

Meeting Minutes, October 26th, 2016 @ 10:00AM

EIGHTH MEETING OF THE WOODBURY COUNTY POLICY REVIEW COMMITTEE

Location: Board Chambers, first floor of the Courthouse
620 Douglas St, 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: John Malloy (IT Director)

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** Employee Handbook, Policy Handbook
Per Gilliland, the employee handbook is completed and new handbook will be distributed to employees October 28th. Discussion held that new policies will be posted on County website by Board of Supervisors office as per current practice, and only the employee handbook would be posted on the Human Resources webpage.
 - B. **Acceptable (Network) use (5th review of new policy)**
Previous committee meeting discussed action "Malloy and Gilliland will meet to discuss what constitutes improper use and disciplinary actions for violations". Ung inquired on the outcome of this meeting. It was the general understanding that the policy would be a standalone (umbrella) as Asst. County Attorney Joshua Widman presented a revised template detailing the acceptable use policy (AUP). Gilliland reported that the assumption was made that acceptable/unacceptable network use and associated disciplinary action was sufficiently laid out within the new employee handbook. Ung elaborated an umbrella policy could cover future policies as proposed by IT Director John Malloy, and Malloy agreed. Ung voiced concern if policy would be legally defensible and what role WCICC would play in disciplinary action. Jennings commented that a policy would be an easier transition than the generalized terms in the handbook, and should come from the county board. Jennings envisions a need for a specific guide allowing for future amendments. Ung agreed and expressed that to adopt a more generalist view after all the work by Widman would be unacceptable. Ung directed policy to include specifics as determined by Malloy and Jennings interfacing with Sioux City's legal department as they discuss complementary practices. The previously presented AUP was again distributed and will come back next meeting for a recommendation to the full county board. **Item deferred by consensus.**

Malloy opened discussion regarding the City working on cyber security and mobile device management. Malloy foresees working with the City down the road for harmonized policy. Ung agreed there would be a benefit to meeting with the City to see how many policies they have under their overall/umbrella AUP.

Malloy opened discussion of securing county information as it relates to cell phones after an employee leaves employment. There was discussion that even if a company-issued phone is wiped, the data may persist in "the cloud" of another person unbeknownst to the county.

Ung's understanding is that it is the employee's responsibility to remove material wherever it may be located.

C. Procurement Policy (1st review of existing policy)

Jennings reviewed policy, which was implemented in 2002. The initial policy was due to grant money being received by Siouxland District Health Department. There has been no need of grant money from HUD through State, however current policy would suffice if needed.

No action taken.

Discussion of difference between procurement and purchasing. Ung and Jennings agreed a more centralized purchasing department would need more flexibility than that of the City and would require more resources. Ung concluded no rush, however something to consider for later policy meetings. The Director of Building Maintenance will be consulted, and board advised at that point.

D. Human Resources

i. **“Employees must provide proof of medical insurance prior to removing spouse or court ordered dependent from employee health benefits”**

ii. **“Not to have an allowance for new employees to waive County Health Insurance unless proof of other insurance is provided.”**

Gilliland educated committee on reporting requirements to IRS regarding the Affordable Care Act. Jennings advised requiring such proof from our employees is not feasible to make a condition of employment.

Gilliland voiced concern of employees incurring taxes/penalty due to no health insurance. There was committee consensus that a notification letter to employees on the possibility of a tax fine was the best way to handle this concern.

V. Policy item requests for future

A. Contract & Archival Procedure (2nd review of new policy)

B. Building Use Policy (2nd review of new policy)

C. IT: Social Media, Retention, USB/Thumb Drive Storage, Cloud Storage and Mobile Device Management

VI. Set next meeting

NINTH MEETING OF THE WOODBURY COUNTY POLICY COMMITTEE is tentatively scheduled for December 15th, 2016 @ 10:00 AM

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

Meeting adjourned 11:50AM