

**MINUTES OF THE INFORMAL MEETING OF THE JOHNSON COUNTY  
BOARD OF SUPERVISORS:  
NOVEMBER 3, 2011**

**TABLE OF CONTENTS**

	Page
County Engineer Greg Parker: Review of Quotes Received for Fall 2011-Spring 2012 Crack Sealing Program and Recommendation to Award Contract to Illowa Investment, Inc. of Blue Grass, Iowa, in the Amount of \$37,873.....	1
Public Health Director Doug Beardsley: Update of Licensed Practical Nurse Job Description .....	2
County Attorney’s Office: Joint Agreement for the Provision of Governmental Service, Soil and Water Conservation Specialist Between Johnson County, Iowa, and Johnson County Soil and Water Conservation District .....	2
County Attorney’s Office: Motorized Vehicles on County Trails .....	3
Ambulance Director Steve Spenler: Progress Report.....	3
Reports and Inquiries from Executive Assistant Andy Johnson .....	6
Board of Supervisors: Appointment to the Johnson County Zoning Board of Adjustment .....	6
Board of Supervisors: Appointment to the Johnson County/Iowa City Airport Zoning Board of Adjustment .....	7
Reports and Inquiries from the Board of Supervisors .....	7
Human Resources Administrator Lora Shramek: Benefit Contract Renewal with Synchrony for Employee Assistance Program (EAP) Effective November 16, 2011 to November 15, 2012 .....	8
Human Resources Administrator Lora Shramek: Benefit Contract Renewal with TRISTAR for the Flexible Spending Administrative Services Agreement Effective January 1, 2012 to December 31, 2012.....	9
Human Resources Administrator Lora Shramek: Step 3 Dornbush Grievance from Public Professional and Maintenance Employees (PPME) Local 2003 Administrative Unit for the County Attorney’s Office.....	9

Chairperson Harney called the Johnson County Board of Supervisors to order in the Johnson County Administration Building at 9:15 a.m. Members present were: Pat Harney, Terrence Neuzil, Janelle Rettig and Rod Sullivan; absent were: Sally Stutsman.

**COUNTY ENGINEER GREG PARKER: REVIEW OF QUOTES RECEIVED  
FOR FALL 2011-SPRING 2012 CRACK SEALING PROGRAM AND  
RECOMMENDATION TO AWARD CONTRACT TO ILLOWA INVESTMENT,  
INC. OF BLUE GRASS, IOWA, IN THE AMOUNT OF \$37,873**

County Engineer Greg Parker recommended Illowa Investments, Inc. (Illowa) from Blue Grass, Iowa for the Fall 2011-Spring 2012 Crack Sealing Program for a contract price of \$37,873. Pate Asphalt Systems submitted the highest quote of \$71,805. Parker cannot explain why there is such a wide range. Harney clarified that no crack sealing will take place until spring 2012. Parker said that is correct.

Rettig asked if Illowa is able to seal cracks with this new method using what is basically glorified toilet paper. Parker said that is still an option depending on what the

contractor brings forward. Secondary Roads has also used dish soap which is biodegradable and even less expensive than toilet paper.

Harney said he would have expected the crack sealing work to be completed in the fall, before the damaging winter weather. Parker said while this was not on the schedule for this fall, he will certainly take into consideration completing it before winter.

**PUBLIC HEALTH DIRECTOR DOUG BEARDSLEY: UPDATE OF LICENSED PRACTICAL NURSE JOB DESCRIPTION**

Public Health Director Doug Beardsley said the Licensed Practical Nurse job description had not received a formal update since 2000. The Job Evaluation Team (JET) reviewed the job description and recommended reclassifying this position from pay grade nine to pay grade ten. The Board of Health reviewed and approved this job description and seeks approval by the Board of Supervisors.

Rettig said she assumes Human Resources (HR) has no objections. Beardsley said HR has worked with Public Health in preparing the draft.

**COUNTY ATTORNEY'S OFFICE: JOINT AGREEMENT FOR THE PROVISION OF GOVERNMENTAL SERVICE, SOIL AND WATER CONSERVATION SPECIALIST BETWEEN JOHNSON COUNTY, IOWA, AND JOHNSON COUNTY SOIL AND WATER CONSERVATION DISTRICT**

Assistant County Attorney Andy Chappell said based on the Board's desire to have the agreement take effect July 1, 2012, he thought some changes should be made. His advice is for the agreement to take effect July 1, 2012, and the County will continue to cooperate as usual with the Johnson County Soil and Water Conservation District.

Chappell said the only substantive changes appear in paragraphs two and 13. Paragraph 13 states the agreement will be effective on July 1st and this can be approved when the Board is ready. As Chappell made this change, and considering the unknown outcome of the budget discussions, Chappell questioned whether the termination date should be adjusted because as it is written, the agreement will be terminated after it is effective. He added language in paragraph two stating the agreement can be terminated either before July 1, 2012 with 60 days' notice, or after it takes effect with the original 90 days' notice. He felt this extra clarification was warranted.

Chappell said he thinks moving forward with this process means Planning and Zoning Administrator Rick Dvorak would ask the Johnson County Soil and Water Conservation District staff to formally approve the amended language. If approved, the Board would then vote on it.

Neuzil asked if the Board decides to assign this position anything less than full time, would anything change. Chappell said it changes the agreement, which as written, is for a full-time position. Neuzil asked what happens if the Board signs the agreement and

later decides the position will not be full time. Chappell said the agreement can be terminated with 60 days' notice. He recommended drafting the agreement to say what the Board wants it to do, and then if necessary, terminate it within a relatively short time period. If the County does not terminate the agreement by April 30, 2012, then it is bound to a five month employment commitment.

### **COUNTY ATTORNEY'S OFFICE: MOTORIZED VEHICLES ON COUNTY TRAILS**

Chappell said Assistant County Attorney Susie Nehring had some contact with the Iowa Department of Transportation and Iowa Communities Assurance Pool. Nehring's inquiries show that with the change in the latest amendment to the Americans with Disabilities Act, many people will have to review the agreement. Rettig asked if the County can simply go ahead and install the sign posts before the ground freezes. Chappell said he thinks that can be done. Sullivan recommended four signs on the trail and other Board members agreed to four.

### **AMBULANCE DIRECTOR STEVE SPENLER: PROGRESS REPORT**

Ambulance Director Steve Spenler said former Clerk Ann Campbell retired this past August after over 20 years of service. Sandra Thompson was hired to replace Campbell.

Spenler said Ambulance has a contract with the University of Iowa (UI) to provide Emergency Medical Technician basic drivers for the UIs mobile care units. The UI has two ground ambulances which travel around Iowa primarily transporting premature babies to the UI Hospitals and Clinics.

Spenler said Ambulance provides services at all large UI athletic events. Ambulance also participates in community events including: making an ambulance available at all high school football games, public education, providing support to the Johnson County Emergency Medical Services (EMS) Association, and providing first responder agencies assistance with developing protocols and with compliance issues. Ambulance also provides internships for EMS students. Also, students from a UI EMS student interest group ride along with Ambulance staff primarily on Friday to see if they have interest in pursuing a career in EMS.

Spenler said Ambulance calls have increased approximately 3.5% from 2010. Transports make up about 65% of the calls. The other calls are either cancelled en route or receive care on site but patients decide they do not want to go to the hospital. This type of call is recorded as a refusal of service.

Spenler said there are about 19.5 emergency calls per day, which is about 95% of the 7,379 calls for service in 2011. Saturday is still the busiest day for service calls and the busiest hour is still Sunday morning between 12:00 - 1:00 a.m. Neuzil asked if those calls are alcohol related. Spenler said he assumes the majority are.

Spenler measures response time data in fractals rather than averages to get a more accurate measurement. For example, 92.1% of the time this year, response times were less than 15 minutes. In about 75% of the time, staff arrived on the scene in less than eight minutes. There has been a steady decrease in response times over the past six years which Spenler attributes to additional staff and equipment, and to relocating the Coralville truck to the new north station.

Rettig asked Spenler what he is going to do when Ambulance becomes the best they can be. Spenler said he evaluates statistics every month looking for areas that need improvements.

Spenler said subsidies increased by almost \$195,000. Subsidy expenses included the addition of the truck on the west side. That also meant the addition of two full-time equivalent positions, costing between \$80,000 and \$90,000. There were also three employees who took a significant amount of time off from work. That coupled with other employee sick time and vacation time accounted for about 1,700 additional employee hours costing around \$35,000 or \$40,000.

Spenler said they gave staff a 2.8% increase across the board. That is almost always offset by an increase in revenue. Revenue is still a concern because debt collection is still a problem. Ambulance is trying to be proactive in collecting revenue. Spenler said based on what Ambulance billed last year, he expected revenues to be about \$55,000 more than what they were. The state of the economy is contributing to decreased revenue.

Sullivan asked if there is an increase in the number of people making small monthly payments. Spenler said yes, and added that they will change their billing approach by suggesting scheduled payments to hopefully collect more from unpaid accounts.

Spenler said Ambulance has mailed letters offering payment plan and credit card options to those who owe for services. They are also going to enroll in the Income Offset Program and register its bad debt. The offset program is a state program that tracks individual financial business and helps with debt collection.

Spenler said staffing the fourth truck during peak times has positively affected scheduling. The west satellite station is currently under construction and should be available by December 21, 2011.

Spenler said Wellmark Blue Cross and Blue Shield (Wellmark) gave Ambulance an increase as of July 1, 2011. Medicare is supposed to increase its reimbursement rate by 2.4% effective January 1, 2012. He thinks for the last five years, Ambulance has been living on a temporary 2% increase and it is possible Medicare will not renew that 2% temporary increase, so there will be an almost negligible increase from Medicare, which is Ambulance's single largest payer.

Spenler said Ambulance formed a quality assurance committee in 2011 made up of staff, members of its management team and Ambulance Service Medical Director Dr. Charles Huss. Together they completed a thorough revision of patient care protocols. The quality assurance committee met five or six times, and each time they looked at different ideas for revisions. Revised protocol became effective October 17, 2011. Spenler said the quality assurance committee is also evaluating new procedures, and new medical equipment and supplies.

Spenler said Ambulance purchased a new ambulance this year, a Ford E350 with a gasoline engine. He also purchased laptop computers for the trucks. There is going to be an online truck inventory control method staff will use when doing daily truck checks. This will add accountability to that process and also make ordering supplies more efficient. Eventually, patient care reports will be on the computer as well. The crews will also complete electronic care refusal forms. The billing sheets could also become computerized.

Sullivan asked if the laptops are Panasonic Toughbooks. Spenler said they are Dell's version of a Toughbook, a ruggedized laptop. Rettig said Information Technology (IT) staff suggested the Dell product and it saved a lot of money. Spenler said he thinks they saved \$1,200 per laptop by buying from Dell instead of Panasonic.

Sullivan asked if automatic syncing is available. Spenler said yes. Sullivan asked if there is an automatic sync when ambulance computers are within a certain distance of the main facility. Spenler said laptops can be synced anywhere they have internet access.

Rettig asked when the new system will be available. Spenler said hopefully in the next couple weeks. Employees are almost completely trained for the inventory system, but because there are a few issues with the patient care report and forms aspect of the program, that will hopefully be ready after January 1, 2012.

Harney said he is concerned about the amount of the subsidy. Residents expect a high quality level of service in Johnson County. Neuzil said the County invests in areas of public safety despite the stagnant economy. He asked if the addition of a night football game at the UI has placed any stress on staffing and the call system. He also asked if the 21-only Ordinance has had any impact on Ambulance.

Spenler said there is a significant increase in call volume on a home football weekend. So far, they have been able to handle the call volume with the four trucks. Ambulance does staff a crew at the UI football games and they are paid by the UI Athletic Department for that work.

Neuzil said one justification for adding the new west side Ambulance substation was the fact that traffic flow after a football game makes Ambulance service to the west side of town difficult. He asked if that works pretty well now. Spenler said they park ambulances from the west side station at the intersection of Melrose Avenue and Koser Avenue beginning at around halftime of the football games, and a truck from the Iowa

City station is staged at Kinnick Stadium roughly three hours before the game. This allows immediate access in the high call volume area.

Neuzil asked about the impact of the 21-only Ordinance. Spenler said calls to downtown Iowa City decreased a little in 2010, but he thinks call volume is back up to previous levels. He does not think the changes are statistically significant. Neuzil asked if Spenler thinks the increase in student population has something to do with the increase in calls. Spenler said it is inevitable that young people drinking irresponsibly are going to result in more ambulance calls. He does not think there is a big shift in calls from the downtown area bars to house parties.

Neuzil said the UI enhances the community, but at the same time it puts a toll on the County's budget. He said this is the cost of doing business. Rettig said call volume since FY06 is up 21%. A significant population change occurred since then and a significant part of that population resides in Tax Increment Financing (TIF) districts. The growth in TIF districts does not result in any tax revenue increase for the County in the foreseeable future. The taxpayers residing outside the TIF districts share a higher tax burden.

**REPORTS AND INQUIRIES FROM EXECUTIVE ASSISTANT ANDY JOHNSON**

Executive Assistant Andy Johnson said the Board has a Budget Meeting scheduled for November 9th at 1:30 p.m. and a meeting scheduled for November 10th at 5:30 p.m. Most County offices will be closed for Veterans Day.

**BOARD OF SUPERVISORS: APPOINTMENT TO THE JOHNSON COUNTY ZONING BOARD OF ADJUSTMENT**

Johnson said Johnson County Zoning Board of Adjustment Member Dawn Terrell's term is expiring and she is willing to be reappointed. This board now has one female and three males without this appointment. He thinks since Terrell, a female, is willing to be reappointed, he assumes she would be appointed next week.

Sullivan said the Board wants to achieve gender balance on boards and commissions and State law requires it. He asked Chappell what the Board's options would be if they were dissatisfied with a member's service but he said this certainly is not the case with Terrell. Chappell said the Board would re-advertise. Sullivan repeated that is not the case in this instance. Chappell said he does not recall seeing any language in the State Code that implies the County must appoint a person just because they were the only person who applied.

Rettig asked Johnson to explain how the advertising will occur. Johnson said with an expiring term, they will advertise for 90 days, and he assumes the Board would have the opportunity to consider an applicant as unqualified and then re-advertise. When there is a vacancy due to resignation, they will advertise for 30 days and then advertise again if

necessary. Rettig said the County is not receiving many applicants for these positions and so she urges everyone to consider serving on a County board or commission.

### **BOARD OF SUPERVISORS: APPOINTMENT TO THE JOHNSON COUNTY/IOWA CITY AIRPORT ZONING BOARD OF ADJUSTMENT**

Johnson said this is a board that has two people appointed by the County and two people appointed by the City of Iowa City. One of the County-appointed terms is expired and there is a fairly limited pool of people to choose from because members must also be a member of the County's Zoning Board of Adjustment. Zoning Board of Adjustment Member and Johnson County/Iowa City Airport Zoning Board of Adjustment Member James Amlong has served two and a half terms and is willing to be reappointed.

Harney asked if gender balance is required. Johnson said the County only has control over half of the board, but there is one female, so the County's contingency would be balanced. Rettig said there are a couple of these openings that Iowa City has not been able to fill for six years.

### **REPORTS AND INQUIRIES FROM THE BOARD OF SUPERVISORS**

Neuzil said he and Rettig continue to work with the new Facilities Manager Eldon Slaughter during his transition. He met with Johnson regarding the strategic planning report for space needs. He attended the Corridor Business Journal's Forty Under 40 awards banquet and the Coralville Chamber of Commerce meeting. Neuzil is scheduled as the emcee for tonight's North Liberty Business Banquet. His next Listening Post is scheduled for November 4th at Bruegger's Bagels on Riverside Drive at 7:30 a.m. He will celebrate his 500th Listening Post on November 29th at the Iowa City/Johnson County Senior Center.

Rettig attended a Livable Communities for Successful Aging Policy Board meeting with IT Director Jean Schultz and Webmaster Gary Yoder. The Green Team met this week. MidAmerican Energy will conduct energy audits in all County buildings next week. She attended the Domestic Violence Intervention Program Pat Meyer Vision Award ceremony and this year's award went to the late Linda Severson. Rettig reminded the public to set clocks back one hour this weekend and appealed to cyclists to abide by State law which requires a rear reflector and a front light on all bicycles. Rettig said the UI's Women's Resource and Action Center annual spaghetti dinner fundraiser is scheduled for November 10th at 5:00 p.m. at Old Brick. In honor of past veterans, Johnson County's Wreaths Across America is scheduled for December 10th. On November 10th, a Wreaths Across American fundraiser is scheduled at the Iowa City American Legion Post No. 17.

Sullivan said he is the Board's representative on the United Nations Educational, Scientific and Cultural Organization (UNESCO) City of Literature Board of Directors. He serves as the Board's appointee to the Housing Trust Fund of Johnson County, and he attended a Board meeting regarding that. Sullivan encouraged people to donate if they

are able, to the United Way of Johnson County and Iowa Shares. He participated in the first Oasis Village Planning meeting last week. Sullivan said he, Conservation Director Harry Graves, Conservation Board Chairperson Amy Bouska, and Trails Advisory Committee Chairperson Terry Dahms meet with the Linn County Trails Association, a Linn County Supervisor, and the Linn County Conservation Board to discuss connecting the trails. He said Deputy Treasurer KOLEEN HOFFMAN is retiring. He said the annual Diwali celebration is scheduled for November 5th at the Iowa Memorial Union.

Harney said he attended two meetings with the Joint Emergency Communications Center (JECC) last week. He attended the Joint Emergency Communications Services Administration Policy Board meeting where an agreement was reached that the JECC will not be responsible for additional radio installations. He attended a Community Foundation of Johnson County Grants Committee meeting and met with Mental Health and Disability Services Director Kris Artley and staff for a conference call with St. Luke's Hospital representatives regarding services provided to Johnson County. He said he received notice that the State Criminal Alien Assistance Program provided a grant to the Sheriff's Office in the amount of approximately \$41,000.

**HUMAN RESOURCES ADMINISTRATOR LORA SHRAMEK: BENEFIT CONTRACT RENEWAL WITH SYNCHRONY FOR EMPLOYEE ASSISTANCE PROGRAM (EAP) EFFECTIVE NOVEMBER 16, 2011 TO NOVEMBER 15, 2012**

Human Resources Administrator Lora Shramek said she distributed an executive summary on the existing contract with Synchrony for the Employee Assistance Program (EAP). The EAP is a free and confidential counseling service for County employees and their family members to receive up to six visits per issue. The EAP provides training to employees. Synchrony also provides crisis intervention service and management consultation. The contract will start November 16, 2011 and end November 15, 2012. The reason for this odd start date is because the County initially signed up for service in 1998 and wanted to begin before the holiday season.

Shramek said the price is \$25 per covered person per month. The number of full time equivalent employees who are eligible for benefits has increased slightly to 429, so the County's total cost will be \$10,725. Sullivan asked if this includes the hybrid type positions that are not viewed as County employees. Shramek said no.

Rettig said asked if employees are utilizing the EAP. Shramek said yes, the County's utilization rate is about 3% which is average. Sullivan said in addition to the people who use the EAP when they are in difficult and extreme situations, he would like to see more people utilize the EAP as a wellness program also.

Rettig said it would be helpful if Synchrony held workshops during times that do not conflict with Board meetings. Shramek said Synchrony would be willing to present a workshop at the County or even during a regularly scheduled Board meeting. Sullivan said he thinks people associate Synchrony with only drug and alcohol abuse issues, but in reality, the EAP provides counseling service for a range of personal problems, family

problems, relationship difficulties, parenting issues, etcetera. Rettig said Synchrony also provides counseling on leadership issues and supervisory issues.

Rettig said she thinks there is an error in the contract regarding the cost for services on page five. Shramek agreed. Rettig thinks Synchrony misspoke in the contract, but it is a problem they should fix.

Harney said with consensus from the Board this item will be placed on the November 10th formal agenda.

**HUMAN RESOURCES ADMINISTRATOR LORA SHRAMEK: BENEFIT CONTRACT RENEWAL WITH TRISTAR FOR THE FLEXIBLE SPENDING ADMINISTRATIVE SERVICES AGREEMENT EFFECTIVE JANUARY 1, 2012 TO DECEMBER 31, 2012**

Shramek said the County received its flexible spending rates from TRISTAR Benefit Administrators (TRISTAR). Shramek presented these new rates which have substantially increased over last year.

Shramek said TRISTAR is looking to standardize its pricing. Rettig asked if there are any other options available to the County. Shramek said she would like to shop around but there is no time for that. Rettig asked if this is a one year contract. Shramek said yes.

Shramek said rates were substantially lower when the County moved to American Administrators. The County still pays Wellmark for the transferable medical information.

Harney said with consensus from the Board this item will be placed on the November 10th formal agenda.

**HUMAN RESOURCES ADMINISTRATOR LORA SHRAMEK: STEP 3 DORNBUSH GRIEVANCE FROM PUBLIC PROFESSIONAL AND MAINTENANCE EMPLOYEES (PPME) LOCAL 2003 ADMINISTRATIVE UNIT FOR THE COUNTY ATTORNEY'S OFFICE**

**Motion** by Sullivan, second by Rettig, to enter into Executive Session at 10:37 a.m. to discuss employee disciplinary matters in the Step 3 Dornbush Grievance from Public Professional and Maintenance Employees (PPME) Local 2003 Administrative Unit for the County Attorney's Office under section 21.5(1.c), *Code of Iowa*, "to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation." Roll call: aye: Harney, Neuzil, Sullivan, Rettig; absent: Stutsman.

Recessed at 10:38 a.m.; reconvened in Executive Session at 10:47 a.m.

**Motion** by Rettig, second by Neuzil, to leave Executive Session at 12:23 p.m.

Adjourned at 12:24 p.m.

Attest: Tom Slockett, Auditor  
Recorded by Nancy Tomkovicz