
FOR THE YEAR 2012
BOARD OF SUPERVISOR'S MINUTE BOOK
CHEROKEE COUNTY, IOWA
JUNE 19, 2012

The Cherokee County Board of Supervisors met in regular session on Tuesday, June 19, 2012 with Larry Prunty, Dean Schmidt, Mark Leeds, and Jeff Simonsen present. Terry Graybill was absent. Kristi Petersen, Dave Scott, Ryan Kolpin, and Marci Brown were also in attendance. There were no representatives from the press. Unless otherwise indicated, all votes were offered as follows: Ayes - Simonsen, Prunty, Leeds, Schmidt; Nays - none; Abstentions - none.

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

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

Scott Weber, Central Insurance, presented the 2012/2013 Iowa Communities Assurance Pool (ICAP) insurance renewal for general liability, auto liability, wrongful acts liability, law enforcement operations liability, auto physical damage, and property coverage which includes blanket coverage of \$15,434,981 for replacement cost with a \$1,000 deductible. The premium increased by 3% to \$112,224.19 for the year beginning July 1, 2012. The County's work comp coverage is provided by Iowa Municipalities Workers' Compensation Association (IMWCA) which sets a premium modification factor based on claims history. The County's modification factor will increase from .84 to 1.10 due to an extreme increase in claims incurred by county employees with the net result being a 70% increase in premiums from \$65,999 to \$111,911 for the 2012/2013 year. Claims history has been: \$8,644 in 2008/09, \$1,035 in 2009/10, and \$191,219 in 2010/11. Weber made recommendations for loss control as a way for the County to control claims. Weber requested that the County resume and improve safety training for all employees and advised that all safety and auto fleet claims be reviewed in detail. Vehicle claims have been high so Weber advised that a fleet safety training program needs to be conducted regularly to address safe driving practices with a focus on cell phone usage while operating a county vehicle. Weber asked about the status of a photo inventory of all county buildings with contents that had been requested during last year's renewal process. Weber suggested getting an appraisal of all county owned properties with the use of the County Assessor to value all the buildings. Weber concluded by comparing the increased claims and premiums to the lack of training being provided to county employees. Weber stated "When you are not training your employees and providing regular safety meetings, then you see what happens to your claims. The insurance provider makes recommendations for a reason and if you choose not to follow them, then the taxpayers get to pay a big premium increase."

Motion by Leeds, seconded by Prunty to approve the ICAP and IMWCA insurance renewals for 2012/2013 as presented. Motion carried.

Dave Shanahan, County Engineer, presented a utility permit and discussed employee duties in his office.

Motion by Leeds, seconded by Simonsen to approve an underground utility permit for Peoples Telephone running through Sections 4 to 6 in Diamond Township. Motion carried.

Shanahan presented requests for increases in office staff wages including Paula Ellis (\$1.50 per hour), Brandon Billings (\$1.50 per hour), and Joel Anderson (70 cents per hour) stating "they've done incredible work."

Motion by Prunty, seconded by Simonsen to approve a \$11.15 wage authorization for Paula Ellis, Office Receptionist, effective June 11, 2012. Ellis will receive an additional 65 cents increase on July 1, 2012. Motion carried.

Motion by Leeds, seconded by Simonsen to approve a \$45,350 wage authorization for Brandon Billings, Project and Construction Manager, effective July 1, 2012. Motion carried.

Motion by Simonsen, seconded by Prunty to approve a \$19.70 wage authorization for Joel Anderson, Engineering Aide, effective July 1, 2012. Motion carried.

Larry Walker, Roads Superintendent, discussed his benefits when he was hired versus what the current management positions in the Engineer's Office are getting. Walker stated that his original hiring contract was a verbal agreement with two former County Supervisors and it was to follow the union contract. Kristi Petersen, Human Resources Director, had asked the Supervisors a year ago to review the practice of granting non union management positions the benefits of a union contract, specifically to address new management positions that were created in the Engineer's Office. Walker stated that he had been earning 14 hours of sick leave per month and it had been dropped down to 8 per month on July 1, 2011. Petersen responded that the monthly sick leave converts to Personal Days at the same ratio so it really doesn't matter which level of sick time is earned each month. (All county employees earn 8 hours of sick leave per month except for employees covered by the Secondary Roads union contract who earn 14 hours of sick time each month.) Walker replied that it will make a difference if he

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gets sick and doesn't have the extra sick leave per month to use. Another issue that Walker wanted addressed was that he has been carrying over a large number of vacation hours after his anniversary date each year. The Secondary Roads union contract allows employees to carry 10 days (80 hours) of vacation time over for 30 days following the employee's anniversary date. Walker requested that his benefits remain the same as when he was hired with the exception of allowing him to carryover vacation time longer than 30 days so that he does not lose it.

Sheriff Dave Scott arrived at 9:28 a.m. to observe the meeting.

Simonsen asked Walker who his second in command is when he is gone and Walker replied that there is no one that does his job in his absence. Shanahan added that he handles situations that arise in regards to road issues when Walker is gone and there are a couple of guys who do a good job of making sure things are getting done and running smoothly.

Motion by Simonsen, seconded by Leeds to reaffirm the original hiring agreement of Larry Walker, Roads Superintendent, to reflect benefits per the Secondary Roads union contract including: 14 hours of sick time per month; safety glasses and work boots provided; annual longevity payment; and an exception to allow excess of vacation time to be carried over with annual County Supervisor review. Motion carried.

County Attorney Ryan Kolpin joined the meeting at 9:33 a.m.

Kristi Petersen, Human Resources Director, presented a wage authorization for an employee who completed a 6 month probationary period in the Conservation Department. The authorization had been previously acted on and approved by the Cherokee County Conservation Board.

Motion by Simonsen, seconded by Leeds to accept the Conservation Board's wage authorization for Emmett Kohn (\$13.50) with an additional 65 cents to be given on July 1, 2012. Motion carried.

Petersen asked how the supervisors were going to get the Law Enforcement Center (LEC) to start participating in the pre-employment requirements of completing physical capacity profile (PCP) testing before an employee starts their first day of work.

Schmidt responded "Time wise, I guess in a perfect world everything would work out to get the testing done before the person starts work, but that's not always the case."

Petersen clarified that the Sheriff has had two months to get job descriptions written and to work with the hospital to get standards set.

Petersen stated "A new person (jailer at LEC) started last Thursday without a job description or PCP test being done." Petersen pointed out that it is not good practice to let an employee start work prior to testing as it could create a bad situation for both the employee and county if the test is not passed.

Sheriff Scott replied "I have job descriptions for all the positions in my department. Rita (CRMC) is down in my office showing Barb Staver how to do whatever the hospital needs to do before the physical testing happens."

Petersen addressed the supervisors saying "You guys passed a job authorization that clearly stated that it was subject to pre-employment testing including the PCP. I am asking that this be followed by all departments before the employee is allowed to start work."

Petersen then asked for clarification of overtime on weekends for non-bargaining unit employees.

Schmidt stated "I would assume it would be overtime if you are scheduled Monday through Friday."

Prunty added "It should be overtime. It's an unscheduled day, not a normal work day."

Schmidt replied "If the courthouse is not open on weekends, then it should be overtime."

Petersen replied "I'm not talking about the courthouse."

Leeds added "If they put in 40 hours first, then the overtime is after 40 hours."

Petersen asked Ryan Kolpin, County Attorney, for his opinion.

Kolpin responded "I will have to look at the manual. I really can't give an opinion without reading the manual and knowing what past history has been."

Petersen stated "I will go ahead and pay employees based on 40 hour work weeks as I read it in the manual."

Petersen presented birthday cards for the supervisors to sign in recognition of employees born in July.

Motion by Simonsen, seconded by Prunty to authorize the chairman to sign a proclamation stating "*Now, Therefore, we the Cherokee County Board of Supervisors, do hereby proclaim Saturday, July 28, 2012 as Veteran*

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Appreciation Day in Cherokee County and we do hereby call upon residents of Cherokee County to honor the military service of all veterans.” Motion carried.

Motion by Simonsen, seconded by Leeds to approve four fireworks permits for: Jamie Renken, Dean Schmidt, Paul Burch, and Gary Dodd. Motion carried.

Schmidt reported that the Secondary Roads Department has put some dust control substance down on problems areas of 480th Street East of Marcus.

Leeds gave an update on the Sanitary Landfill. The Solid Waste Commission met last week to review the latest financial figures. Leeds reported that Buena Vista County guarantees loans for their Landfill and wondered why Cherokee County has not been able to loan money or co-sign loans for the Solid Waste Commission.

Kolpin replied that he has checked with the Attorney General's Office and they don't think the county has the authority to make loans or guarantee loans to other entities. Kolpin strongly advised against Cherokee County acting as a co-signatory for loans.

Leeds reported that finances at the Landfill are looking very good and it was running in the black for the first time last month.

There being no further business, Chairman Schmidt adjourned the meeting at 10:21 a.m.

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

Attest: _____

Dean Schmidt, Chairman

Kris Glienke, County Auditor