

**PROCEEDINGS OF THE WASHINGTON COUNTY BOARD OF SUPERVISORS MEETING
TUESDAY, MARCH 22, 2022**

At 9:00 a.m. Chairperson Richard Young 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 items: approval of agenda; public comment related to agenda items; approval of Ordinance 22-01 regarding Reprecincting of Washington County, Iowa, per the 2020 Federal Decennial Census, in accordance with Iowa Code Section [49.3, 49.4, 49.6]; HIPAA Compliance Report – Carosh Compliance; personnel change request – Communications; personnel change request – Sheriff; personnel change request – County Attorney; personnel change request – Ambulance; policy related to minimum number of hours worked – Ambulance; Handbook policy updates for employees classified as “regular part-time”; approval of Construction Management Agency Fee Proposal from Carl A. Nelson & Co. related to renovation and new construction required for the possible relocation of various county offices; appointments to various commissions, boards, and/or committees; department head comment; adjourn. Supervisors Jack Seward, Marcus Fedler, Bob Yoder, and Stan Stoops were also present.

Other individuals in attendance included Kalen McCain, SE Iowa Union; John Gish, County Attorney; Shawn Ellingson, Chief Deputy Sheriff; Pat Curl and Jeremy Peck, Ambulance Services; Jacob Thorius, County Engineer; Mary Audia, WEDG Director, Roger Shindell, Carosh Compliance. Various other individuals participated remotely by way of electronic means.

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

On motion by Seward, seconded by Yoder, the Board voted to approve the agenda as published.

There was no public comment.

On motion by Seward, seconded by Fedler, the Board voted by way of roll call vote to adopt Ordinance 22-01 as follows.

WASHINGTON COUNTY REPRECINCTING ORDINANCE

ORDINANCE 22-1 AMENDED

(To amend previously signed Ordinance 22-1 which was unrecorded)

AN ORDINANCE FOR THE REPRECINCTING OF WASHINGTON COUNTY, IOWA, PER THE 2020 FEDERAL DECENNIAL CENSUS, IN ACCORDANCE WITH IOWA CODE SECTIONS [49.3, 49.4, 49.6]

Be it enacted by the Washington County Board of Supervisors that Washington County, Iowa, shall have ten (10) election precincts, with no precinct having a total population in excess of three thousand five hundred, as shown by the 2020 Federal Decennial Census, and shall be composed of contiguous territory within the County. The precinct boundaries shall be as follows:

Ainsworth Precinct

All of Oregon Twp., including the City of Ainsworth; all of Crawford Twp., including the City of Crawfordsville; and that part of Marion Twp. lying south of Fern Cliff Rd. (County G62) and east of Redwood Ave. (County W62).

Brighton Precinct

All of Brighton Twp., including the City of Brighton; all that part of Marion Twp. lying west of Coppock Rd. and south of 315th St., including all of the City of Coppock; all of Clay Township; all of Dutch Creek Twp.; all that part of Franklin Township lying south of Hwy. 92 and north of 250th St. (County G38); and all that part of Washington Twp. lying west of Hwy 1 and north of 250th St. (County G38), excluding any city limits within the City of Washington.

Kalona Precinct

All that part of English River Twp. lying east of Hwy 1, including all of the City of Kalona, and north of that section of 140th St. that turns north onto Orange Ave. and back to the east onto 135th St.

Riverside Precinct

All of Iowa Twp., including the City of Riverside, and all of Highland Township.

Richmond Precinct

All that part of English River Twp. lying west of Hwy. 1. Also, all that part of English River Twp. lying east of Hwy.1 and south of that section of 140th St. that turns north onto Orange Ave. and back to the east on 135th St., excluding the City of Kalona and including that part of the unincorporated Town of Richmond lying south of 140th St.; all that part of Jackson Twp. lying west of Riverside Rd., (County W61) and north of 190th St. (County G26); and all that part of Cedar Twp. lying east of Juniper Ave. and north of 190th St. (County G26).

Washington Ward 1 Precinct

All of Ward 1 of the City of Washington; all that part of Washington Twp. outside the Washington City limits lying east of Hwy. 1 and west of Riverside Rd. (County W61); all that part of Jackson Twp. lying south of 190th St. (County G26) and also that portion lying east of Riverside Rd. (County W61) and south of 160th St.

Washington Ward 2 Precinct

All of Ward 2 of the City of Washington; all that part of Washington Twp. outside the Washington City limits lying east of Riverside Rd. (County W61) on the north side of the City of Washington and continuing east of Airport Rd. (County W61) and Wayland Rd. (County W55) on the south side of the City of Washington; and all that part of Marion Twp. lying east of Wayland Rd. (County W55), north of Fern Cliff Rd. (County G62) and west of Redwood Ave. (County W62).

Washington Ward 3 Precinct

All of Ward 3 of the City of Washington; and all that part of Washington Twp. outside the Washington City limits lying west of Airport Road (County W61), including that area lying north of 275th St., east of Wayland Rd. (County W55) and east of Coppock Rd. (County W47); and all that part of Marion Twp. lying west of Wayland Rd. (County W55) and east of Coppock Rd. (County W47), excluding the City of Coppock.

Washington Ward 4 Precinct

All of Ward 4 of the City of Washington; all that part of Franklin Twp. lying south of 250th St. (County G38); all that part of Washington Twp. outside the City limits lying west of Wayland Rd. (County W55) and west of Coppock Rd. (County W47); and all that part of Marion Twp. lying west of Coppock Rd. (County W47) and north of 315th St.

Wellman Precinct

All of Lime Creek Twp., including the City of Wellman; all of Seventy-six Twp.; all that part of Cedar Twp. lying west of Juniper Ave. and north of 190th St. (County G26) and also all of Cedar Twp. lying south of 190th St. (County G26); all that part of Franklin Twp. lying north of Hwy. 92, including the City of West Chester.

SEVERABILITY CLAUSE: If any section, provision or part of this ordinance shall be judged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

REPEALER: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

EFFECTIVE DATE: This ordinance shall become effective January 15, 2022 after its final passage, approval and publication as provided by the Code of Iowa.

Carosh Compliance Solutions, LLC (CAROSH) provides Health Insurance Portability and Accountability Act (HIPAA) compliance assistance to Washington County. CAROSH President and CEO Roger Shindell provided the Board with a training progress summary which indicated an overall course completion report of 57%. Shindell recommended that such percentage should instead be at least 80% as training is the most effective means of preventing private health information breaches as well as responding to a breach. According to Shindell a HIPAA breach would not only weigh on the Washington County budget but would also result in reputational harm. Shindell in turn provided a proposed 1-year contract with an effective date of April 12, 2022, between CAROSH and Washington County whereby CAROSH would continue to provide HIPAA compliance assistance to Washington County at an annual cost of \$10,800.00. The Board took no formal action.

On motion by Yoder, seconded by Fedler, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from Communications for Susan Holub who will begin duties as a full-time non-exempt Dispatcher on April 6, 2022, at the rate of \$19.01 per hour for 1st shift, \$19.36 per hour for 2nd shift, and \$19.51 per hour for 3rd shift. On July 1, 2022, Holub's rates of pay will increase to \$20.88 per hour for 1st shift, \$21.23 per hour for 2nd shift, and \$21.38 per hour for 3rd shift. The County Auditor is hereby authorized to issue pay warrants upon proper certification from the Department Head.

On motion by Fedler, seconded by Seward, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from the Office of Sheriff for Robyn Hoppman whose final day of employment will occur March 25, 2022.

On motion by Stoops, seconded by Yoder, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from the Office of Sheriff for Ellie Todd whose final day of employment will occur March 25, 2022.

On motion by Stoops, seconded by Yoder, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from the County Attorney for Justin O'Rourke who will begin duties as Collections Coordinator on April 4, 2022, at the rate of \$20.51 per hour. The County Auditor is hereby authorized to issue pay warrants upon proper certification from the Department Head.

On motion by Seward, seconded by Fedler, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from Washington County Ambulance Services for Aaron Olson who is stepping down from his duties as a full-time non-exempt Paramedic Supervisor to new duties as a full-time non-exempt Paramedic effective March 30, 2022. With the change Olson's rate of pay will change from \$32.03 per hour to \$23.92 per hour.

On motion by Fedler, seconded by Stoops, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from Washington County Ambulance Services for EMT Josh Laws whose employment classification will change from non-exempt full-time to non-exempt casual part-time effective March 23, 2022. The change in classification will not result in a change in the compensation rate for Laws.

On motion by Yoder, seconded by Fedler, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from Washington County Ambulance Services for Kasey Wieland whose final day of employment will occur April 1, 2022.

The Board took up what proved to be a lengthy discussion regarding a proposal from Washington County Ambulance Services (WCAS) Director Jeremy Peck to establish a minimum work classification for Ambulance employees. As proposed by Peck, the classification would be called (Non-Full Time) with employees that are classified as such being required to work a minimum of 24 hours during each two consecutive pay period blocks. According to Peck the minimum standard is needed in order to ensure that employees stay knowledgeable with regard to new WCAS procedures and equipment. The proposed classification would not affect any current WCAS employees. The Board took no formal action.

The Board did not hold discussion nor take formal action regarding handbook policy updates for employees classified as “regular part-time”.

On motion by Seward, seconded by Yoder, the Board voted to approve, and authorize the Chairperson to sign, a Construction Management Agency Fee Proposal from Carl A. Nelson & Company, Burlington, related to renovation and new construction required for the possible relocation of various county offices.

The Board made no appointments to various commissions, boards, and/or committees.

There was no department head comment.

At 10:03 a.m. on motion by Yoder, seconded by Fedler, the Board voted to adjourn.

ATTEST:
MARCH 22, 2022

RICHARD L. YOUNG, CHAIRPERSON
Washington County Board of Supervisors

DANIEL L. WIDMER
County Auditor