

**PROCEEDINGS OF THE WASHINGTON COUNTY BOARD OF SUPERVISORS MEETING  
TUESDAY, APRIL 6, 2021**

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: approval of agenda; public comment related to agenda items; Washington County Procurement Policy; Premier1Supplies road paving project presentation; Washington County funding assistance for swimming pool construction project at Lagos Acres Golf and Country Club, Keota; Washington County Ambulance Service discipline policy; Resolution 21-15 regarding the elimination of temporary changes to the Washington County Employee Handbook and regarding Resolution 20-60; acknowledge resignation of Beryl Butterbaugh from the Washington County Civil Service Commission; a ppointment of individuals to various commissions, boards, and committees; personnel change request – Sheriff; COVID-19 update; department head comment; adjourn. Supervisors Jack Seward, Jr., Bob Yoder, Marcus Fedler, and Stan Stoops were also present.

Others attending were: Jacob Thorius, County Engineer; Jeremy Peck, County Ambulance Service Director; Mary Audia, WEDG Director; Amber Armbruster, Deputy Auditor; Amber Williams, Board of Supervisors Administrative Assistant; and citizen Dan Flynn. Various other individuals listened and/or watched remotely by way of electronic means.

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

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

There was no public comment.

The Board resumed its discussion of March 30, 2021, regarding revision of the existing Washington County Procurement Policy which addresses the purchase of supplies, equipment, and services. County Engineer Jacob Thorius presented a draft policy which was the result of collaboration between Thorius, County Attorney John Gish, and County Auditor Dan Widmer. The draft policy includes wording that states competitive pricing is not required for purchases less than \$10,000.00. For purchases in the amount of \$10,000.00 or greater a formal Request For Quote (RFQ) process shall be used for competitive pricing of equipment, materials, and or supplies with the lowest priced, responsible, and responsive quote accepted without Board approval being required. Purchases in excess of \$75,000.00 shall require Board of Supervisor approval. On motion by Seward, seconded by Stoops, the Board voted to adopt the revised Washington County Procurement Policy as presented and to authorize the Chairperson to sign the policy on behalf of the Board. The entire policy is available for review by contacting the Auditor's office.

Washington County Economic Development Group (WEDG) Director Mary Audia presented a plaque to the Board and also to Thorius to express gratitude for each of their roles in improving the quality of life for residents of Washington County by way of their work and efforts related to the paving project that will connect Highway 1 and Premier1Supplies south of Washington. She stated that the completed project will allow for safer travel and increased commerce.

Dan Flynn, on behalf of Keota Pool Advocates (KPA), addressed the Board to request funding assistance from Washington County for the cost to construct a new community swimming pool at Lagos Acres Golf and Country Club, Keota. Flynn noted that while the Country Club itself is located in Keokuk County the site of the proposed swimming pool is actually located in Washington County. Flynn shared that to date KPA has raised approximately \$500,000.00 of the estimated \$1.2 million total cost of the project. KPA is also pursuing a Community Attraction and Tourism (CAT) grant from the State of Iowa and one of the eligibility requirements is monetary assistance from the county in which the project will be located. Flynn emphasized that there is no required dollar amount and he added that at the present time all that is required is a formal financing commitment from Washington County. Board discussion ensued with Seward comparing the Lagos Acres swimming pool project to past projects in Washington, Kalona, and Wellman that received county funding support and he opined that Lagos Acres should receive the same consideration. Seward suggested support in the amount of \$5,000.00 for the project and recommended that a letter of commitment be sent to KPA at some point in the future when a final Board decision is reached with regard to county funding for the project. Flynn was requested to provide additional information to be used in composing such a letter of commitment. The Board took no formal action.

Washington County Ambulance Director Jeremy Peck addressed the Board regarding approval of a discipline policy to be added to the Washington County Ambulance Service Policy Manual. The proposed policy calls for discipline to be progressive and to take the form of 1) a private conference between management and the employee 2) oral reprimand 3) written reprimand 4) suspension 5) discharge. Discussion began with Seward questioning why a unique ambulance discipline policy was needed when a discipline policy for all Washington County employees was already in existence. Peck responded by saying ambulance employees tend to refer to the ambulance handbook for ease and convenience but offered that he was willing to insert the wording from the Washington County Employee Manual into the Washington County Ambulance Service Policy Manual. The Board informally agreed to Peck's suggestion to insert the wording but took no formal action.

On motion by Seward, seconded by Yoder, the Board voted by way of roll call vote to approve Resolution 21-15 as follows and to authorize the Chairperson to sign Resolution 21-15 on behalf of the Board.

**RESOLUTION 21-15**

**UPDATE OF TEMPORARY CHANGES TO WASHINGTON COUNTY EMPLOYEE HANDBOOK  
(IN RESPONSE TO COVID-19) AND RESCIND RESOLUTION 20-60**

**WHEREAS**, the Washington County Board of Supervisors understand that the Novel Coronavirus, also known as COVID-19, has affected, and continues to affect, the operations of Washington County. Washington County offices are still practicing social distancing guidelines, monitoring office capacities, and wearing personal protective equipment such as masks and face shields; and

**WHEREAS**, Washington County elected officials have continually supported maintaining employee's wages through "Administrative Leave," which went over and above the County's Employee Handbook and State and Federal fair labor standards; and

**WHEREAS**, Washington County understands there may yet be employees who are either ordered or advised to home quarantine by State and Local Health Departments due to contact with a confirmed case of COVID-19; and

**WHEREAS**, The Washington County Board of Supervisors desire to protect employees' wages through accrued sick time, vacation time, or other paid time; and

**WHEREAS**, the need to limit operations in Washington County facilities to "essential personnel only" due to COVID-19 has largely been eliminated.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Washington County, Iowa, as follows:

**Section 1.** Sections 1 through 10 of Resolution 20-60 are to be rescinded and replaced by this Resolution beginning with the pay period starting July 1, 2021, which also happens to be the start of a new Fiscal year.

**Section 2.** Beginning July 1, 2021, the use of "family sick" hours available will no longer be unlimited. If an employee *has not* already used five (5) days of sick leave for family use, any remaining "family sick" hours that an employee has available may be used during the remainder of the 2021 calendar year. If an employee *has* already used five (5) days of sick leave or more for family use, they will no longer have any to use for the remainder of the 2021 calendar year. If an employee's "family sick" hours bank has been depleted, the employee may use another form of paid time off.

**Section 3.** At the conclusion of the 4<sup>th</sup> quarter of the current Fiscal year, which will occur on June 30, 2021, the maximum vacation bank hours allowed for full-time and part-time employees will be reduced to 200 hours and 120 hours respectively as specified in the Washington County Employee Handbook. Hours in excess of these limits on July 1, 2021, will be forfeited.

**Section 4.** The Washington County Board of Supervisors do hereby on this date approve these changes, effective April 6, 2021, to supersede Resolution 20-60. As of July 1, 2021, the current Washington County Employee Handbook will be followed as it was prior to COVID-19.

On motion by Yoder, seconded by Fedler, the Board voted to acknowledge the resignation of Beryl Butterbaugh from the Washington County Civil Service Commission.

On motion by Fedler, seconded by Yoder, the Board voted to appoint Greg Goodman to complete an unexpired term on the Washington County Civil Service Commission that ends August 15, 2023.

On motion by Seward, seconded by Stoops, the Board voted to appoint Derek Glaspie to the position of Deputy Sheriff with such appointment ending on December 31, 2024.

On motion by Yoder, seconded by Stoops, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from the Sheriff for Jailer Trevor Owens whose final date of employment occurred January 20, 2021.

On motion by Fedler, seconded by Stoops, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from the Office of Sheriff for Deputy Justin Adams whose final date of employment will occur April 11, 2021.

Washington County Public Health Administrator Danielle Pettit-Majewski reported that in Washington County as of 8:15 a.m. on April 6, 2021, tests had been conducted on 11,774 individuals to detect for COVID-19 with such tests yielding 2,460 positive results. Positive results in the previous 7 days totaled 14 while positive results in the previous 14 days totaled 31. Meanwhile, in Washington County a total of 2,358 individuals have recovered from COVID-19 according to Pettit-Majewski. A total of 634 serology tests have been conducted in Washington County with such tests yielding 125 reactive cases. The Return to Learn percent positivity rate for Johnson and Jefferson County is 5.4% and 1.8% respectively while the Washington County rate is 4.9%. A total of 5,822 deaths in Iowa have been attributed to COVID-19 which includes 49 in Washington County. A total of 217 Iowa residents are hospitalized due to COVID-19 including 2 individuals in Washington County. The statewide number of vaccines administered is 1, 658,747 including approximately 11,333 vaccines that were administered in Washington County. Pettit-Majewski shared that COVID-19 cases in Washington County are presently on the rise along with hospitalizations and positivity rates. She also reminded that spring break travel could result in an influx of new variants that might potentially result in another surge of COVID-19. Finally, officials are seeing an increase in the circulation of the United Kingdom variant B117 which is more virulent than but fortunately still covered under existing vaccines. The Board took no formal action.

There was no comment from County Department Heads.

At 9:53 a.m. on motion by Yoder, seconded by Fedler, the Board voted to adjourn.

ATTEST:  
April 6, 2021

DANIEL L. WIDMER  
County Auditor

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RICHARD L. YOUNG  
Chairperson, Board of Supervisors