

Meeting Minutes, May 15, 2019 @ 10:00 AM

Sixteenth MEETING OF THE WOODBURY COUNTY POLICY REVIEW COMMITTEE

Location: LEC Conference Room, Law Enforcement Center
407 7th St, Sioux City, Iowa 51101

Members present: Matthew Ung, County Supervisor; Michelle Skaff, Deputy Auditor; Melissa Thomas, Director of Human Resources; PJ Jennings, County Attorney; Jeanne Zyzda, Human Resources

Members Absent: Keith Radig, County Supervisor; Pat Gill, County Auditor

Audience Attendees: Kenny Schmitz, Director of Building Services; John Malloy, Director of WCCIC; Dave Drew, County Sheriff; Andy Pietz, Systems Analyst; Kevin Greime, Director of Siouxland District Health

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. **There was unanimous consent to appoint Ung as Committee Chair and Zyzda as Secretary.**
 - b. Email retention (1st review of new policy/procedure)
Malloy provided background on email retention. Currently we are in the fifth year of a contract with our existing vendor which recommended maintaining history for 7 years. Another vendor will retain indefinitely if the County chooses. Jennings stated 7 years is more than enough for FOIA/Open Records. After discussion, Jennings volunteered to organize a department head meeting on email retention. **There was consensus to move towards a 7-year retention policy.**
 - c. Disposition of County Personal Property (3rd review of existing policy)
Discussion was held regarding posting items for sale to the County website. Malloy stated WCICC will work on a mechanism for Building Services to post sale items on the website. Further review of disposal and discretionary decisions were finalized. Ung asked Skaff to prepare policy for Board approval. **Motion by Ung, second by Jennings, to recommend and present to the Board of Supervisors. Passed unanimously.**
 - d. Freedom of Information (2nd review of new policy)
Jennings clarified that although records are maintained by the Auditor's Office, they will not fulfill the execution of public record requests. Each office or department is responsible to fill these requests. Discussion at length on how rates were calculated. Ung inquired if the Sheriff's Office has a policy in writing. Jennings confirmed they do and Joshua Widman is working with the Sheriff's Office to update the policy. Jennings will email this policy to department heads asking for feedback. **There was consensus to bring back to the next meeting.**
 - e. Personal vehicles for company use (1st review of procedure)
Thomas requested to update this policy to include County liability limits, and noted Human Resources will update the next version of the employee handbook with those details. She also asked for the review to determine the county's risk. Committee agreed that while the current policy addresses insurance, it does not address liability. Ung asked if employees are reporting suspended licenses. Thomas stated no one has reported a suspended license. Thomas will work with other counties to obtain copies of their policies and bring more information back to the Committee. **There was consensus to bring back to the next meeting.**
 - f. Misc. updates: Employee Handbook, Policy Handbook

Thomas questioned if it was clear enough that the revised dates of the Employee Handbook supersede older handbook dates. Jennings stated it was. **No action taken.**

V. Policy item requests for future

a. Parking Policy

Skaff presented Parking Policy information on behalf of Gill. Drew presented information regarding prisoner transport. There was discussion and consensus to support removing one Board member parking spot (with signage) in the alley on the east side of the courthouse to make prisoner transports easier. Ung asked if the committee was aware of any further changes to the parking policy being recommended by any parties. The committee noted no further recommendations at this time.

Meeting adjourned 11:30 AM