

Meeting Minutes, September 14th, 2017 @ 10:00AM

TWELTH 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; PJ. Jennings, County Attorney; Tonia Abell, Human Resources

Member absent: Keith Radig, County Supervisor

Audience Attendees: Michelle Skaff, Deputy Auditor

Agenda

- I. Call to order ---Ung
- II. Public Comments
No public comments
- III. Approval of Agenda
Approved by consensus
- IV. New Business

Ung welcomed everyone to the policy review committee meeting.

A. Travel and Expenses (1st review of existing policy)

Ung brought the policy review on behalf of Supervisor Jeremy Taylor, regarding whether a definitive per diem amount for meals should be added to the travel policy. Federal rates and the policy from Siouxland District Health (SDHD) were distributed to the committee. Gilliland discussed his historical employment experience in meal reimbursement encompassing a wide range of allowances. Ung mentioned per-meal allowances as required by some school districts; Committee agreed per-meal allowances were unadvisable when meal costs vary (e.g. Des Moines to Washington, D.C.). Ung suggested options of either a simple daily maximum in the amount of the federal minimum, or a floating maximum corresponding to federal rates set for regions. Committee noted SDHD policy seems to not track the latter, and does not specify a dollar amount. Gill educated committee on the differences between per diem allowances being taxable income by IRS regulations, and a maximum threshold. Gill recalled discussion with Supervisor Taylor in previous years, noted there have been no issues of abuse mentioned since that time, and that the Auditor's office is cognizant of claims and held responsible to media inquiries on a consistent basis. Jennings noted he reviews his office's claims and is not aware of anyone ever approaching the federal maximum per diem rate for meals of \$51. Jennings and Ung wondered if putting a dollar amount in a revised policy would encourage additional spending because it is expressly allowed by policy up to a maximum amount. Gill noted additional screening presented by a revised policy would strain the Auditor's Office staff. Committee discussed cases where staff turn in claims that voluntarily exclude reimbursement requests for certain items or when additional guests are on the same receipt. Committee discussed and verified that current policy requires an itemized bill when submitting claims. Jennings, Gilliland, and Gill suggested no changes to current policy unless abuse is noted. Gill and Skaff resolved to send an email in December to reinforce the itemized bill requirement along with the annual mileage change form. **No action taken.**

B. 1st Review and Comparison in 2016 Handbook of Existing Policies Dated 1983-1992

i. Deferred Compensation Plan

Gilliland referred to updated plan documents stating Nationwide as the current vendor and deferred compensation as a voluntary benefit to County employees. Gilliland noted there will always be changes depending on Federal regulations, and the changes over the several decades mean the 1983 version is outdated and contains nothing that can be incorporated into current policy/plan/practice. **Motion by Ung, second by Gill, to declare Deferred Compensation Plan of 1983 obsolete and removed from any list of effective county policies. Passed 5-0.**

ii. Bloodborne Pathogens

Gilliland stated he reviewed procedure and updated it in 2014 with OSHA requirements. Ung requested clarification whether procedure presented by Gilliland was customized for Woodbury County or if it was a standard OSHA guideline. Gilliland responded that it was a liberal interpretation of OSHA requirements pertaining to County. Gill inquired if there was a Safety Risk Manager, no employee delegation mentioned. Gilliland replied he is going through department re-structure and not yet assigned, but currently would fall to himself. Skaff pointed out, even though it is not required by OSHA to train low risk groups it would be good to all employees to have training. Gilliland mentioned regulation standards are those employees in high risk groups. Ung reminded committee Bloodborne Pathogen is required by law and should be a policy. Jennings expressed his opinion this should be policy passed by Board and enforced to reduce risk of liability. In regard to enforcement, Gill said OSHA requirements/bloodborne procedures be reviewed annually by Human Resources. Ung put the question to Gilliland whether procedure is being reviewed annually and specifically by Gilliland himself. Gilliland replied he will double check procedure meets OSHA requirements. Ung summed up discussion proposing Bloodborne Pathogens should be a policy rather than procedure and reviewed by Board. Further summarization from discussions to update title of Policy and to include: "Bloodborne policy would be reviewed annually by HR", avoiding necessity to bring to Board on annual basis. **Motion by Ung, second by Gilliland, to declare existing policy (1992) obsolete due to lack of documentation, and removed from any list of effective county policies. Passed 5-0.**

Motion by Ung, second by Gill, to recommend to the Board of Supervisors the passage of a standalone Bloodborne Pathogen Policy, to be presented by Gilliland at the Sept. 26 board meeting. Passed 5-0.

Ung directed to Gilliland that said new policy should be in the appropriate, consistent format (i.e. headings, placement of signature line) as previously agreed upon by the committee.

- V. Policy item requests for future----- Committee & Public
 - a. IT: Social Media; Retention; USB/Thumb Drive Storage; Cloud Storage and Mobile Device Management.

Ung commented committee is doing a good job in grouping old policies to be reviewed so far and should strive to continue.

Ung asked if there were any other items committee or public wanted to place on future agenda. Staff recommended to review Grant policy. Specifically, how County manages grant monies. Jennings recommended to review use of County owned vehicles. Specifically, who is authorized to drive vehicles and liability coverage. Gilliland commented County insurance provider, Nationwide, has a list of vehicles, but not who authorized. Ung questioned if there was a procedure on who drives what vehicles. Gill pointed out there is a procedure that requires Department Managers to provide driver's license for all employees who drive County vehicles to Human Resources. Gilliland stated he was not aware of that procedure and will check into it, however currently there are no issues. Gilliland recommended discussion of a risk management policy requiring Leaders of different Departments not to travel together. Gilliland provided example of a CEO and Vice-President of companies both meeting demise and company was left vulnerable. Gill recalled topic was discussed in past and found unnecessary.

Meeting adjourned at 11:20 AM