

**MINUTES OF THE JOINT MEETING OF THE JOHNSON COUNTY BOARD  
OF SUPERVISORS AND JOHNSON COUNTY DEPARTMENT HEADS:  
JUNE 21, 2011**

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Chairperson Harney called the Johnson County Board of Supervisors to order in the Johnson County Health and Human Services Building as a meeting with department heads at 1:31 p.m. Members present were: Pat Harney, Terrence Neuzil, Janelle Rettig, and Rod Sullivan; absent: Sally Stutsman.

Department heads present were: Ambulance Director Steve Spenler, County Sheriff Lonny Pulkrabek, Information Technology Director Jean Schultz, Conservation Director Harry Graves, County Engineer Greg Parker, Facilities Manager David Kempf, Human Resources Administrator Lora Shramek, Mental Health and Disability Services Director Kris Artley, Planning and Zoning Administrator Rick Dvorak, Public Health Director Douglas Beardsley, SEATS Director Tom Brase, Social Services Director Amy Correia, County Treasurer Tom Kriz, Veteran Affairs Director Leo Baier, and Iowa City Assessor Dennis Baldrige; absent were: County Assessor Bill Greazel and County Attorney Janet Lyness. Staff present were: Assistant County Attorney Andy Chappell, Board of Supervisors Executive Assistant Andy Johnson, and Auditor’s Office Recording Secretary Cynthia Courter.

**WORK SESSION WITH DEPARTMENT HEADS**

**Human Resources Administrator Lora Shramek: Timely Performance Evaluations**

Human Resources (HR) Administrator Lora Shramek said performance evaluations are important employee development tools and must be conducted in a timely manner. Evaluations are normally due on the employee’s service anniversary. If it takes longer to complete an evaluation, Shramek requests that department heads begin the process earlier. Untimely performance evaluations have consequences. Recently there was a late

performance evaluation with a subsequent Performance Improvement (PIP) Plan in the Administrative Unit. It was grieved due to timeliness. The requested remedy was the removal of the evaluation as well as the PIP. The department head eventually had to grant the grievance.

Shramek said as it relates to non-bargaining employees, department heads have missed budgeted amounts on its Central Services and in individual line items because the evaluations were not done. Retroactive pay situations should also be avoided. They are disruptive to the affected employee, their family members, administration, HR, and payroll. They may have to reverse cost of living adjustments in Government Employees Management System (GEMS). Sullivan asked if there are any concerns about that. Rettig said she thinks there have been problems with this in a variety of locations. Shramek said for the most part, people are good about this, but there are a couple of departments that are not doing as well.

### **Confidential EAP Services**

Shramek said confidentiality is of the utmost importance when it comes to Employee Assistance Program (EAP) services, especially in regards to utilization and effectiveness. She wants department heads to make sure they maintain the integrity of that benefit for employees. Shramek requests that department heads do not ask employees if they attended EAP, what was discussed at a session, and if it helped. While department heads may be genuinely concerned, they do not want to put an employee in a position where they think they have to choose between telling the truth to their boss and divulging utilization of EAP services. Some employees may not care, but others may think they are obligated to share information they are not comfortable sharing. She reminded department heads that employees may utilize their sick leave benefit to attend EAP sessions.

### **JET Update**

Shramek said the Job Evaluation Team (JET) met in May 2011 and is scheduled to meet again in early July 2011 to determine the recommendation to the Board regarding how market parameters can be more fully utilized in the non-bargaining pay plan. The JET also took an in-depth look at the positions in Information Technology (IT) and Public Health. They need to roll out the timeline and the process for reclassification requests. Rettig said the original was supposed to be done by July 1, 2011. She asked Shramek what the timeline is now. Shramek said they would have to make those retroactive. Rettig asked what the timeline is to have it finished. Shramek said she does not have that exact information right now, but it will not be very long. Sullivan said the Board will have to approve it. Shramek said it is just a recommendation to the Board.

### **Information Technology Director Jean Schultz: Employee Intranet**

IT Director Jean Schultz said it is her understanding that the Communications Committee wants a demonstration of the Intranet. She is not sure if a lot of the

department heads have been on the Intranet. Utilizing a projector she showed the Intranet home page and said the current events are in the center. There are brochures that describe the County. The site is [www.jc.local](http://www.jc.local). On the bottom, there are survey suggestion boxes. It is quite easy to do surveys. This one deals with a charitable campaign asking for suggestions and one for the employee appreciation lunch. She knows the County has done surveys for SEATS and the Board. There is always a link to the latest employee newsletter. The suggestions from the suggestion box go to Executive Assistant Andy Johnson who then forwards it to whom the comment applies.

Schultz said IT recently added a departmental information tab. It started out as being an employee site. The first section is media contact information. It includes all the contact information for radio stations, television stations, newspapers, e-mail addresses, magazines, and libraries. There is also a sample press release, so if someone is not sure how to write one, employees can reference that sample. There are different forms departments use. For those who do not enter accounts payable themselves, there is the AP Batch Header Record form, Accounts Payable Vendor Maintenance form, and Voucher form. There is also a Fixed Asset sheet that would be filled out and given to First Deputy Auditor Chris Edwards. There is a Personnel Request form, which was recently added.

Schultz said the Board approved some departmental Social Media Use policies and standards and can be found on the Intranet. There is also the approved social media list of the approved social media sites which at this point include Facebook, Twitter, YouTube, and LinkedIn. The standards for these sites are posted. There are legislative contacts on the Intranet and also a link to legislators' schedules.

Schultz said IT will post events on the calendar as they are brought to their attention. There is a lot of information under the heading HR Information, such as the latest version of the Employee Handbook, Collective Bargaining agreements, and Benefit and Flex information. The Safety Committee has a number of things posted, including committee members, safety tip changes, meetings and minutes, workers' compensation information, members of the Emergency Response Team, and where to go in case of a tornado.

Schultz said the Bulletin Board tab was used for a while, but no one has posted anything recently. Employees can post anything, such as tickets or pets for sale or for free, or lost and found items. Employee Forms are also available on the Intranet including travel request, reimbursement, and meal allowance. Delta Dental, Wellmark Blue Cross and Blue Shield, and Performance Evaluation forms are also available, along with various others.

Schultz said the employee directory on the site basically consists of employee phone numbers for those on the Voice-over Internet Protocol (VoIP) system. The County Attorney's Office has its own separate system that has all of the different phone numbers and extensions. When calling someone on the voice VoIP system, employees should use the user extension, or the red numbers. The Health and Human Services (HHS) Building, Administration Building, Ambulance, SEATS, and Secondary Roads are all sharing two

Primary Rate Interfaces. That is basically 46 phone lines. If calling from a VoIP phone to someone else who has it and the red lines are used, then none of the 46 outside lines are being used. If one calls the Board, for example, and uses the 356-6000 number, then two lines are being used. One line is used to dial out and one line is used to reach the Board.

Rettig said she wants to know if IT has the ability to match the employee directory with the photographs taken for County identification badges. She has a hard time remembering the 500 plus names of County employees. The ability to scroll through a department employee list that includes name, title, and photograph would be invaluable. Schultz said IT could do that; it would just take a little bit of work. Rettig said she figured it would be a long term project done gradually, but she thinks it would be helpful to a lot of people internally. Schultz said she wrote Rettig's idea down.

Schultz said payroll forms can be found online. There is a link for the IT work order form. The Johnson County web just links to [www.johnson-county.com](http://www.johnson-county.com). The web applications connect to those that were developed internally. There is a lot of information under Cyber Security. Information is received from the Multi-State Information Sharing and Analysis Center. A lot of this information is helpful at home. There is information for online shopping, identity theft, and protecting children online. This information also has a lot of links employees might find helpful. A new one comes out every month that is added to the existing information.

Schultz said the Parking Committee Minutes tab gives access to the minutes. The Property Information Viewer tab links to the property information viewer on the Johnson County website. Employee Self-Service is something that is relatively new to the site. It is only available to employees internally, so they cannot access this from home. Employees can print copies of paycheck information. Employees can view and print W-2 forms. The W-2 information goes back to 2007 and the paycheck information goes back to 2006. There are a few other options.

Mental Health and Disability Services (MH/DS) Director Kris Artley asked if anyone tested that and if it worked for them. Schultz said yes. Artley said there are employees in MH/DS that have not been able to make it work. Schultz asked if those people contacted anyone with that problem. Artley said she does not know; she did not have time to follow up. She was one of the people who had trouble. The site did not recognize her name associated her with Social Security number.

Schultz asked if Artley followed the steps for getting started. Artley said she thinks so. Schultz said people do have to follow those steps and spell things exactly correct. When an employee first logs in they will see an error message. It is just a temporary issue, and people just need to click "continue with this website not recommended." It has to do with the security certificate. The address will be changed. First-time users will have to log into "Enroll Employee Self Service" because they will not have a log-in and password set up. After that is done, the employee's name must be entered in all capital letters exactly how it appears on the paycheck. The site uses the combination of both the

Social Security number and the name to access the correct employee's check information.

Schultz said dashes should not be typed with the phone number or Social Security number. If an employee enters that information with dashes and it does not match what is on the record, it will not find anything. Then, the employee's County e-mail address should be entered. The following step is to click the "next" button. Here is where an employee can set their log-in name to be whatever they want; it can even be Mickey Mouse. Employees can also assign their own password.

Schultz said there is also a help question and answer security measure employees can choose. When employees log on, they will have to click to ""continue with this website not recommended." Employees can have the site remember their password, but Schultz thinks that is less secure. Employees can edit their profile and view their phone number, County e-mail, and address. Passwords can be changed here as well. Employees can also view their federal and state withholdings and W2 forms.

Public Health Director Douglas Beardsley asked if withholding information can be changed on that site or if employees would have to go to the Auditor's Office. Schultz said employees would have to visit the Auditor's Office for that. Employees can only see their own paychecks and may not view other office employees' paychecks. That is why when registering, the name must be entered exactly as it appears on payroll records. Schultz asked if there is anything else department heads would like to see put up on the Intranet.

#### **Executive Assistant Andy Johnson: Grant Specialist Position**

Johnson said on June 23, 2011, the Board is expected to approve the job description for a part-time grant specialist who will be an employee of the Board of Supervisors and housed in one of the empty spaces at MH/DS. Many departments are already involved in writing grants, but they want more expertise. This person is not going to take over existing grants but will write grants the County does not currently have anyone to write, or to assist departments in obtaining new grants. One of their main duties will be to research multiple sources and identify available grants.

Johnson said this is an experiment. The Board has budgeted funds for FY12 and the expectation is that this will be a position that pays for itself. The strategic plan will be referred to when prioritizing grants. They hope to have the position filled in the near future. He assumes one of the first things this person would do in their job would be to visit with department heads and elected officials.

County Engineer Greg Parker asked if this position would be an as-needed hourly position or if it is going to be 20 hours per week. Johnson said the position will average 20 hours per week, but might not be a strict 20 hours every week. Parker asked if the candidate will also assist with writing the various documents for awards. They submitted an application for a National Association of Counties award they did not receive. He asked if there are additional things the grant specialist can assist with if that is something

they could potentially do. Johnson said that is a possibility. A broad duty to assist with communication efforts is included in the grant specialist job description.

Sullivan said he thinks it is important for people to understand that this will have to be a collaborative effort. A grant specialist will not know near as much about a department as the department head knows. Rettig said some departments have been applying for the same grants for a while. The County needs the grant specialist to bring in new money. They do not want all of that employee's time eaten up by something already being done. That is one of the reasons they assigned this position under the Board's supervision.

### **Board of Supervisors: Status of State Budget for FY2012 and Impact on Johnson County Including Possibility of Shutdown of State Services**

Neuzil said he knows the Senate came out with its version of the compromise June 20, 2011. Neuzil asked if the Iowa State Association of Counties put out a release yet. Rettig said they put one out this morning on the commercial property tax. Neuzil asked about the Supplemental Fund. Rettig said it is not in there. She thinks as of now, the County can live with the Senate version. Neuzil said everyone knew that the House version and Iowa Governor Terry Branstad's version eliminated the County's General Supplemental Fund, which is roughly \$13 million, including the entire funding of the Joint Emergency Communications Center (JECC). That would be a big problem for the County. He hopes the compromise the State comes up with does not eliminate Johnson County's General Supplemental Fund.

Rettig said the House Republicans said the Senate version was a non-starter. She does not think they have a compromise. The possibility of a shutdown remains, although Branstad says he has complete authority to keep the government rolling. Other people do not believe that is true. She thinks the Board's preparation document does matter. Rettig said to her knowledge, the State does not have a shutdown contingency plan. The State thinks that all State employees will be working July 1, 2011. She thinks that is a problem, and they will see that change over the week as Branstad is challenged legally on whether he has the authority to spend that kind of money without approval. The Board did schedule an emergency meeting if needed for July 1, 2011 at 10:30 a.m.

Harney said Branstad will spend some of the reserve he is sitting on. Rettig said she thinks the Sheriff's Office has immediate and difficult problems if the State does not deem Department of Natural Resources (DNR) personnel as essential for the holiday weekend. She knows DNR has absolutely no plans as of a week ago and were told all personnel will be paid on the weekend, and they will be working.

Sheriff Lonny Pulkrabek said he sent Johnson a complete list of things that will be a problem for the Sheriff's Office. The DNR would actually be a minor problem depending on what would happen. If something catastrophic happens, they would be in dire trouble without State help. Harney said the impact on Court Services and MH/DS employees is unknown.

Rettig said Johnson put together a packet of all of the department heads' responses. After the meeting, it will be e-mailed to everyone. As the next week progress, everyone should keep that up to date if they have more comments, concerns, or information Board Members should be aware of.

Treasurer Tom Kriz said he spoke with the Iowa Department of Transportation (IDOT) today, and they are still forbidden to even discuss this with anybody from the State level on down. If the government does shut down, the Treasurer's Office plan is to lay off all the employees with Clerk II positions and manage with the deputies. As of today, the IDOT has no plan. Harney asked Kriz if it is correct that the Treasurer's Office will be addressing the tax issues but not necessarily the motor vehicle or license renewals. Kriz said they would actually just shut the first two service windows.

Neuzil said the main thing is that Johnson County is prepared. They have to start thinking about the worst case scenario. All departments are pretty dependent on State government.

Rettig said a number of department heads identified cash flow problems with pass-through money, as well as billings and checks. She said she asked Budget Coordinator Rich Claiborne how much cash the County has in the bank. She thinks the County has \$9 million in the bank. They should be able to cash flow this. The problem is if the County has personnel paid for with State dollars and the County is not going to get that money back retroactively to July 1, 2011, there is a much different situation and it may force layoffs.

### **Social Media Policies**

Johnson said the Social Media Use Policy is on the Board's Informal Meeting agenda for discussion on June 23, 2011. Once approved, the policy would go into the Employee Handbook. The other standards have been approved. The Communications Committee suggested this be on the agenda to address questions or comments about the policies. The standards for Facebook and Twitter, and the departmental policy are not part of the Handbook. Those have already been approved by the Board. The Communications Committee wants some input on how many departments should have Facebook pages. He wants to know if just the County should have a page or if all departments want to have one. Some departments, such as Public Health and Conservation, already have Facebook pages.

Rettig said she follows a number of counties on Twitter and Facebook just to see what they are doing. Other than departments that have a lot of breaking news or events, it makes sense to just have one County page. In other counties, Conservation and Public Health have feeds and then the County has one. She thinks those departments are both examples of how social media sites are a growing medium, and she knows that black raspberries are at F.W. Kent Park (Kent Park) because of Conservation's Twitter feed.

Facilities Manager David Kempf said the Communications Committee discussed that some County departments have no need for a Facebook page or Twitter account. He asked if there is going to be a designated person or entity who will receive information that is of general use to County employees to post on the County Facebook page. Rettig said that remains to be seen. She does think the County needs a designated person to receive and post department updates.

Schultz said she thinks the main intent is still to have the main source of information be on the County website, so people can link back to it. Rettig said if there is an opening for someone to apply for a commission, that notice can be posted on Facebook and Twitter and linked to the County website where the application and description is located. There has to be a designated person or group to work on this. She asked if anyone has any ideas about who that person might be. Harney said he thinks the Communications Committee should make a suggestion. Sullivan said there will be a handful of people in IT who can do the work. That way there will be back-up help. Schultz said if there are departments that post updates often, they could designate a person there to do their social media work. Beardsley said Public Health uses social media quite a bit. The actual posting could be a clerical function. The key thing is the approval process that needs to be set up.

Rettig asked who approves what Public Health posts on social media sites. Beardsley said the information is approved by him. Rettig asked if she were to hold an HIV testing clinic, if she would send Beardsley a note and he would approve it to be posted to Twitter. Beardsley said there are some standard things like that that are moved through, but if it is a special event, it would be handled like any other news release. He would receive an e-mail with a contact and send it back to them approving the post. It does not take long. Most of Public Health's social media updates are just informational.

Parker asked if Public Health's Facebook page is set up so people cannot respond to information posted. Schultz said according to the Facebook Standard, the public should not be able to respond to posts. Harney said under the policy, social media sites are regulated and posts have to be approved by the department head or the designee. Each department needs to designate a backup to work with the department head.

Parker said social media sites are something Secondary Roads would like to use for their construction projects, lane closures, and things like that. Rettig asked if Parker thinks Secondary Roads needs its own Facebook page at this point and if they just use the main Johnson County page. Parker said he thinks Secondary Roads should probably have their own page to operate on their own. Sullivan said he thinks Secondary Roads has enough updates for the public on projects that they could do that. Rettig said Secondary Roads will probably want a Twitter page more than a Facebook page because the news media often has Twitter updates sent directly to them as a text message. Sullivan said perhaps that is where Parker could designate someone in Secondary Roads to do it and be trained by someone in IT.

### **Signage Needs in County Buildings**

Kempf said the Communications Committee talked about this on several different occasions and tried to form a committee to go around, talk to people, and ultimately make recommendations. Each time they have tried to form a committee to do that it has fallen apart before anything ever happens and ends up being a committee of one or two people. The Communications Committee thought this could be discussed at a Department Head's Meeting because a lot of the questions probably come out of the departments. It is important to appoint somebody to do this.

Social Services Coordinator Amy Correia said it would be great if there was a map located inside any County building's main entrance showing County office locations. Neuzil said he thinks that is what the plan is. The Communications Committee is going to put a subcommittee together. They would like anybody who has an office and has to deal with the public to send someone to be a part of that subcommittee. These are going to be way-finding signs so that people can get around a little easier. There is some funding available for this.

Sullivan said it is probably not as much of an issue for Secondary Roads, SEATS, and departments that are not located within the County campus. Neuzil said he thinks there is a lot of confusion when people walk into the Administration and HHS Buildings. Correia agreed. She asked if the formation of a subcommittee is necessary to address this issue. Kempf said the issue is complicated and he thinks the County needs feedback from staff. Rettig asked how many people Kempf wants on this subcommittee. Kempf said more than one person, four or five, but three would work. Neuzil said it really will not take a lot of time.

Rettig asked if Iowa City Assessor Dennis Baldrige could give a volunteer from the Iowa City Assessor's Office. Baldrige said he volunteers himself. Rettig said how about Kriz, can he volunteer someone. Kriz said yes. One thing which is sorely needed in the Administration Building is signs on office doors and the hours of operation. When the windows were changed in the Administration Building the signs were removed from the doors. A great start is simply getting some signage in the building that indicates where each office is located and the hours of operation. On another issue, the County does a terrible job of notifying the public when the County buildings will be closed. Sometimes there are notices and sometimes there are not. It is very easy and inexpensive to have a scrolling sign on the Administration Building indicating when the building is closed. He said this would prevent people from banging and yanking on the doors thinking the building might be open. Kempf said the interior signs have already been ordered along with the new Administration Building sign. Those should be installed very soon.

Rettig asked Neuzil if he is on this committee. Neuzil said no. Right now, Kempf and a woman from the County Assessor's Office is on the committee. Rettig said they need someone else from the HHS Building. Artley said she volunteers Assistant MH/DS Director Jan Shaw with the recognition that the problem in the HHS Building is that their

holiday schedule does not match the State's. She wonders if the committee might want someone from the Iowa Department of Human Services (IDHS) and from MH/DS. Correia said MH/DS' holidays match the State's. Rettig said MH/DS' holidays do not match the County's. Artley agreed.

Rettig asked Beardsley if he can volunteer someone from Public Health for the committee. Beardsley asked if there is someone from Public Health on the Communications Committee. Sullivan said no. Neuzil said the Communications Committee meets the first Friday of each month. Beardsley asked if the Board wants someone from the subcommittee to look at the signage question. Neuzil said the subcommittee could meet over lunch and walk through the building.

Rettig said the committee now includes Shaw, Beardsley or someone from Public Health, Kriz, Baldrige, someone from the County Assessor's Office and Kempf. Rettig asked if that was enough. Kempf said yes.

Harney said he gets a lot of questions about how to get to the HHS Building from the Administration Building. Correia said there are no signs that direct people to the skywalk. Rettig said the Communications Committee would like to have Beardsley volunteer someone from Public Health for that. Neuzil said the subcommittee will discuss way-finding signage. Kempf said he thinks the scrolling signs are a good idea. That is something the Communications Committee should talk about. It deals more with communicating to the public.

### **Johnson County Strategic Plan**

Johnson said the Board held a Work Session to address each of the strategic priorities and the goals. The Board discovered they have a lot of deadlines for July 1, 2011, which will be reexamined. Things are in process and that is important. The Board held a Work Session with Shramek regarding some of the HR action plans. Johnson thinks there will be another Work Session in August 2011. There is an action plan for review of staffing levels and span of control. On June 23, 2011 the Board will review the job description for a sustainability assistant. That position will be housed in Planning and Zoning and will work with Planning and Zoning Assistant Planner Joshua Busard. That employee will work on documenting and achieving some of the green goals that were identified in the Strategic Plan.

Sullivan said one of the areas of the Strategic Plan is customer service. The Board wants to determine what an acceptable level of customer service is, what a good level of customer service is, and where the County is at on that level as well as where they could be. That means so many different things to so many different people. He would love to get a baseline from people. For example, in Social Services, when someone needs a General Assistance appointment, how many times do they call before they get through to someone, how long before they get the appointment, and how long before service happens. In IT, when people fill out a computer service request, there is the question of how long it is from the time the request is made until the person receives service. The

County needs to talk about if funding is cut somewhere, how it would impact that service. The same thing needs to be discussed if funding were increased somewhere. There are some services, like Ambulance, that they do not want to mess with. The County is always striving for faster, better service. With a building permit there is the question of whether it could wait another day. The Board does not have a good baseline for this. He asked the department heads to think about this.

### **REPORTS/UPDATES FROM DEPARTMENT HEADS**

Pulkrabek said the Sheriff's Office is as busy as ever and the Jail is progressing. Work continues toward a new justice center and a possible bond referendum in 2012.

Veteran Affairs Director Leo Baier said he appreciated the proclamation honoring veterans on Memorial Day and he thanked the Board for that. The budget has passed in Congress for the Federal Emergency Management Agency's (FEMA) Phase 29. President Barack Obama signed it into law on April 15, 2011 for \$120 million. The local crisis center FEMA Executive Director stated that she may know by the end of June 2011 whether the County will get any money. Baier said there are 12 different benefits veterans would potentially be able to apply for in the state of Iowa, and these can be viewed at [www.va.iowa.gov](http://www.va.iowa.gov). Veteran Affairs has a new commissioner; Michael Hensch replaced former Veteran Affairs Commissioner James Ephgrave.

Baldrige said the Iowa City Assessor's Office 2011 assessment process is over. They are starting on new construction for next year, and the Iowa City Assessor's Office hired a new appraiser for ongoing reappraisal. Baldrige said he thinks the County Assessor's Office is in a similar situation.

Kriz said the Treasurer's Office conducted the 2011 Tax Sale on June 20, 2011, and a record number of 768 bidders registered. The Treasurer's Office sold about \$850,000 worth of delinquent taxes, and they had 350 parcels. They also had about 600 mobile homes and sold one of those. Kriz said the Treasurer's Office received notice that the State will be switching over to the new license plates at the Iowa Department of Transportation (IDOT) level starting July 5, 2011. The only difference is that the new plates have black letters, and this is occurring because law enforcement severely needed the change from blue to black. Rettig asked what that change is costing the State. Kriz said the State is going to phase the new plates in. The IDOT is not allowed to talk about anything, but the County will know more in July. He said the IDOT recently appointed new IDOT Director Paul Trombino III.

Planning and Zoning Administrator Rick Dvorak said the Board is finally finished with the process of doing buyouts three years after the flood of 2008. The County has received the bidding for the demolition of those structures, and hopefully the demolition will be underway within the next three to four weeks.

Parker said recent weather has been affecting construction projects and causing them to essentially shut down. As soon as the weather cooperates, those projects will begin

again; the contractors are ready to go. The first round of dust control has been completed. For safety reasons, Secondary Roads will not start seal coat operations on County roads until after the Register's Annual Great Bike Race Across Iowa (RAGBRAI) is done. Staff is mowing, cleaning, and replacing failed pipes in County ditches. Parker said the whole radiant heating system in Secondary Roads' old shop facility failed in 2011. The cost to replace it was between \$120,000 and \$130,000. The Board may receive a phone call about a tree down on Linder Road, but Secondary Roads staff is taking care of it. Parker said staff is also working toward accomplishing their designs for 2012.

Beardsley said the Board of Health is working on its Strategic Plan since the Community Health Needs Assessment has been completed. That will hopefully be done near the end of August 2011. Public Health had a successful exercise setting up one of their points of distribution for a Public Health emergency. The Board of Health approved a final draft for some of the updates to the nuisance regulations. Public Health will staff a booth at the Johnson County Fair to talk about oral health and nutrition.

Ambulance Director Steve Spenler said it looks like FY11 will be a record year for Ambulance. A virtual gate was installed on June 21, 2011 in the Ambulance parking lot.

Correia said the Youth Empowered to Serve (YES) program started last week and 42 teenagers successfully completed YES Orientation. They are now grouped into their community work sites for the next eight weeks. Towards the end of the summer, the teenagers will participate in group research projects and RAGBRAI. Community Projects Specialist LaTasha Massey is taking the lead on program, along with an undergraduate student intern. Correia said Social Worker II An Leonard will be moving into General Assistance on July 1st to take one of the part-time positions that moves to full time. Correia said she is leaving County employ on July 15, 2011 to move into the private sector. She has a transition plan and will continue to work with staff to make sure there is a smooth transition. She will be located at Crazy Girl Yarn Shop in Coralville.

Artley said MH/DS has no knowledge of the money they will have available on July 1, 2011, as no State legislation has been passed. MH/DS will be implementing a waiting list for County funded services as of July 1, 2011. The poverty level for actual income is being decreased from 200% to 150% for eligibility for clientele. Since the State has determined they will have a redesigned mental health process at some point in the future, the Governmental Affairs Committee, which is comprised of both Linn and Johnson County personnel, has requested volunteers who would like to serve on one of the work committees that IDHS will be creating. MH/DS will endorse those volunteers and hopefully get good representation on some of those committees in the future.

Artley said MH/DS had a management information system update, and this is currently not working well. MH/DS is holding State bills in case there is rebate language which goes through. MH/DS probably has \$850,000 that they owe to the State but that is alright because MH/DS may be eligible for a lot more money from the State than they otherwise be eligible for. Artley said the County is not past due on those bills. In May

2011, the local service provider Life Skills, Inc. had to close due to its inability to sustain operations with a 2.5% cut in the Medicaid reimbursement rate. There are probably about 30 providers in the state of Iowa that are in a difficult fiscal situation, and it is likely that more facilities will close.

Conservation Director Harry Graves said there were a lot of construction work delays on Highway 6 during May. Graves contacted the foreman of that project, and he provided Conservation with 42 tandem axle loads of broken, clean concrete taken from the joints of the road to use for riprap. Graves explained that riprap is stone or broken concrete that is often used to prevent banks of lakes and ponds from erosion. Limestone looks good cosmetically, but concrete lasts much longer. Graves said the trumpeter swans attracted a lot of attention at Kent Park. They hope the swans will imprint on the park, come back to it, and raise their young in four or five years. Graves said the University of Iowa Steel Drum Band performed in Kent Park in May 2011, as well as the Court Hill Woodwind Quintet and the Drollinger Family Band. The Bon Vivant Horn Quartet is scheduled to perform on July 11, 2011 and the Silver Swing Band is scheduled to perform on July 15, 2011.

Graves said Conservation has a good summer workforce. The County received a renewal of their Storm Registered Quarter Recognition Certificate from the National Oceanic and Atmospheric Administration through 2013. The letter states that Kent Park remains the only park of any kind in the state of Iowa to be formally recognized for actively promoting severe weather safety awareness and implementing effective severe weather strategies. The Tri-State Storm Advisory Board also wishes to commend the Board on the many improvements the County made since 2007 and their commitment to continued improvement in the coming years. Graves said Conservation is working on a tornado safe room and will do some soil borings soon once the area dries out. This will be put out to bid once the design is completed. Conservation is about to submit their trail and wetland litigation project plans to the United States Army Corps of Engineers for the Clear Creek Trail.

Kempf said the Physical Plant is putting the final touches on a couple of projects, including window replacement in the Administration Building. He reported that an impaired driver drove into the new plantings and sod area near the Administration Building employee parking lot, and the contractor has the driver's name and insurance so that he can be billed appropriately for the damage that occurred. Kempf said the Jail project is progressing, and they are still hoping to meet the August 2011 deadline for completion of the whole project. Crews poured the concrete base in the Courthouse steps on June 17, 2011 and then left the water running. Water came into one of the offices in the middle of the night, and Kempf immediately had a conversation with the contractor. The limestone for the steps and the landing is scheduled to be delivered on June 27, 2011, and they will start placing the limestone on the following day. That is about a month later than the original timeframe, but they are hoping to finish that by the middle of July.

Shramek said employees Cost of Living Adjustments are due on June 22, 2011. Employee benefit statements are scheduled to go out July 1, 2011 and HR will be able to

start running those on June 30, 2011 with the help of IT. Shramek said HR has a few grievances in the works, and HR staff is busy preparing for the Johnson County Fair.

Schultz said IT has Microsoft Office 2010 installed on selected staff computers in various departments. She asked department heads to let IT know when they want the software to be provided to the rest of the employees. Employees will have both Microsoft Office 2010 and Microsoft Office 2003 for a limited period of time. Schultz said IT just received the proof for the new County map, and it will be ready in time for the Johnson County Fair. She said the home page of the County website always has some new information. IT does not automatically know about any of those unique news items, so Schultz requested department heads to give that information to IT.

Schultz said IT got a box for the new aerial photos from Pictometry today, and that will be available pretty soon. She asked County employees to swipe their badges if they park behind a virtual gate and keep track of when they swipe them; IT can then do a test in the next week. Schultz said IT has a web camera available for department heads to use for webinars and other similar purposes.

Rettig said the Board is working on allowing greenhouses in the unincorporated area as a part of the Strategic Plan, since part of the Strategic Plan includes promoting local foods. The Board also had the opportunity to spend a morning with the Amish community in their homes, gardens, and auction barn. Rettig urged department heads to review the Strategic Plan to make sure the Board is on track and offer feedback where necessary.

Sullivan said the new parking policy is scheduled to go into effect on July 3, 2011. Employees may contact Kriz, Stutsman or Sullivan with any questions or concerns prior to June 23, 2011, when they will meet to finalize the policy. Sullivan said the Board appreciates the help provided by Chappell in writing an ordinance and a resolution. The ordinance gives the Board some authority, and the resolution provides the real content of the policy.

Neuzil said the Board is planning to conduct the July 28, 2011 Formal and Informal Meetings, and possibly an Elected Officials meeting, on the stage at the Johnson County Fair this year. If anyone has a topic that relates to rural outreach or anything of that nature, they may want to schedule discussion during that Informal Meeting. Neuzil said Johnson County vehicles may be featured at the Johnson County Fair on July 26, 2011, and it is also Kids' Day. They are working with Fair staff to find a good and safe location for showcasing unique vehicles.

#### **DATE AND TIME OF NEXT MEETING**

Harney said the next Department Heads Meeting is scheduled for August 16, 2011 at 1:30 p.m.

Adjourned at 3:04 p.m.

Attest: Tom Slockett, Auditor  
By Cynthia Courter, Recording Secretary