

Meeting April 4, 2017, 10 a.m.

## TENTH 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; Ed Gilliland, Director of Human Resources; Melissa Thomas, Human Resources; PJ Jennings, County Attorney

Audience Attendees Dave Drew, Sheriff; Kenny Schmitz, Director of Building Services; Rick Schneider, Conservation Director; Michelle Skaff, Deputy Auditor

### **AGENDA**

- I. Call to order
- II. Public comments  
No public comments
- III. Approval of agenda  
Approved by the committee
- IV. New business
  - a. Introduction, Selection of Chair and Secretary  
Ung welcomed everyone to the policy review committee meeting and suggested he remain as chair and Tonia Abell to remain as secretary. Approved by committee
  - b. Original Contracts (2<sup>nd</sup> review of new policy)

Gill began the conversation referring to the March 31, 2015 agenda item in which the Board of Supervisors approved a motion that original copies of all contract be housed within the Auditor's office. Ung provided Policy Review Committee minutes from March 30, 2016 which documented the last time this topic was discussed at committee. Gill has put together a draft concerning Woodbury County's Contract Retention and Compliance Policy. This clarifies that responsibility of compliance rests with the originating departments as well as monitoring all terms that are agreed upon in the contract. He stated this meets the requirement of paragraph 8 of Iowa Code section 331.504, which in general states that claims shall be itemized to clearly show the basis of the claim. Gill also mentioned that there are some signatures on contracts that have been signed and scanned back and asked about the validity of these contracts.

Michelle Skaff reported she has gone through all of the minutes from previous Board meetings and there are quite a few contracts with scanned signatures. She feels this is a distance issue.

Gill asked for an opinion from P.J Jennings regarding the scanned signatures.

Jennings said this is not an issue and scanned signatures are valid.

Gill mentioned that there are also compliance issues when a contract is sent for signature and the terms of the agreement are changed upon return. These new terms are not going in front of the Board and so

no one is responsible. Also, for example The Baker Group changed prices on their invoicing and the invoices are not itemized as well, which makes it impossible to confirm if they are following their contract.

Jennings stated that Iowa Code allows the County Auditor (Gill) to assist the Board of Supervisors with auditing the claims.

Gill wanted to make clear that this is not happening currently due to lack of funds and manpower. He then pointed out the compliance sections of the Contract Retention Policy addresses this issue.

Kenny Schmitz spoke of the issue with The Baker Group invoice. The part of the contract that changed was the terms for the 2017 pricing which was an annual price increase; it was inadvertent. He also mentioned that itemizing every invoice would be tough since they often invoice in stages. He will work on more itemizing with this particular vendor and within his department.

Gill stated it is important for all departments to exercise due diligence when paying claims to make sure invoices were correct.

Jennings said we don't need to include the contract with each claim, so we will not need a huge stack.

The Committee agreed that requesting invoices with line items that pair up with contract language is an acceptable and minimum standard.

Gill said it was just Michelle, another staff member and himself responsible for the claims and the minutes for the Board. He then asked Conservation Director, Rick Schneider, if he has any issues with this. Schneider then said no and it was established that the Conservation Board approved their claims.

Gill asked if elected officials could bind a contract and if there were a need to go in front of the board. Jennings said we only go to the Board for approval in terms of funding. Gill then asked Sheriff Drew what he did for his meals at the jail. Drew responded that the contract for meals was signed by the Board. Drew then mentioned that it was the Sheriff Department practice to bring changed contracts in front of the Board of Supervisors.

Ung said he did remember in those cases that it would be an item that would be received into minutes of a Board of Supervisors meeting, so that the Auditor's Office could follow normal procedure and upload the most recent copy online.

Gill said it is the goal of transparency for information regarding contracts to be public information. Gill said he would create a policy and bring it back to the committee. Jennings committed to also working on the policy.

Schmitz mentioned that at times there are Emergency procedures that need to be taken care of and they do not have time to go in front of the Board (e.g. boiler repairs).

Ung asked Jennings what to do in case of an emergency and Jennings said the approval can be retroactively applied to take care of the issue.

Ung said that only final contract should be uploaded onto the County website and the others should be just attached to the minutes.

V. Policy item requests for future

Gill provided old policy book with many policies over 5 years old, recommending that the committee review them one at a time.

Skaff mentioned there is a separate book of ordinances for Economic Development and Jennings said it should be on the website. Skaff replied we upload ordinances.

Rick Schneider brought up the option for the County to pay out vacation and sick leave at the end of employment to be paid through a Health Savings Account. This would save on taxes for the individual and provide funds for medical expense. Rick mentioned the City of Sioux City did this in the past and it would be beneficial to the employees. The problem would be, we could only have either HSA accounts or cash payout, the County could not do both. Ung noted the concern there is that other employees would likely prefer the cash payout.

No other new issues were brought before the Committee.

Adjourned at 11:15