

May 19, 2015

The Des Moines County Board of Supervisors met in regular session at the Court House in Burlington at 9 AM on Tuesday, May 19th, 2015, with Jim Cary, Tom Broeker and Bob Beck present.

Unless otherwise noted, all motions passed unanimously.

Changes to tentative agenda: Item 6B was removed from the agenda.

Meet with Department Heads: Tom Colthurst, Emergency Management Assistant, reported that Coordinator Gina Hardin was working at the Safety Expo today. Next week, they will both be attending a Disaster Management for Public Services conference. CSD Ken Hyndman attended meetings of the SEIL Governance Board and Southeast Iowa Case Management. County Attorney Amy Beavers reported that she spent some time training the Lee County Attorney's office on using the online court filing system. Her office has been using it since November. County Recorder Lisa Schreiner reported that her office will be receiving the Scan Pro machine on Thursday. They will be trained on converting microfilm to computer records. County Engineer Brian Carter stated that crews are still working on soft roads and culvert replacement. Secondary Road crews will replace a bridge next week.

Under correspondence, Broeker read a letter from Iowa Drainage District Association regarding a lawsuit filed by Des Moines Waterworks against Sac, Calhoun and Buena Vista Counties. They are asking that counties across the state sign an enclosed Resolution and contribute money towards their defense. The Supervisors asked the Auditor to schedule a work session with local drainage trustees.

Accounts Payable Claims in the amount of \$933,178.09 were approved upon motion by Broeker. Broeker pointed out that this amount includes payments totaling \$422,592.50 for Landfill and E911 loans for which the county will be reimbursed. Motion was seconded by Beck. Beck moved to approve payment of \$10,000 to SEIRPC for reimbursement for the Community Health Center grant. Broeker seconded.

Broeker moved to approve the engagement letter with Anderson Larkin, Ottumwa, for the county's FY 2015 audit. Seconded by Beck.

The following personnel actions were approved: in the Auditor's Office, Karla Cornick, Clerk II, received her 30 month salary increase effective May 26th, 2015. Motion to approve was made by Beck. Seconded by Broeker. At County Conservation, Kendra Van Pelt was hired as summer intern. She will work from May 19 thru August 2015 at \$9.00 per hour. Broeker moved to approve. Seconded by Beck. At the County Attorney's office, Robbie Ford, Collections Clerk, took one day without pay as she had no leave accrued. She also completed her six month probation and received a pay increase of ½ %. Her new salary will be \$25,178.22 eff. May 18th, 2015. Both actions were approved upon motion by Beck and second by Broeker. Christopher Scarborough has been hired as Assistant County Attorney. This action is effective May 26th, 2015. Scarborough will be paid \$45,000 per year. Motion to approve was made by Broeker and seconded by Beck. At the County Recorder's office, Chandra Bliesener has been hired as permanent part time. She will be paid \$12.50 per hour. Motion to approve was made by Broeker and seconded by Beck.

The following reports were received and filed:
Clerk's Report of Fees Collected, April 2015
Sheriff's Monthly Report, April 2015

Beck moved to approve minutes for the Board meeting held on May 12th, 2015. Seconded by Broeker.

Future agenda items: a work session with Drainage Board Trustees. The Board asked that the County Attorney and Engineer be included.

During committee reports, Beck had attended a DeCat meeting. Broeker attended the Mental Health

Regional Board of Governors meeting and SE IA Case Management meeting. They all attended the Change of Command Ceremony at the IAAP. Beck and Broeker attended the Small Business Appreciation Breakfast.

Meeting was adjourned at 9:40 AM.

A work session was held to discuss the County's insurance company recommendations. The loss control agent suggested that employees who drive county vehicles prove that they have a valid driver's license. It was decided that this would be handled by each department head. The County Attorney was asked to draft a policy for the Board to approve at a future meeting. Another suggestion was that each employee be given a formal evaluation every year. Each department handles this differently and comments were made that they preferred to continue doing evaluations their way. No policy will be written for this. The last recommendation was that departments be aware of heat sources and not store anything within three feet. All departments are aware of this issue and no policy will be written.

A work session to discuss the use of credit cards was held. Broeker and Auditor's Deputy Stephanie Lathrop have investigated a bank card that will pay one percent on all purchases. They think that switching all departments to this card will be worthwhile. Discussion was held on the procedure of assigning cards and keeping receipts.

This Board meeting is recorded and the tape is kept on file for two years. The minutes are also posted on the county's website www.dmcounty.com

Approved May 26, 2015

Jim Cary, Chairman

Attest: Carol S. Copeland, County Auditor