary, as the claims are currently emailed to the board members. Gill agreed. Committee acknowledged this practice was to give the board proper notice so they can decide whether or not to make exceptions for claims in violation of policy.

Gilliland identified a need to push training on computer usage, citing recent cyber attacks. Ung agreed and will invite John Malloy to next committee meeting.

Radig inquired on who is given reimbursement for cell phone usage, other than elected officials. Gill responded only elected officials. Gill noted the IRS changed a rule, meaning that cell phone reimbursement is no longer taxed. Ung summed up conversation, noting that reimbursement is still a claim to be approved by Board.

VI. Meeting adjourned at 11:05 AM