

Meeting Minutes, December 11, 2019 @ 10:00 AM
SIXTEENTH 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; Keith Radig, County Supervisor; Pat Gill, Auditor; Melissa Thomas, Director of Human Resources; PJ Jennings, County Attorney; Jeanne Zyzda, Human Resources

Audience Attendees: Kenny Schmitz, Director of Building Services; John Malloy, Director of WCICC

Agenda

- I. Call to order ---Ung
- II. Public Comments
No public comments
- III. Approval of Agenda
Approved by consensus
- IV. New Business
 - a. Smudging (1st review of new policy)
Discussion was held regarding concerns of open flames and a cultural practice known as smudging. Schmitz discussed an email from Fire Marshall Aesoph, which advised their office has not developed an adequate list of safeguards for smudging. Should the County allow smudging in its buildings, Fire Marshalls office would develop a local guideline and the County would be required to adhere to it. Schmidt reported the original source of the issue was no longer active, and recommended a policy was not needed. Jennings recommended the consideration of a contingency plan for the future. **No action taken.**
 - b. IT Updates, including email retention (information only)
Jennings advised meetings held with departments on the topic of email retention for 7 years have been met with little objection. Jennings commented on alternative options for maintaining and storing information, which Malloy's department would be able to assist people with the process. Ung inquired on the number of years we have left on the 7 years contract, and Malloy reported 2 years. Ung inquired about whose responsibility it is to produce emails in a document format in the event of FOIA request. Jennings stated the custodian of the information requested must produce the information. Malloy thanked Jennings for his assistance moving this policy forward. Additional conversation was held regarding the removal of media devices and future planning on restriction of usage, as well as severity of consequences.
 - c. Freedom of Information (3rd review of new policy)
Jennings amended the draft to indicate fees are due at the time requested documents are provided, removing the implication of an invoicing option. Jennings noted the final paragraph providing elected officials the choice to opt out of this policy and provided a brief overview when this policy would apply. Ung requested to have the section regarding elected officials be moved to the Scope section. **Motion by Ung, second by Jennings, to recommend with revisions and present to the Board of Supervisors. Passed unanimously.**
 - d. Ombudsmen Procedure or Policy Discussion
Thomas provided background; January 1, 2019 Iowa code changed, stating each political subdivision of the State shall provide procedures for notifying new employees of the authority of the office of Ombudsmen to investigate complaints and shall provide information to all employees of the political subdivision, to include the toll-free telephone number. During a Fall Conference Thomas obtained a sample Ombudsmen policy written by Ahlers and Cooney, free

for use. Ung inquired what needs to be done, Jennings and Thomas both stated this is a law and required. Jennings recommended the contact person(s) be listed as County Attorney or Designee for persons filling a complaint. After brief conversation it was determined **there was consensus to bring back to the next meeting.**

e. Personal vehicles for company use (2nd review of procedure)

Thomas recommended requiring personal liability limits of \$100,000/\$300,000/\$100,000 for county employees to use personal vehicles for business use, and clarifying the employees insurance is primary in the event of a loss. **There was consensus to bring back to next meeting with review of City's policy.**

f. Misc. updates: Employee Handbook, Policy Handbook
n/a

V. Policy item requests for future

a. Timely Filing of Claims

Meeting adjourned 11:10 AM