

**MINUTES OF THE INFORMAL MEETING OF THE JOHNSON COUNTY
BOARD OF SUPERVISORS:
DECEMBER 20, 2011**

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Chairperson Harney called the Johnson County Board of Supervisors to order in the 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 Sally Stutsman, and Rod Sullivan.

Department heads present were: Ambulance Director Steve Spenler, City Assessor Dennis Baldrige, Conservation Director Harry Graves, Facilities Manager Eldon Slaughter, Human Resources Administrator Lora Shramek, Information Technology Director Jean Schultz, Medical Examiner Administrator Michael Hensch, Mental Health/Disability Services Director Kris Artley, Planning and Zoning Administrator Rick Dvorak, Public Health Director Douglas Beardsley, SEATS Director Tom Brase, County Sheriff Lonny Pulkrabek, Social Services Coordinator Lynette Jacoby, Veteran Affairs Director Leo Baier; County Treasurer Tom Kriz arrived at 1:42 p.m. Absent: County Assessor Bill Greazel, County Attorney Janet Lyness, County Auditor Tom Slockett, Emergency Management Coordinator Dave Wilson, and County Engineer Greg Parker, and County Recorder Kim Painter.

Staff present were: Network Administrator William Horning, Assistant County Engineer Edward Bartels, Chief Deputy County Assessor Gary Bilyeu, Assistant County Attorney Andy Chappell, Human Resources Coordinator Vanessa Wierman, Board of Supervisors Executive Assistant Andy Johnson, and Auditor’s Office Recording Secretary Nancy Tomkovicz.

WORK SESSION WITH DEPARTMENT HEADS
Human Resources Administrator Lora Shramek: Policy for Drug and Alcohol Testing Following Accidents

Human Resources (HR) Administrator Lora Shramek said since the last Department Head Meeting there have been a couple missed opportunities to administer drug and alcohol tests following accidents, so HR would like to review the County policy for drug and alcohol testing following accidents.

Human Resources Coordinator Vanessa Wierman encouraged department heads to review accident reporting procedure and post-accident drug and alcohol testing criteria with supervisors. The policy is in the employee handbook and lists the conditions under which the County has the right to test its employees.

Wierman said HR typically tests as soon as possible after the accident, but the County has the right to test the employee for alcohol up to eight hours after the accident and test for drugs up to 32 hours after the accident. If the employee is not available for testing, they will be considered refusing to test. The employee can request to be tested at the County's expense. In certain situations the employee may feel more comfortable being tested and the County would pay for that.

Wierman said several departments require drug and alcohol tests to be conducted under Iowa Department of Transportation (IDOT) regulations for employees with commercial driver's license. The IDOT test must be administered when a fatality occurs as a result of a vehicle accident, when bodily injury occurs that requires immediate medical treatment away from the scene and the employee receives a citation or when damage to a vehicle requires its removal from the scene and the employee receives a citation. It is important for supervisors to ask the employee if any of these conditions are present when the employee reports an accident. It is management's responsibility to ensure drug and alcohol tests are performed as necessary and to indicate to Mercy Occupational Health whether the test needs to be performed under IDOT regulations. HR is available for consultation if there is uncertainty about whether the conditions have been met.

Public Health Director Douglas Beardsley asked if there are guidelines regarding how to make the decision to test an employee. Shramek said Public Health would not have employees subject to IDOT testing. IDOT testing would only apply to employees in Conservation and Secondary Roads. Beardsley asked if there was a decision-making process for employees who are operating with a non-commercial driver's license. He asked if it would be better to request a test if employees meet any of those criteria after a vehicle accident. Shramek said the insurance policy is very inexpensive.

Information Technology Director Jean Schultz: Mobile Device Security

Information Technology Director Jean Schultz said she would like Network Administrator William Horning to discuss this. Horning said mobile device security is a

huge concern for Information Technology (IT). Everyone has a mobile device and everyone wants to connect to the County network using their personal device which creates huge security issues for Information Technology (IT). A device that attaches to the County's system can take the email system down or allow the user access to the servers in order to collect data for an extended period of time while IT tries to recover.

Horning read from an article written by the manager of Threat Intelligence and Strategy for IBM's X-Force security division, X-Force detailing the growth in industry hackers, malware and viruses. In particular, mobile malware is often capable of spying on victim's personal communications as well as monitoring and tracking their physical movements via the global positioning capabilities common in these phones.

Horning said malware attacks can occur on texting, email, or documents. Hackers can retrieve the information or forward it to other sites. Hackers can gain remote low-level access to devices to turn on the device's video or sound recording system and capture login information and make unwanted posts on individual accounts. Hackers can retrieve any credentials that a user would store on their device. Employees need to make sure they protect the County system from hackers and extended downtime due to a virus or malware.

Horning said he thinks the Johnson County Mobile Device Technology Policy draft should be stricter. They would like feedback on how it should be managed. Schultz said she emailed the draft policy to everyone last Friday. Horning said the purpose of the policy is to provide for the authorization, use and support of employee's mobile devices for integration and synchronization with the Johnson County email system. IT limited it to only email integration and Horning prefers not to allow direct access to the network. The current policy allows only email access. He read the following from the Authorization section of the policy: "Only an elected official, department head, or employee's supervisor may request authorization for an employee to have the ability to integrate and synchronize an issued or personal mobile device with the Johnson County email system." When smart phones first came out a few employees asked to receive emails on their phones. This practice could result in releasing privileged information to the public.

Horning said the policy addresses antivirus software, Bluetooths, wireless phones, and Wi-Fi hotspots. Horning provide details on how emails transmitted to mobile devices could be hacked and he advised people to take advantage of any available encryption.

Horning said there are a lot of uncertified applications which may not be safe for the device. This is where malware easily attaches to the devices. IT would like employees to secure mobile devices as they would a laptop. If a device is lost, the user or owner must notify IT so IT can cancel the device to prevent further security breaches.

Horning said Bluetooth is not a secure connection. Bluetooth and wireless services should be deactivated when not in use.

Horning said any attempt to access the County networks with unknown devices will be considered an attack against its assets. If employees have not contacted IT and asked for permission to connect their device to the County's network, then it is unauthorized access.

Assistant County Attorney Andy Chappell said if this policy is meant to be read and understood by a vast majority of people he thinks it should be more clear and offer specific guidelines for people as to how to recognize certified applications and more explanation about the built-in services. The policy language is very term of art and he recommends something with more clarity.

Rettig said the Board has not reviewed or adopted this policy. It is not the policy of the County at this point. Schultz said IT is looking for feedback at this point. Rettig said she thinks the policy needs more work.

Sullivan said he appreciates the concerns with this policy because it is an issue which warrants discussion, but he cannot comply with the policy the way it is written. They have to find the balance between security needs and technology advantages. He thinks the policy needs more clarity also.

Schultz said this policy is a draft intended to generate input and raise awareness. She suggested people send feedback to IT via email. She will also ask HR and the Attorney's Office to review another draft.

Harney said there is a lot of good information in the draft, but some aspects of the policy need clarification. Schultz said Chappell has seen most of it and IT made a number of changes Chappell recommended.

Sullivan said one problem with the policy is that it assumes County employees sync their phones to their work computers, but he does not and many other do not either. Horning said the policy indicates that no additional software can be installed in a County workstation. This would not allow the user to install their syncing software to their computer. Rettig said people would not be able to sync their work calendar then. Horning said most of those are synced through wireless connection. A lot of malware and viruses can be transferred by syncing devices.

Rettig said she puts her calendar onto her device and plugs it into a County computer to sync that calendar in order for Executive Assistant Andy Johnson to be able to access her calendar. She asked if that would be allowed under this policy. Horning said if the device was infected with any kind of malware virus, bad things would unfold. It would instantly target the County network.

SEATS Director Tom Brase said he would like training on how to make his phone compliant with the policy. Schultz said IT discussed doing exactly that. Rettig said if County employees are not allowed to sync their work calendars with their devices, then

this is a step backwards. There has to be a way to figure out safety without moving backwards.

Chief Deputy County Assessor Gary Bilyeu asked if the County has experienced malware attacks from mobile devices. Horning said there have been none from mobile devices, but it could happen.

Rettig said she encrypted her tablet so she could work while on vacation. She adapted to those security measures. If IT wants to teach everyone how to make their phones more secure, it would be beneficial to everyone. She said she would not vote for this policy as written because it would require disciplinary action if an unauthorized user, like a child or a spouse, accesses the device. She said she is happy to learn about safety measures, but does not think the County can be so heavy-handed.

City Assessor Dennis Baldrige said this policy addresses security on the user's end. He wants to know how IT is securing what comes into the system. Horning said the best security method right now is restricting access.

Horning said his job is to protect the network and that is what he is trying to do. He said he understands he cannot set policy, but it is his job to tell the County that this is a huge problem.

Stutsman said she would appreciate small group education on device security. Rettig said this education could be mandatory for those who want reimbursement for their device or want to access the County's network.

Horning said it is difficult to create policy because there are so many different phones. He wants more from the Board. He asked if it is IT's responsibility to teach employees how to use their phones. He understands that people want help understanding security elements, but there is a line. Horning said a good starting point would be an explanation about security concerns. Sullivan said if user groups got together, they could show each other how to be more productive on their devices. Harney said it is in the best interest of the County and the network to get some extra training, even if it is out of the scope of what IT currently provides. Schultz said IT staff could present information and education at department staff meetings.

Facilities Manager Eldon Slaughter: Facilities Work Order System and Demo

Facilities Manager Eldon Slaughter presented the work order system via PowerPoint and he explained the additions and changes to the Board. Rettig clarified that when it's determined who is authorized to submit work orders, those names need to be communicated to IT so they can be added to the system.

Slaughter said the case information shows who submitted the request. He said if a request is urgent it is best to call because he does not always have access to work orders. Physical Plant requests are sent to Physical Plant staff or to Slaughter who will assign the

work to a staff member.

Slaughter said employees should give a detailed description of the request, so work can be completed efficiently. Employees should hit the submit button when they are done filling out the order. Schultz said the person who submitted a work order will receive updates when they are available.

Rettig asked who to contact to add a person's name to the system as authorized to create work orders. Schultz said every department has some people than can currently submit work orders. It would be best to submit a work order to IT and note who needs to be added. Schultz said employees can check the status of their active and closed cases from the main menu.

Board of Supervisors: Legislative Priorities and Urban County Coalition

Neuzil said the Board identified several legislative priorities including one regarding property tax and commercial property tax impacts. The Board is trying to reduce the potential impact that can have on the County's ability to generate revenue. They are partly sided with a Senate Democrat proposal that was put together by State Senator Joe Bolkcom. It received bipartisan support of a vote of 46 to 4 in the State Senate but ran into issues in the Iowa House of Representatives and with Iowa Governor Terry Branstad. The proposal identifies commercial property tax base and calls for a credit on small businesses and attempts to limit the decreases for larger corporations.

Neuzil said the State is interested in capturing the remaining \$120 million that county governments across the state generate in property taxes. This would give the State more control of the Mental Health/Disability Services (MH/DS) system. Johnson County could potentially lose that department and transition into a more regional approach.

Neuzil said the Board generally agrees that there should be a gas tax increase. The Board is considering how that money would be distributes. Governor Branstad indicated no interest in raising the gas tax, meaning there is little revenue. He said the Iowa State Association of Counties has also identified these issues as priorities.

Sullivan said Johnson County talked about working with similar counties to get a stronger voice in Des Moines. Johnson County is the fourth most populous county in Iowa. The County entered into the Urban County Coalition with Black Hawk, Scott, and Linn Counties. These four counties house almost one-fourth of Iowa's population. The Urban County Coalition hired Lobbyist Gary Grant, formerly on Representative Jim Leach's staff, and Lobbyist Larry Murphy, formerly a State Senator and currently the Oelwein Mayor. The lobbyists are working on the issues the Urban County Coalition laid out. Every Friday, two Supervisors and staff members from each county will meet in person or through phone conference to discuss updates and the progress of priorities. The counties agreed if there is an issue they cannot agree on they will not cover it.

Rettig said more counties wanted to join the Urban County Coalition, but they

decided there will be only four counties involved until they get through this session. The Urban County Coalition should commit to spending more time in Des Moines, which may mean department heads have to become more involved. She thinks it is great to be partnered with some of the largest counties in Iowa in order to accomplish good things and block bad things.

Board of Supervisors: 2011 – 2013 Strategic Plan

Executive Assistant Andy Johnson said the Board will review the goals and priorities of the Johnson County Strategic Plan at tomorrow's Strategic Planning Meeting. The Board will provide their annual report at the Strategic Planning Meeting scheduled for December 29th.

Board of Supervisors: 2011 Charitable Campaign

Neuzil said the Charitable Campaign has been very successful. There was quite a bit of funding that was raised for Iowa Shares and the United Way of Johnson County. Sullivan said the County raised about \$12,000. Rettig said the Linda Severson Charitable Challenge is a competition between the Cities of Iowa City, North Liberty, Coralville, and University Heights as well as Johnson County to see which entity can raise the most items or dollars per full-time employee to donate to whatever charity the entity chooses. This competition continues through January 9, 2012.

Board of Supervisors: Materials for Administration Building Display Case

Sullivan said the Communications Committee wants to remind department heads that the Administration Building display case is available. The Board would like to have informational displays for all departments. HR staff wants departments to understand that it is their responsibility to put up their own displays.

Board of Supervisors: Holiday Plans

Neuzil said the Board will be circulating a holiday refreshments cart on December 22nd in appreciation for employee's contributions to the 2011 Charitable Campaign.

REPORTS AND UPDATES FROM DEPARTMENT HEADS

Ambulance Director Steve Spenler said completion of the Westside Ambulance station is just about a week behind schedule. Medical Examiner Administrator Michael Hensch asked if there is going to be an automated gate at that facility. Spenler said yes. Hensch asked how staff can get access since they refuel County vehicles at that site on nights and weekends. Spenler said they reprogram their key card.

Slaughter said he is working on the list of projects he was given when he was hired. He gave brief progress reports on: the Westside Ambulance station, the Jail renovation, the Health and Human Services Building, and said the County Attorney's Office

reception area project will start January 18, 2012.

Schultz had nothing to report.

Hensch said every year the caseload increases by 5%. The same is true for 2011. The number of cremations is increasing dramatically.

Assistant County Engineer Edward Bartels said Secondary Roads staff is cutting brush alongside roads. Rettig said Neuzil told her that for every day it does not storm, the County saves \$16,000. She asked if that can be verified. Bartels said he will look into it.

Bilyeu said the real estate market is still sliding.

City Assessor Dennis Baldrige had nothing to report.

Planning and Zoning Administrator Rick Dvorak said he will be discussing Planning and Zoning's strategic plan with the Board later in the day. He will talk about Green Initiatives, accomplished goals, and the progress of ongoing goals. The County supports Wind Farms coming into the community.

Brase said SEATS staff will start installing cameras in SEATS vehicles on January 2, 2012. Cameras help protect riders and drivers. Spenler said he wants to learn more about the cameras because Ambulance may be interested in cameras like those. The County is averaging over 2,000 trips per month, a rising statistic. Hensch said one of the best ways to reduce incidents of elderly abuse is for seniors to have access to transportation.

Beardsley said he sent out emails about the Blue Zones initiative. Getting designation as the healthiest state will give Iowa access to subject matter experts study policies and procedures related to health within the community. The timing is good because Johnson County received a community transformation grant that has a lot of the same objectives. The County received a small grant to promote medical homes. This is in partnership with the Emergency Department. Stutsman asked who provides the grant. Beardsley said it is from the Iowa Primary Care Association and was \$25,000. Spenler said he is going to meet with some entities, including Public Health, sometime in January 2012 to discuss proper use of emergency services and what can be done to prevent misuse.

Conservation Director Harry Graves said several swans hatched in F.W. Kent Park. This is a good sign. Graves said he is scheduled to present Conservation's annual report tomorrow, and there are pictures of the two swans in the report. He said Grant Specialist Sara Sedlacek did a great job finding grants for Conservation. The department received \$4,900 when they signed an agreement with the sub grantee on an LED grant program. There will be LED lights in all the buildings in all outside Conservation areas.

Graves said the first day of the shotgun deer hunt was not a fit day for hunting. The numbers are down about 50%, but 30 antlerless deer were harvested in the archery

season. Construction continues for the tornado safe room at F.W. Kent Park campground funded by the Federal Emergency Management Agency (FEMA) grant. Conservation staff is working with the University of Iowa (UI) on a biomass partnership project. He wants to reutilize some of the 59 acres of dead and dying conifers in F.W. Kent Park as fuel. Conservation is about to receive its mitigation plan for the Clear Creek Trail, which was delayed many times by the U.S. Army Corps of Engineers.

MH/DS Director Kris Artley said MH/DS refined its inclement weather policy, so staff knows how to deal with potential office closure. The department just renewed its three year accreditation for the Targeted Case Management program. Accreditation allows the department to bill Medicaid for some services. MH/DS will hire a Targeted Case Manager sometime in January 2012 and they will generate revenue for the County.

Artley said MH/DS redesign is a monumental project. On January 5, 2012 Bolkcom is scheduled to conduct a public forum to receive commentary on the redesign project. It will take place immediately after the Mental Health Planning Council meeting scheduled for 4:00 p.m. Bolkcom is one of the 12 legislators appointed to the interim legislative committee and will produce the proposed legislation for the redesign project. She thanked Brase for attending the Johnson County Providers Association meeting which meets bimonthly. Too many members of the public do not know the State hired Transportation Management Services. People using Medicaid are supposed to call an 800 number for non-emergency medical appointments. It is not well-used yet because the State neglected to promote it.

Social Services Coordinator Lynette Jacoby said Social Services staff are collaborating with the Henry B. Tippie College of Business to sponsor free tax clinics. Those are scheduled to begin January 29, 2012. There will be over 50 free clinics offered every Sunday from January 29, 2012 through April 17, 2012. The free tax clinics will run at the Iowa City Public Library, Northwest Junior High, Southeast Junior High, and Buford Garner Elementary School. Anyone making \$50,000 a year or less is eligible for free tax assistance. The Juvenile Justice and Youth Development Program staff are preparing to issue a Request For Proposal (RFP) for grant funding for FY13, FY14, and maybe FY15, it has yet to be determined by the Board. \$200,000 will be available for programming that will help build protective factors in young people to prevent youth from entering the juvenile justice system.

Shramek said she spent a lot of time with department heads discussing collective bargaining agreements and has met with four of the six groups so far. She meets with the Administrative Unit on December 21st. The next highest priority in HR is disciplinary issues.

Veteran Affairs Director Leo Baier said November 16th was Community Connections Day. He, General Assistance staff, and about 26 other entities attended. Baier attended a luncheon at the Shelter House on November 30th. Veteran Affairs received the first half of its FEMA funds, \$908.15, and received an extension to the end of January 2012 to expend the funds. Baier said Veteran Affairs usually sends Christmas cards to IVH

residents. Baier recently completed his evaluation with the Board.

Neuzil said a Public Hearing regarding the FY13 County budget is scheduled for February 29, 2012 at 6:00 p.m. The Board expects department heads to be there to answer any questions the public may have. The formal vote on the budget is scheduled for March 8, 2012.

Stutsman had nothing to report.

Sullivan said County Recorder Kim Painter's father passed away last week and Emergency Management Coordinator David Wilson's sister passed away recently. He asked everyone to keep Painter and Wilson in their thoughts. He asked Shramek if the County created severe weather policies last year. Shramek said yes. Sullivan said it would be a good idea to review those policies in case of severe weather. He asked Shramek to email the severe weather policy to department heads.

Rettig said the County received a LED light grant. It will lower the County's outdoor lighting energy costs. The grant specialist is working with several departments. Ambulance has a grant pending, and a grant for County building backup generators is being submitted. She asked department heads to review their grant applications. Energy audits took place in all of the main County buildings and the County qualified for rebates. The Board will send out an RFP for single-sort recycling and garbage in the five main County buildings. Emergency Management received a grant for emergency sirens. The County budgeted for one siren and the grant will pay for five more. The entire county is not quite covered with emergency sirens yet, but this is a significant improvement.

Schultz asked department heads putting out RFPs to route them to Webmaster Gary Yoder, so he can post them on the website. Rettig asked if one went out for the recycling RFP. Schultz said she does not know.

Harney had nothing to report.

DATE AND TIME OF NEXT MEETING

Harney said the next Department Head Meeting is scheduled for February 21, 2012 at 1:30 p.m.

Adjourned at 3:15 p.m.

Attest: Tom Slockett, Auditor

On the _____ day of _____, 2012

Recorded by Nancy Tomkovicz

Sent to the Board of Supervisors on January 31, 2012 at 8:30 p.m.