

Meeting Minutes, October 11th, 2018 @ 3:00PM

Fifteenth 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; Melissa Thomas, Director of Human Resources; PJ. Jennings, County Attorney; Jeanne Zyzda, Human Resources

Members absent: Keith Radig, County Supervisor

Audience Attendees: Michelle Skaff, Deputy Auditor; Kenny Schmitz, Director of Building Services; Ryan Chytka, Building Services Environmental Project Supervisor; Joshua Widman, Civil Attorney; John Malloy, Director of IT

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. **Motion by Ung, second by Jennings, to appoint Zyzda as Secretary. Passed unanimously.**
 - b. Disposition of County Personal Property (2nd review of existing policy)
Schmitz said he presented a draft for review to Jennings and Joshua Widman. Jennings advised it is a great start, with recommendations: 1) remove Kenny Schmitz as the decision maker 2) \$5,000 threshold is too high 3) Policy needs to address the public's access to purchase items. Committee recommended the Board set a dollar limit of \$1,000 and for Schmitz to present to the Board a quarterly list of the items to be disposed, with participation from department heads. Further discussion was held on the topics of disposing of vehicles and electronic devices. Regarding the disposal of electronic devices, discussion was held on destruction of hard drives and retaining cellphones on County premises. Michelle Skaff asked how the funding would be tracked. Jennings stated he believed it would go to the General Fund although certain proceeds might need to be deposited outside of the General Fund. Group discussion on determining Fair Market Value and Estimated Value. **Motion by Ung, second by Gill, to bring policy back to the next meeting for further review. Passed unanimously.**
 - c. Freedom of Information (1st review of new policy)
Jennings advised that the policy addresses the recovery of cost to retrieve requested records and electronic data. The law states reasonable fees can be set based on actual cost. Jennings reviewed wording from Story, Scott, and Polk Counties. In further discussion Jennings advised FOI requests can be verbal or written. **Motion by Ung, second by Thomas, to bring back to next meeting for further review. Passed unanimously.**
 - d. Texting (Rescinding of redundant policy)
Thomas stated policy is redundant to Employee Handbook. **Motion by Ung, second by Gill, to recommend the Board of Supervisors rescind the redundant policy. Passed unanimously.**
 - e. Misc. updates: Employee Handbook, Policy Handbook
No action taken.
- V. Policy item requests for future
 - a. Grant Monitoring Policy/Procedure

Skaff presented amended policy due to receiving a notice from the DOJ asking for two revisions. 1) All financial and accounting transactions, including year-end adjustments, will be recorded in the County's general ledger accounting system in accordance with generally accepted accounting principles. These entries will be adequately supported and reviewed and approved by management, so that year-end financial statements can be accurately prepared in accordance with generally accepted accounting principles. 2) After review by an external auditor, the Budget and Finance Director will submit the single audit reporting packages and data collections forms to the Federal Audit Clearinghouse by March 31 of the year following the audit. Skaff asked for consent to present to the Board. **There was consensus to recommend a presentation to the Board.**

b. IT: Social Media; Data Retention

Data Retention is being researched by Thomas and Jennings. John Malloy discussed a future policy regarding Data Retention and Social Media archiving.

Meeting adjourned 4:21PM