

Meeting Minutes, February 24th, 2016

SECOND MEETING OF WOODBURY COUNTY POLICY REVIEW COMMITTEE

Location: Board Chambers, first floor of the Courthouse, 620 Douglas, Sioux City, Iowa

Members present: Matthew Ung, County Supervisor; Pat Gill, County Auditor; Ed Gilliland, Director of Human Resources; PJ Jennings, County Attorney; Tonia Abell, Human Resources

Agenda

- I. Call to order---Ung
- II. Public comments
- III. Approval of Agenda

Ung stated John Malloy has an item he would like to present regarding IT mobile device policy; this would be placed on agenda after new business

IV. New Business

- a. Misc. updates; Employee Handbook, Policy Handbook

Ung opened with a question regarding status of new policy updates to the County website.

Gill responded that his office is looking at a plan to put into place for website policy updates and will present at the next Policy Committee meeting.

Ung inquired on the status of update on New Employee Handbook. Gilliland responded that it is coming along and we (HR) should see something within the next 2-3 weeks. Ung stated he would like to see that separate policies be incorporated in the new handbook and that something put together for Chairman Taylor to view at the next department meeting. Gilliland confirmed something should be together and feedback from the department heads would be good.

- b. Nepotism Policy (2nd review of existing policy) ----Gilliland

Ung inquired on the status of the Nepotism policy in regards to using the City's Nepotism Policy as a template for County. Gilliland presented a rough draft with amendments made to the existing County policy as discussed at the last committee meeting. Gill reminded committee to keep within the IA code (Chapter 71 Nepotism 71.1). Dave Drew (Sheriff) wanted to confirm that those who are under civil service are an exception to the Nepotism policy. Drew stated that he does have employees in his Office related but not in a capacity to supervise each other. Abell inquired if the amendment to the Nepotism policy is too stringent if a relative is considered for one department but related to a person in another department if they would be disqualified for hire. Gilliland responded that there are circumstances where that would apply, example of Human Resource department due to high confidentiality and employee investigations. **Ung devised a plan of action to have Gilliland and PJ meet to clean up the language of the amendments and bring back to the next Committee meeting to discuss and later present to the Board.**

- c. Parking Policy (1st review of new policy)-----Gill

Gill introduced a revised Woodbury County Parking Plan.

Gill covered step by step the proposed Resolution of establishing a parking plan.

Gill iterated the Auditor interpretation of parking plan, however Board has final say. Gill presented a plan outlining the designated parking spots for each department. Ung inquired on the reason why designate any of the Sheriff's parking spots if Sheriff is allowed to park anywhere. Drew explained that History from 1987 there were (6) or (7) parking spots for the Sheriff's office. Drew felt it was allowable to have the Sheriff's clerk's park in those spots since he has a pass and official car and can park anywhere without paying for parking. Drew stated he did not think he should be penalized because he was allowing his staff to park in the Sheriff designated parking spots. Ung

inquired what happens when someone parks in someone else's parking spot at Sheriff designated parking. Drew responded that has not been a problem since there are enough parking spots for the clerical staff, he did not feel there had been issues concerning that.

Gill pointed out that Building Services would have (3) parking spots at the Eagles Parking. Building Services gave up one of their parking spots, this would allow for Budget Analyst personnel (Dennis Butler) to have County assigned parking.

Kenny Schmitz (Building Supervisor) commented that it is more convenient to keep building services vehicles, such as snow removal vehicle parked by Eagles Club, otherwise only other storage would be Prairie Hills and this would cause more of an inconvenience. Currently those vehicles are parked at the ramp near Building Services.

Ung agreed. Gill noted that Mark Olsen (Juvenile Detention Director) is the only person assigned a parking spot at the Eagles building.

Schmitz stated there should not be an issue with his personnel once there is clear understand of where to park. There was mentioned by previous Assistant Building Service Supervisor that building service personnel could park next to Eagles lot that clearly states "No Parking". Schmitz has no verification of who is allowed to park there, since not County owned. Gill commented that if building services should park at the empty adjoining lot they do so at their own peril.

Jennings expressed concern for Judges parking. Drew recommended the ramp parking would be better. Jennings recommended that at least the Chief and Supreme Court Judges for security should have ramp assigned parking. Drew agreed, stating that inmates at the LEC write everything down they view out their window knows what everyone is driving.

Schmitz related that when someone has an issue with someone else's parking in another person's parking spot that building services hears about it from them and demands building services to act now and have car towed.

Jennings response is that Judges are appreciative of the ramp parking, ramp is mostly secure.

Gill inquired if there are spots in ramp. Jennings responded that Mental Health would no longer have parking spots in ramp, but County would now have to pay for them if they were assigned to Judges.

Schmitz requested that procedure be put in place of steps to be taken when someone parks in someone else's parking spot.

Jennings commented that once the policy is written it will make it clear who is assigned to which parking. Jennings agreed with Drew earlier statement that Sheriff designated spots then Sheriff can assign those spots. Gill doesn't know if a procedure was in place to handle someone parking in another spot. Drew had an instant where Sheriff did run a license plate for investigation of someone parking in someone else parking.

Gill inquired on the legality. Ung inquired on Sheriff assigning his designated spots. Drew stated everyone knows their parking spot. Ung stated if a 3rd party then the issue of procedure. Schmitz stated there was an issue with a contractor parking in an assigned parking with no signage.

Jennings once again stated this issue once policy resolved, will make it clear to everyone. Jennings brought the conversation back to the Judge's parking. Drew confirmed that Judges are exposed by parking on the street. Ung instructed an inquiry to Judges about their preference of parking in the ramp. Gill inquired about the criteria should be met for those spaces in ramp. Gill stated he had conducted a County comparison with other Counties parking policies. Gill's comparisons resulted in finding that some Counties assign spots but on a 1st come, 1st service basis to County owned property or County provides gates to ramp and employee pay to park. Ung inquired if who would get those 2 spaces in the ramp. Jennings again pointed out it would be a matter of security to move the judges

off the street parking. Ung inquired on Sheriff parking, did previous Sheriff designate Sheriff parking spots, and if someone leaves the office does Sheriff keep office staff parking or do the Majors etc. park in the spot.

Drew responded he is not changing his past practice of designating parking spots. Jennings agreed Drew is designating those spots to whomever.

Ung resolved that practice with the Sheriff's Office will not change. Ung inquired what Drew believes will happen with any future Sheriff. Drew is not going to hold any future Sheriff to his practice. Gill inquired who would pay for the Judges parking. Jennings asked who the City and County Assessors department is paid by.

Mike Clayton (County Treasurer) suggested maybe by City or Assessors budget. Clayton stated he would prefer to be closer to courthouse, doesn't want street parking but it doesn't matter. Gill suggested Clayton could swap with Supreme Court judge. Drew volunteered to talk to Judges about their thoughts on safety-to discuss at next committee meeting to later present to the Board. Gill will revise policy to include enforcement plan to include signage and tow procedure. Jennings inquired if it was the intent to have the Auditor's office to have general custody and control. Gill stated control and enforcement is with the Board, identification is by the Auditor's office.

Motion by Jennings, second by Ung, to recommend the Resolution to the board, passed 5-0. Ung instructed Drew to provide feedback from Judges regarding parking and committee to provide criteria if available. Drew agreed.

d. Policy items requests for future-----Committee and Public

Ung proceeded to next topic, IT mobile device policy to John Malloy (Director of WCICC). Malloy requested to table his outline on IT mobile device policy, orientation on policy to new employees and training for current employee on the mobile policy. Consensus by committee to place on agenda for next policy committee meeting.

Gill inquired if any action was taken concerning issues with last night (2/23/2016) Board of Supervisor meeting, Jim Rixner comments at the Board meeting regarding audio. Malloy stated he has been in contact with Jeremy Taylor and working to improve the audio, reposition the podium microphone and research issues with recording of meetings. Ung inquired if building services could assist with any wiring issues. Schmitz responded he is willing to work with Malloy on any issues that arise. Schmitz and Malloy provided their idea of redesigning the patrician, new camera and audio that is referred to as "Supervisor in a box". Schmitz stated he intends to replace the folding table to provide a better pathway. Ung inquired if the microphone would be comparable to the City Council that Supervisors could speak into and not just clipped. Schmitz responded no sound adjustment like that has been put into plan. Schmitz plan is to move sound up off the floor. Malloy stated the microphone the City Council uses cost them a lot of money.

Schmitz again request committee to clarify procedure when another person has parked in a designated parking spot. Schmitz inquired, "Do we tow"? Drew responded that any complaints regarding the policy be directed to the Sheriff's Office. Sheriff will run the plate before a vehicle is towed. Drew will take care of tow. Committee resolved to refer all complaints regarding vehicles parked in designated spots to Sheriff's Office.

Ung proceeded to set up next policy meeting. Agreed by committee to meet Wednesday, March 30th @ 10:00 AM. This meeting will be soon after the Department Head Meeting to discuss any feedback or issues that arise. Ung will set agenda for Malloy to be first on list of New Business.

Adjourned 11:45 AM

