

**PROCEEDINGS OF THE WASHINGTON COUNTY BOARD OF SUPERVISORS MEETING
TUESDAY, JANUARY 31, 2023**

At 9:01 a.m. Chairperson Bob Yoder called to order in regular session a meeting of the Washington County Board of Supervisors which took place in the Washington County Courthouse. Items on the agenda included the following: approval of agenda; public comment related to agenda items; Annual Report – Washington County Emergency Medical Services Advisory Council; HACAP Report and FY24 Funding Request; PAWS & More Animal Shelter Report and FY24 Funding Request; discussion and action regarding proposed 28E Agreement with PAWS & More Animal Shelter; English River Watershed Report and FY24 Funding Request; discussion and action regarding County-owned property located at 302 W. Main St., Washington; Quarterly Report – Sheriff; Quarterly Report – Recorder; personnel change requests – Communications; personnel change request – Washington County Ambulance Services; meal reimbursement rate for County employees; department head comment; adjourn. Supervisors Jack Seward, Marcus Fedler, Richard Young, and Stan Stoops were also present.

Others attending included Jennifer Wilkerson, KCII Radio; Kalen McCain, SE Iowa Union; Bill Fiordelise and Shawn Ellingson, County Sheriff's Office; Cara Sorrells, County Communications Director; Jacob Thorius, County Engineer; Teresa Mangold, County Recorder; Anthony Janney, Acting County Attorney; Jim Lester, City of Washington Police Chief; Jane Drapeaux, Hawkeye Area Community Action Program, Inc.; Ryan Schlabaugh, Kalona City Administrator; Amber Talbot and Sara O'Donnell, PAWS & More Animal Shelter; and Amber Williams, Board of Supervisors Administrative Assistant. Various other individuals listened and/or watched remotely by electronic means.

All motions were passed unanimously by those Supervisors in attendance unless noted otherwise.

On motion by Fedler, seconded by Stoops, the Board voted to approve the agenda as published.

There was no public comment.

City of Washington Police Chief Jim Lester, who serves as the Chairperson of the Washington County Emergency Medical Services Advisory Council (Council), briefed the Board on the Council's progress since being formed in September 2021 by the Washington County Board of Supervisors to serve the interest of the consumers of Emergency Medical Services (EMS) within Washington County and to report to the Board of Supervisors at least annually on the condition of EMS and to offer recommendations to improve EMS services in Washington County. The report also recommended that the Board of Supervisors take action to provide Washington County Ambulance Services with the necessary leadership, structure, and support to move forward and to work in partnership with the various Quick Response Service agencies in Washington County as well as the Washington County EMS Association. On motion by Fedler, seconded by Seward, the Board voted to acknowledge receipt of the report from the Washington County Emergency Medical Services Advisory Council. The complete report is available in the office of the Washington County Auditor.

On behalf of Hawkeye Area Community Action Program, Inc. (HACAP), Jane Drapeaux shared that during the period of October 1, 2021 through September 30, 2022, HACAP served 1,784 people living in 768 households in Washington County. HACAP supplied \$631,883 in energy assistance. The HACAP Food Reservoir provided 216,730 pounds of food, with a market value of approximately \$387,947.00, to 14 partner agencies and programs in Washington County in FY22. Drapeaux requested financial support from the county in the amount of \$120,000.00 for FY23 in order to maintain HACAP's Washington County base of operations. The Board took no formal action. The HACAP report is available for viewing in the Auditor's office.

Amber Talbot and Sara O'Donnell, on behalf of PAWS & More Animal Shelter (PAWS) addressed the Board and presented a brief recap of the organization's activities over the past year. They also presented a draft 28E Agreement to the Board intended to formalize the responsibilities of both PAWS and the County. The draft agreement included a new payment structure for the annual financial support that the County provides to PAWS. The proposed change would involve County financial support moving away from payments based on the annual number of animals that PAWS takes in during the previous year and would instead be based on a three-year rolling average of the number of animals taken in. Talbot stated that conversations had occurred with representatives of the cities of Riverside, Brighton, Kalona and Wellman about the change with such discussions resulting in positive responses. O'Donnell said that a formal 28E Agreement would assist PAWS, which is a nonprofit entity, qualify for grants and assist in arriving at more predictable budget expenses. She also stated her belief that 28E Agreements would solidify relations with the cities in Washington County which would be a benefit to PAWS as the organization looks to increase its fund-raising efforts due in large part to its plans to initiate a capital campaign for the funding of a new facility. O'Donnell and Talbot requested annual County financial support of \$34,000.00 for three years to support PAWS operations. This amount is approximately \$3,000 higher than the average of county payments for 2019, 2021 and 2022. With regard to a question as to why 2020 was not included in the computation of the three-year average O'Donnell stated that PAWS was closed for approximately 50% of 2020 due to Covid-19 and as such 2020 was an outlier with regard to normal activity. Young, in response to O'Donnell, stated that the exclusion of 2020 from the figures, as well as an \$11,000 difference between

the county's payments in 2021 and 2022, caused him concern. Talbot stated that to include 2020 would result in an unfair representation of PAWS services. Young proposed a five-year rolling average for the payments in order to arrive at a figure that would be more representative of the volume. Talbot expressed that PAWS would be open to such a five-year rolling average. Fedler expressed hesitance about the proposed 28E agreement and stated that he did not necessarily agree with tax revenue being used to finance the various costs associated with boarding and caring for animals. The Board took no formal action.

Ryan Schlabaugh, on behalf of the English River Watershed Management Authority (ERWMA) thanked the Board for its annual financial support of \$10,000 in each of the past several years and requested the same amount for FY24. The English River Watershed is part of the Lower Iowa River watershed and covers 639 square miles. It covers portions of six counties (Iowa, Keokuk, Poweshiek, Johnson, Washington, and Mahaska) and includes 16 member organizations and is governed by representatives from each of the 16 organizations. The largest urban area in the ERWMA is Kalona. The ERWMA is committed to education and urban/rural partnerships in order to reach its goals of reducing local flood impact and improving soil and water quality. Schlabaugh provided an overview of ERWMA projects for the past year. The Board took no formal action.

The Board took no action regarding County-owned property located at 302 W. Main St., Washington

On motion by Young, seconded by Fedler, the Board voted to acknowledge receipt of the Washington County Sheriff's Quarterly Cash Report for the 2nd quarter of FY23. The report, presented by Civil Deputy Bill Fiordelise, included a beginning balance of \$20,647.41, total receipts including unallocated funds in the amount of \$65,770.19, total disbursements of \$70,899.48, and an ending balance of \$15,699.81. On motion by Young, seconded by Fedler, the Board voted to acknowledge receipt of the Washington County Sheriff's Quarterly Cash Report for the 2nd quarter of FY23. The complete report is available in the office of the Washington County Auditor.

On motion by Fedler, seconded by Seward, the Board voted to acknowledge receipt of the Recorder's report for the 2nd quarter of FY23 and to authorize the Chairperson to sign the report on behalf of the Board. The report, presented by Recorder Teresa Mangold, reflected revenues for the quarter in the amount of \$138,646.29 with the county retaining \$46,618.15. A total of 1,139 documents were recorded during the quarter and Mangold added that her office processed 26 marriage applications, 111 passport applications, 130 passport photographs, and 1,129 boat, ATV and snowmobile renewals and/or registrations. Also, during the quarter a total of 414 certified copies of birth certificates, death certificates, and marriage licenses were provided to various individuals. The complete report is available in the office of the Washington County Recorder. On motion by Fedler, seconded by Seward, the Board voted to acknowledge receipt of the Washington County Recorder's quarterly report. The complete report is available in the office of the Washington County Recorder.

On motion by Young, seconded by Seward, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from Communications for Dispatcher Rachel Swaffer involving a change in classification to full-time non-exempt effective February 5, 2023, an increase in compensation rate, effective February 5, 2023, to \$22.60/hour for 1st shift, \$22.95/hour for 2nd shift, and \$23.10/hour for 3rd shift and finally an increase in compensation rate, effective May 22, 2023, to \$23.98/hour for 1st shift, \$24.33/hour for 2nd shift, and \$24.48/hour for 3rd shift.

On motion by Seward, seconded by Fedler, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from Communications for Dispatcher Lydia Houston whose rate of pay will increase to \$25.03 per hour effective February 2, 2023. It was noted that Houston has three years of prior experience in the Washington County Communications Department.

On motion by Fedler, seconded by Young, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from Ambulance Services for Jaime Brame who will begin duties as a full-time non-exempt Level 5 Billing Coder, effective January 31, 2023, at the rate of \$30.19 per hour. The Auditor is hereby authorized to issue pay warrants upon proper certification from the Department Head.

Discussion of meal reimbursement rates for county employees that are traveling out of town took place with Young advocating for a review of the current reimbursement rates which are a maximum of \$12.00 for breakfast, \$15.00 for lunch, and \$29.00 for dinner. Such rates include tips at a maximum of 15%. According to Young the increasing costs of dining at restaurants makes it difficult at times for county employees to stay within the current reimbursement limits, especially when attending meetings in larger cities. Auditor Dan Widmer stated the Washington County Employee Manual includes language stating "Out of state travel or other extenuating circumstances may require an alteration to the maximum amounts. Any alterations must have department head approval." Young suggested the Board consider an increase in meal reimbursement rates to \$15.00 for breakfast, \$20.00 for lunch, and \$35.00 for dinner. He also noted that employees certainly have the option to exceed meal rates but in doing so the employee must pay amounts that exceed the maximum meal rate amount. Fedler proposed a flat daily rate instead and maintained that such a rate would be easier to plan around and likely reduce costs. Board discussion ensued but the Board took no formal action.

There was no comment from Department Heads.

At 10:30 a.m. on motion by Fedler, seconded by Young, the Board voted to adjourn.

ATTEST:
January 31, 2023

ROBERT C. YODER, CHAIRPERSON
Washington County Board of Supervisors

DANIEL L. WIDMER
Washington County Auditor