

## **WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

Date: 01/29/2026 Weekly Agenda Date: 02/03/2026

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Melissa Thomas, HR Director

**WORDING FOR AGENDA ITEM:**

Approval of requested exceptions to the Mobile Device Management Policy

**ACTION REQUIRED:**

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

**EXECUTIVE SUMMARY:**

The BOS approved the Mobile Device Management policy which prohibits non exempt employees from access to Woodbury County data on their personal mobile devices.

**BACKGROUND:**

This policy was created along with WCICC for network security. Non exempt employees addressing their emails when not on shift is compensable under the FLSA. If an hourly employee reads their emails after hours, they are required to be paid for that time. There is an exception clause in the policy regarding this, and attached are the requests from the department heads for approvals.

**FINANCIAL IMPACT:**

The possibility of paying staff outside of their scheduled working hours.

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes ☒ No ☐

**RECOMMENDATION:**

Approve the motion

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the requested exceptions to the Mobile Device Management Policy

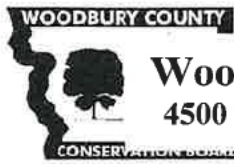
## Secondary Roads

The secretary serves on several statewide committees and regularly attends meetings as part of her role, which helps keep both her and our office informed of new state and national requirements. When she is away from her desk, some of this communication can be time-sensitive especially during payroll weeks. Is there an office that will take over her role of payroll when she is on work hours but away from her desk as I don't have staff that can do that.

Also, the tech II's are out in the field probably more than 50% of their work hours. They are required to answer emails from me throughout this time as they are time and construction requirements that require email communication like shop drawings. They will need this access on their work phones.

## Sheriff's Office

Captain Harlow has requested the civilian jailer Sergeants be allowed access to their emails for safety concerns when preparing for their upcoming shifts.



**Woodbury County Conservation Board**  
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Aaron Gehling  
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Neil Stockfleth  
Christine Zellmer-Zant

Daniel J. Heissel, Director  
Brian Stehr, Deputy Director  
Theresa Kruid, Education Director

01-21-26

Dear Melissa,

Staff listed below are non-exempt and have been determined to need access to emails on their phones for work at the Conservation Board. All of these employees are subject to working non standard work weeks, with nights and weekends involved and are not always in the office in front of their computers to check emails or most importantly the calendar we utilize for work in Outlook. I could get into reservations and confirmations through email, but I think you can get the picture.

██████████ Office Manager  
██████████ Naturalist  
██████████ Naturalist  
██████████ GIS/Resource Tech  
██████████ Asst. Resource Manager, Southwood  
██████████ Technician, Southwood  
██████████ Asst. Resource Manager, Snyder Bend  
██████████ Technician, Snyder Bend  
██████████ Asst Resource Manager, Little Sioux  
██████████ Technician, Little Sioux

The two open positions are in the process of being filled and names can be supplied when those employees are hired.

Yours In Conservation!

Sincerely,

Dan Heissel, Director  
Woodbury County Conservation Board