

Meeting Minutes, April 24, 2020 @ 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 Chairman; Keith Radig, County Supervisor; Pat Gill, County Auditor, Michelle Skaff, Deputy Auditor; Melissa Thomas, Director of Human Resources; PJ Jennings, County Attorney; Jeanne Zyzda, Human Resources

Audience Attendees: Dave Drew, County Sheriff; Tony Wingert, Sheriff's Chief Deputy; Todd Wieck, Sheriff's Major; Mike Clayton, County Treasurer

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.**

Administrative Leave (1st review of existing procedure)

Thomas consulted with other County Human Resources Directors in Iowa regarding the Administrative Leave issue. She discovered most counties consider this disciplinary action and department heads have the authority to assign it paid or unpaid. Jennings addressed the Iowa Attorney General's 1978 opinion on unpaid leave, noting elected officials have the authority to grant unpaid leave, with payroll falling under the authority of the Board of Supervisors. Discussions continued regarding situations in which persons would be sent home from work on Administrative Leave and under whose authority; disciplinary, investigative or another personal situation. Drew addressed concerns of collective bargaining, sending people home and not utilizing administrative leave pay. Jennings recommended not making substantial changes to the Administrative Leave procedure at this time, stating currently the policy is mainly used for investigative or disciplinary purposes, although that could be broadened. Radig recommended the policy indicate communication with HR and other minor changes. Ung asked if departments brought copies of their individual handbooks or copies of their administrative leave policies. None were provided at the meeting, but the Sheriff's Office will provide. **There was consensus to change wording to reflect the following: include "Elected Official" and verbiage to state "Shall communicate to Human Resources Director," Strike "or for the health or safety of the individual or other staff," and "approval." There was also consensus to move ahead with changes as discussed and reviewed by committee with the distribution of the minutes, to conclude with updates reflected in the next version of the employee handbook.**

b. Personal vehicles for company use (3rd review of procedure)-

Postponed to next meeting

c. Misc. updates: Employee Handbook, Policy Handbook

i. Skaff reported the implementation of emailing employee paystubs. Hourly employees use personal email, while salaried people can use their County email. Concern regarding non-exempt employees checking emails off hours was brought forth with Drew commenting the Sheriff's CWA union OK'd the practice. Radig recommended this become part of the orientation process, discouraging County email. **There was consensus to update orientation forms.**

- ii. Skaff also spoke about the required direct deposit policy in the handbook. There are twenty-four employees still receiving paper checks, nine of which should be on direct deposit. **The committee agreed that Thomas will contact these employees to inform them of the direct deposit policy.**

V. Policy item requests for future – there were no future policy requests.

Meeting adjourned 11:20 AM