

Meeting Minutes, July 27th, 2016 @ 10:00AM

SIXTH MEETING OF THE WOODBURY COUNTY POLICY REVIEW COMMITTEE

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

Members present: Matthew Ung, County Supervisor; Ed Gilliland, Director of Human Resources; P.J. Jennings, County Attorney; Tonia Abell, Human Resources

Audience Attendees: Sheriff Dave Drew and Doug Bock (IT Dept.)

Agenda

- I. Call to order --- Ung
- II. Public Comments
No public comments
- III. Approval of Agenda
Approved by consensus
- IV. New Business
 - A. **Misc. Updates;**
None
 - B. **Acceptable (Network) use (3rd review of new policy)**
Jennings stated further research is needed. John Malloy and Jennings will meet to review WCICC current policy and revise a policy that fits County needs. Jennings will reach out to Josh Widman for review. Ung will be kept up on progress. Jennings to present draft for next committee meeting.
 - C. **Employee Handbook (1st review of overall revisions)**
Committee reviewed each Policy Number highlighted revisions considered for employee handbook.
(1.2) No objection.
(1.6) No objection. Revision is now in compliance with the Affordable Care Act.
(1.7) Ed will revisit and clean up language to include "employees will accrue vacation during the first year of employment and compensation at any time during termination will include accrued vacation on last paycheck."
(1.10) No objections. Ed mentioned the deletion of the 2nd paragraph was based on review of case laws. Committee agreed on the added reference regarding some departments having their own established code of conduct and ethics employees must adhere to in addition.
(2.1) No objections. Ung advised vacancy open until filled, but within a reasonable amount of time.
(2.6) No objections. Ed affirmed as the County Title VI Coordinator his first step would be to notify Department Head to discuss if any reasonable accommodation can be provided.
(2.7) Revision change based on discussion of committee. Per Ung, "**should** be completed and submitted" to replace "**must** be completed and submitted." Ed will review whether language should be added to include, "Performance conducted annually or upon hire anniversary depending on Department Head decision."
(3.6) Decision of Committee to get further input/opinion from Gill (*absent*), before any objectives were finalized on revision. Committee discussed autonomy of Elected Officials and Department Heads' decision to close their department due to weather and which employees are considered essential and non-essential to maintain County business. Board is outside this policy, as it makes the ultimate decision on County closing.
(4.2) No objections.
(4.5) No objections.
(4.9) No objections. Ung questioned if necessary to have a separate section for personal days. Ed responded recent incidents with employees deem it necessary.

(4.14) Revision change to include “all time of unpaid leave of absences requires approval of Board.” (Previous draft stipulated the first 30 days would not need board approval, and only the second 30 days would need board approval.) Discussion was also had on whether employees on unpaid leave should be required to pay the full amount of health insurance. Upon advice from Jennings, this stipulation was removed. The committee also gave consensus to remove any mention of 30-day periods and leave the time period up to board discretion, because such an extenuating circumstance where all time off benefits in addition to FMLA would be expired are extremely rare.

(4.15) No objections

(5.1) No objections

(6.3) Committee approved rule that all payroll be required through direct deposit for new employees per handbook guidelines, with the understanding that “grandfathered in” employees eligible to receive paper checks will have to be accommodated in actual practice.

No objections to Travel Policy listed immediately after 6.6, except that it be transferred to the Policy Handbook.

(6.7) Further review needed. “Cellular Phone Policy” will be removed from the handbook and updated or transferred to the upcoming Policy Handbook once officially approved by the board as all policies should be.

(7.1) No objections

(7.2) Per Jennings, “equipment” will be defined as equipment bought with county dollars, rather than the current list provided which is mentions specific items but may inadvertently leave out others.

(7.8) No objections

(8.3) Committee decided that “Drug and Alcohol Testing Policy” should be in the Policy Handbook and not Employee Handbook. Jennings suggested that the only phrase required for handbook should be an executive summary as follows or similar; “This policy is also intended to comply with applicable federal regulations governing workplace anti-drug and alcohol programs. “County adheres to drug free workplace, refer to policy...” He further commented ADA and OSHA is not dependable to site, as they could change requirements before next handbook approval. Committee will review separate policy at a later date since the current policy is five years old.

(9.11) No objections. Discussion of penalties for noncompliance with restricting smoking areas rules that the county may need to address. Ung suggested Gilliland seek advice/approval of the Chairman to address at next Dept Head meeting.

(9.16) and (9.17) No objections.

(11.1) Committee agreed to delete a phrase regarding length of stay of employee before eligible for payout of accrued vacation, due to inconsistency with other areas of the handbook.

Committee discussion of overall revision and presentation to Board. Jennings suggested an outline form and verified that new handbook’s table of contents will have a logical progression of page numbers rather than “jumping around” as is currently displayed.

- Ed to review with legal counsel further revisions set forth from Committee.
- Ed will disseminate by email to committee members the legal counsel received and final revisions for consensus approval before recommendation to the Board.
- Provided timely final revisions, either the board-approved or final draft of the handbook will be presented at next Dept. Head meeting.

Motion by Ung, second by PJ, to move forward to recommend to Board after proposed changes. Passed 4-0.

V. Policy item request for future

Prior Committee meeting Gill requested to invite Jean Jessen for her input and expertise in Archival procedure. Per Ung, invitation will be sent to Jessen for the next policy committee meeting to solicit her thoughts on any policies needing updating prior to her retirement.

PJ proposed that a policy, handbook stipulation, or at least a discussion should be developed for employees who may have a complaint against the Human Resource Director. Jennings had the role of disciplining the prior Human Resource Director, however he was self-imposed to do so.

VI. Set next meeting

SEVENTH MEETING OF THE WOODBURY COUNTY POLICY REVIEW COMMITTEE
tentatively scheduled for September 12th, 2016 @ 10:00AM.
Meeting adjourned at 12:10 PM