
FOR THE YEAR 2012
BOARD OF SUPERVISOR'S MINUTE BOOK
CHEROKEE COUNTY, IOWA
JULY 24, 2012

The Cherokee County Board of Supervisors met in regular session on Tuesday, July 24, 2012 with Larry Prunty, Dean Schmidt, Mark Leeds present. Terry Graybill and Jeff Simonsen were absent. Dan Whitney, *Chronicle Times*, represented the press. Unless otherwise indicated, all votes were offered as follows: Ayes - Prunty, Leeds, Schmidt; Nays - none; Abstentions - none.

Motion by Prunty, seconded by Leeds to approve the agenda. Motion carried.

Motion by Leeds, seconded by Prunty to approve the minutes of the previous meeting. Motion carried.

Ashley Christiansen, Family Treatment Coordinator, and Melony Storm, Parent Partner Coordinator, presented information about the 3rd Annual Northwest Iowa Substance Abuse Recovery Walk that will be held in Spencer on September 29th. Several family oriented activities will be provided during the day with a recovery walk down Grand Avenue in Spencer at noon for participants of the program. The event is funded by donations and the focus will be on family activities where parents and children can celebrate their successful recovery together. Christiansen emphasized, "If we can keep a parent sober for one more day, it has a huge impact on their children." Family Treatment Court and Parent Partners Program are federally funded programs coordinated between Cherokee and Ida Counties. The programs are based on federal grants which will expire on September 30, 2012. The Cherokee and Ida program is applying for a two year extension of the federal grant, however, there are 53 regional partnership grants nationwide and only eight will be selected to receive federal grant funds. Christiansen reported that they are confident that their program has a good chance of being awarded the two year funding extension but are applying for other grant opportunities as a means to continue the programs. The supervisors have attended several Family Treatment Court graduation events and expressed their support of the program.

Motion by Schmidt, seconded by Leeds to approve a \$500 donation of Rural Betterment Funds for the Substance Abuse Recovery Walk. Motion carried.

Brandon Billings, Engineer's Project Manager, presented a utility permit and reported that the Engineer's Office has been busy evaluating every bridge in the county for channel scouring. Low water levels have made the job of taking measurements much easier.

Motion by Leeds, seconded by Prunty to approve an underground utility permit for NIPCO in Sections 19 and 20 of Cedar Township. Motion carried.

Kristi Petersen, Human Resources Director, reported that the Secondary Roads Department has filled a general labor position. The new employee has successfully completed all pre-employment requirements and started working two weeks ago. Schmidt asked what the delay in paperwork was since approval is to be considered by the supervisors prior to the first day of work. Petersen replied that the supervisors had given approval to advertise for the position before the hiring process had begun and departments are busy this time of year so some things just slip through the cracks.

Motion by Prunty, seconded by Leeds to approve a \$17.43 wage authorization for Michael Brunsting, General Labor position in Secondary Roads Department. Motion carried.

Petersen prepared five cards for the supervisors to sign as recognition of employees with August birthdays.

Petersen provided copies of a letter she had received from the County's work comp insurance carrier which included comments regarding safety and loss control issues. The letter addressed to Petersen stated, "After reviewing your facilities and visiting with you and other staff members regarding safety and loss control issues, I feel your entity has taken the initiative to implement a number of safety procedures which have contributed to a generally safe and compliant workplace. As I mentioned during my visit, there are still some areas of concern which should be addressed promptly. The entity should consider taking the following actions: 1) Revise structure of Safety Committee to include a cross section of All employees. 2) Conduct regularly scheduled Safety Committee meetings monthly. 3) All workplace accidents, including close calls, should be subject to a comprehensive incident review process. The human resources director should be provided all reviews to ensure a proper reporting and response process." The letter was dated June 1, 2012 and requested a written response by July 30, 2012. Schmidt asked why the supervisors were just seeing the report now and they only have less than a week to respond. Petersen stated that she assumed the supervisors had received the report since a copy was carbon copied to one supervisor. Petersen asked for the supervisors' approval and support of restructuring the County's Safety Committee and implementing the requested improvements. She and Mike Halder (County Safety Director)

FOR THE YEAR 2012
BOARD OF SUPERVISOR'S MINUTE BOOK
CHEROKEE COUNTY, IOWA
JULY 24, 2012

met last summer (2011) and discussed restructuring the Safety Committee with a total of 5 to 7 persons including Halder and Petersen in advisory positions.

Leeds stated, "We need to table this discussion and talk about all options. We need to sit down and restructure the whole program and figure out who's going to be doing what. When I started on the board, we had monthly safety meetings and then we went to quarterly and now I can't remember the last time we had a safety meeting. We need to have one person in charge so the insurance knows who to talk to and everyone knows the expectations."

Schmidt asked Petersen to send a letter to the County's insurance representative and ask for an extension for responding to the requested loss control measures. Petersen stated that she wants to be involved from the worker's comp side since it is directly related to her duties as Human Resources Director.

Petersen suggested, "Typically you should hold a monthly safety meeting. If you don't feel that you need to have a monthly safety meeting then you're not doing things properly." Petersen advised the supervisors that the purpose of the Safety Committee is just to do reviews of incidents and it is not for training.

Schmidt questioned the value of having all departments take time out of their day to attend monthly meetings if you have nothing to discuss. Leeds suggested that the insurance carrier requested "regular safety meetings" so a smaller safety committee could meet monthly with full membership meetings as needed.

Leeds added, "Regardless of how it's done, the County's Safety Program needs to be restructured. It's our decision as a Board of Supervisors to get things back on track again."

Prunty asked who is in charge of keeping emergency kits and supplies filled in the courthouse offices. The consensus was that it should be part of the Safety Director's duties. Prunty cautioned that this has not been getting done and recent emergency situations in the courthouse have shown that there are outdated supplies that need to be replaced. Schmidt asked Brandon Billings, Secondary Roads employee, if all the County trucks have first aid kits. Billings confirmed that all vehicles have kits including gloves and bandages along with fire extinguishers.

Motion by Leeds, seconded by Prunty to approve the claims for payment as presented. Motion carried. A complete listing is available for review in the County Auditor's office and online.

Action regarding the Local Hazard Mitigation Plan Multi-Jurisdiction Amendment #1 proposed by Siouxland Interstate Metropolitan Planning Council (SIMPCO) was tabled until Ben Shuberg, Emergency Management Coordinator, is available to attend a meeting and give his recommendations about the contract changes.

There being no further business, Chairman Schmidt adjourned the meeting at 11:05 a.m.

All board agendas and minutes are available online at www.cherokeecountyiowa.com.

Attest: _____

Dean Schmidt, Chairman

Kris Glienke, County Auditor