

WOODBURY COUNTY DEPARTMENT MEETING

#17a

June 27, 2016 at 8:00 AM in the LEC Training

Goal: Woodbury County will develop cooperative methods to increase transparency, communication, cooperation, long-term planning, and the exchange of information and ideas. This will enhance efficiency and savings while providing the best services possible for the citizens of Woodbury County.

Vision: Woodbury County dedicates itself to providing high quality services to meet the ever-changing demands and needs of its citizens.

Objective: County Department Heads and Elected officials will meet monthly using an agenda and minutes. Minutes will document increased transparency, communication, cooperation, long-term planning, the exchange of information and ideas with a vision for the future.

Agenda Focus 27 June: Managing Our Most Valuable Resource

Light Breakfast and Coffee

1. Human Resources—Ed Gilliland and Melissa Thomas

FMLA

Ed and Melissa will share an overview of the Family Medical Leave Act. Not only are there important implications offering legal protections to our employees, but it part of being a good, professional governmental organization by making employees aware of their rights. This presentation will help to make it easy to understand what steps need to be taken.

COMMUNICATION for TRANSFORMATION

In consultation with legal counsel (Heidman Law Firm), Human Resources and Chairman Taylor went through a review of procedures for coaching/counseling and discipline. A “Positive Feedback Form” or “True Speak,” “Documentation of Discussion,” and “Disciplinary Action Form” are designed in order to help this standardization. We will look to emphasize some key points concerning how these forms sync together and the way that this will help our employees grow. We can also share some lessons learned from what we have been seeing (Bcc vs. Cc; not signing, keeping it authentic and meaningful, utilizing “chat,” and communicating to constituents/other department heads.)

WOODBURY COUNTY EMPLOYEE HANDBOOK REVISIONS

Human Resources has identified 26 potential changes to the Handbook. Chairman Taylor asked that these be referred to Supervisor Ung and the Policy Review Committee in order to vet many of these in a forum that includes our County Attorney, Auditor, and other key players. The reason for putting

these in here today is that while policies are ultimately adopted by the Board, your input may be helpful. The next policy review committee is July 27 at 10 a.m. Putting these in your hands now will give an opportunity for you to review any of concern. Ed and Melissa will also explain how information is to be disseminated so that employees are acknowledgment of receipt concerning the latest revisions.

TAKING CARE of EMPLOYEES

From recognition efforts to ensuring that folks are spending time away from work (looking at the “whole health” of people, please read *Harvard Business Review*’s “Your Late-Night E-mails Are Hurting Your Team” by Maura Thomas (3/16/2015). I’d like to discuss this at the next department head meeting.

2. Meeting Reviews—Chairman Taylor and Ed Gilliland

We have been meeting with department heads one-on-one in order to review True Speak, ensure Evaluation Forms are up-to-date and made available (new mission/vision and State Form), discuss opportunities for growth, and hear any comments or concerns. This is being done for everyone.

3. Tech Support and Board Modernization—John Malloy & Associates (WCICC)

WCICC and Team will tell us how we are to allow Proxy Access and the increased usage of calendars in order to help our communication efforts. Reminder that any time there is an absence of four hours or more for any reason, please make sure that this is there. Please make sure that Karen, Heather, and Chairman Taylor have Proxy Access.

July 6 will be the date that Budget Analyst Dennis Butler’s office will come downstairs, the Chair / Board office will go upstairs, and technology updates will occur such as new screens, etc.

Supervisor Ung has attached a one-page PDF that IT came up with for agenda items when preferred. Font sizes are the same and this can be used. (Questions can be asked here of these forms).

4. Important Dates—Supervisor Taylor

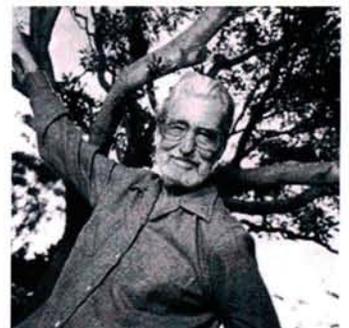
June 27 is the Oto Meeting for the Board of Supervisors, Elected Officials, and Department Heads able to attend at 6:30 p.m. in the Oto Community Ambulance Center.

5. Department Activities—All Department Heads and Elected Officials

We will go around the room. I would like to hear out one way of cooperation that will either be explored or exercised during this coming fiscal year. Please let us know what is going on in your department that is a main priority of effort. You may also share a need but if extensive discussion ensues, we may ask it be a separate agenda item for next meeting to give everyone an opportunity.

“Sometimes the questions are complicated and the answers are simple.”

Dr. Theodore Geisel



#17b

On June 22, 2016 Jeremy Taylor, Ed Gilliland and Melissa Thomas had a meeting with BLR regarding information to further provide training though out the county. A list of thoughts have come from that meeting:

1. Training will be approximately \$5000-\$7000 per year with a slight discount based on a 3 year term with a price fix.
2. Would like to see what is currently budgeted and what the increase will be. *\$8000 for 2017*
3. Who will manage increased training (individual in HR, supervisor, or a combination there of)? *Combination*
4. How much have we explored alternatives/pricing? (like an HR individual compare 2-3 and say why this is best). *We looked fairly extensively a year or two ago at an online traditional HR compliance and training company that many use.*
5. How will we make this relevant for people? *This will depend on the training that is involved.*



#17C

MEETING AGENDA

DATE **06/23/2016** TIME **9:00 AM - 10:00 AM** PROJECT **WBY2614027**

PLACE ~~Siouxland Chamber Office~~ **City Hall, Sioux City**

PURPOSE **Stakeholder Committee Coordination Kickoff Meeting
Woodbury County IJR / NEPA EA**

TEAM ATTENDEES	<u>McClure Engineering</u>	<u>Stakeholders</u>	
	Jeff Schug	Iowa DOT District 4	Woodbury County
	Terry Lutz	The Siouxland Initiative	Sioux City
	Ryan Davis	Sioux Gateway Airport	Sergeant Bluff
		Union Pacific Railroad	Salix

1. Review Minutes from previous meeting
2. Introduction
 - a. Consultants MEC/HDR
 - b. Stakeholders
3. Purpose and Function of Stakeholder Coordination Meetings
 - a. Describe the project Objectives
 - b. Gather Input from Stakeholder Representatives
 - c. Disseminate information to Stakeholder Representatives
 - d. Discuss Issues as they arise which require input prior to decision making
4. Schedule
 - a. IJR Process Schedule
 - b. NEPA Process Schedule
 - c. Anticipated IJR Approval Timeline
5. Two Step Approval of Contract
 - a. Process to Narrow NEPA investigation Area
6. Information Gathering
 - a. City Comprehensive Plans
 - b. Transportation Improvements Anticipated within your communities
 - c. Known Large Scale Economic Development Projects
7. Questions – Issues from Stakeholder Group
8. Open Discussion