

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

Date: 3/29/24

Weekly Agenda Date: 4/16/24

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Tina Bertrand, County Treasurer

WORDING FOR AGENDA ITEM:

Staff Training / Office Closure

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

Annually the DOT meets with county staff on a regional basis to offer training and updates for services that are provided on a County level. This years training is scheduled for Thursday, April 25th. This training is important to providing essential services to our community. The Treasurer's office will be closed for staff training session.

BACKGROUND:

On Thursday, April 25th the Treasurer's office will be closed for an all staff training meeting that will be held in Denison IA. The DOT will be offering a DPPA Refresher and tool kit workshop along with training associated with important changes to the State Ag Guide and other vehicle services updates. This training is important to providing essential services to our community.

The DPPA is a Federal Act regarding the handling of personal information. Both the Iowa DOT and Iowa counties are custodians of an enormous amount of data and receives hundreds of requests daily from individuals, companies and other government agencies seeking access to records and data. Much of this data is protected by federal and state law, known as Driver Privacy Protection Act (the DPPA)(18 U.S.C. 2721-25) and state law (Iowa Code 321.11). These laws prohibit the release or use of personal information and sets penalties for violations. As an organization responsible for the PII of millions, efforts must be made to mitigate the risk of improper release of PII. Last year the Iowa DOT issued several guidance documents and memos regarding handling of PII and the use of DOT forms. This training will be valuable for staff to have a better understanding of these requirements.

FINANCIAL IMPACT:

None

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:

Information only, not action required

ACTION REQUIRED / PROPOSED MOTION:

Information only, not action required