

Meeting Minutes, March 8th, 2018 @ 3:00PM

Fourteenth MEETING OF THE WOODBURY COUNTY POLICY REVIEW COMMITTEE

Location: Board Chambers, first floor of the Courthouse

620 Douglas Street, Sioux City, Iowa 51101

Members present: Matthew Ung, County Supervisor; Pat Gill, County Auditor, Melissa Thomas, Director of Human Resources; PJ. Jennings, County Attorney; Tonia Abell, Human Resources; Keith Radig, County Supervisor

Audience Attendees: Michelle Skaff, Deputy Auditor, Kenny Schmitz, Director of Building Services

Agenda

I. Call to order ---Ung

II. Public Comments

No public comments

III. Approval of Agenda

Approved by consensus

IV. New Business

a. Introduction, Sections of Chair and Secretary

Ung welcomed everyone to the policy review committee meeting and reviewed the purpose. There was unanimous consent to appoint Ung as chair and Abell as secretary.

b. Disposition of County Personal Property (1st review of existing policy)

Kenny Schmitz introduced the existing policy as outdated, and supported a new policy. Ung questioned if a policy should be written from scratch, and committee agreed that was the best option. Gill noted new policies must go to the board for approval. Committee agreed the new policy should mention a designee to facilitate items to be disposed, that any item over \$5,000 would require board approval before disposition, and that WCICC be contacted on how to dispose of electronic items. **There was consensus to recommend a new/updated policy at the next committee meeting.**

c. Substance Abuse and Drug-Free Workplace (1st review of existing policy)

Thomas presented this item based on a recent action from County Engineer Mark Nahra to have a separate policy for Secondary Roads employees. Thomas cited differences between the DOT drug testing requirements and the Employee Handbook. (pg. 49). DOT requires testing according to four criteria (fatality, hospital, ticketed, wrecker), random drug testing and 5 different drug panels. County handbook requires testing if property damage is over \$1000, and 9 different drug panels. The differences hold County employees at a higher standard than the DOT standard.

Gill advised the need for additional information whether a separate policy would conflict with the Union Contracts. Jennings will meet with Joshua Widman as to the next step if any need to be done since most of those specifics are bargained.

Motion by Gill, second by Radig, to recommend the Board rescind the 1996 policy based on the fact that it is outdated when compared to the current handbook and other policies by the DOT, union contracts, etc. Passed 5-0. Thomas will present to the Board on March 20th.

d. Grant Monitoring, per Dept. of Justice (1st review of existing policy)

Skaff relayed finding of the September 2016 Department of Justice audit. DOJ sent letter questioning three findings related to grant monitoring and inconsistency of balancing of general ledger. Latest letter from DOJ states County still has not satisfied their finding, and will designate at a high risk of receiving grants. Part of the questioning was regarding grant not under policy and not being brought in front of Board for approval or signature. Skaff strongly advised there should be a policy written and signed by Board. Skaff also advised that the process for managers to report to auditor's office be followed. Skaff believes possible upcoming software will make it easier for the managers and auditors to match expenditure and revenue codes. Skaff researched a 2012 grant monitoring policy that was not signed by Board.

Ung recommended that Chairman Rocky De Witt and Supervisor Radig present the issue at April's department head meeting in order to improve compliance with existing policy.

Motion by Gill, second by Radig, for the Auditor's Office to seek input from Department Heads and to recommend the Board adopt the grant monitoring policy in the proper format. Passed 5-0.

Gill will present to the Board on March 20th

Skaff will communicate with the DOJ that the issue has been reviewed by this committee and will be presented to the Board for approval.

V. Policy item requests for future

a. Building Use Policy (2nd review of new policy)

There was unanimous consent to remove from “policy item requests for future”.

b. IT: Social Media; Retention; USB/Thumb Drive Storage; Cloud Storage and Mobile Device Management

No action taken.

The next committee meeting was tentatively scheduled for June 2018.

Meeting adjourned 4:05PM