

**PROCEEDINGS OF THE WASHINGTON COUNTY BOARD OF SUPERVISORS MEETING
TUESDAY, OCTOBER 25, 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. The agenda included the following items: approval of agenda; public comment; personnel change request – Communications; Resolution 22-45 regarding compensation for election workers; Resolution 22-46 regarding revisions to the Washington County Communications Commission Agreement with the City of Washington; selection of audit firm to conduct audit of Washington County Ambulance Services billing department; department head comment; adjourn. Supervisors Bob Yoder, Marcus Fedler, Jack Seward, Jr. and Stan Stoops were also present.

Other individuals in attendance included the following: Jerry Edwards, KCII Radio; Kalen McCain, SE Iowa Union; John Gish, County Attorney; and Cara Sorrells, Communications Supervisor; and Amber Williams, Board of Supervisors Administrative Assistant. Various other individuals participated by remote means.

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

There was no public comment.

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 Lydia Marie Houston who will begin duties as a regular part-time non-exempt employee beginning November 1, 2022, at the rate of \$20.88 per hour for 1st shift, \$21.23 per hour for 2nd shift, and \$21.38 per hour for 3rd shift. It was also noted that effective January 1, 2023, Houston will be compensated at the rate of \$21.50 per hour for 1st shift, \$21.85 per hour for 2nd shift, and \$22.00 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 Seward, seconded by Fedler, the Board voted by way of roll call vote to approve Resolution 22-45 as follows and to authorize the Chairperson to sign Resolution 22-45 on behalf of the Board.

RESOLUTION 22-45

**WASHINGTON COUNTY PRECINCT ELECTION OFFICIAL
AND
SUPPORT STAFF COMPENSATION POLICY**

WHEREAS, the Washington County Board of Supervisors does acknowledge the importance of Precinct Election Officials and Support Staff in conducting elections, and

WHEREAS, the Washington County Board of Supervisors is responsible for establishing the rate of compensation paid to Precinct Election Officials and Support Staff in the election process.

NOW THEREFORE BE IT RESOLVED by the Washington County Board of Supervisors this 25th day of October, 2022, that the following Compensation rates for Precinct Election Officials and Support Staff shall become effective for the period of time beginning October 26, 2022, and ending December 31, 2024, and,

PRECINCT ELECTION OFFICIALS AND SUPPORT STAFF

<u>Position</u>	<u>Compensation Rate</u>
Precinct Election Official	\$10.00/hour
Special Precinct Election Board Official	\$10.00/hour
Post-Election Audit Official	\$10.00/hour
Back-up Election Officials	\$ 5.00/hour
Election TM Runner	\$10.00/hour

BE IT FURTHER RESOLVED THAT Precinct Election Officials and Support Staff shall be compensated for a daily minimum of 2 hours, and

BE IT FURTHER RESOLVED THAT Precinct Election Workers and Support Staff shall be reimbursed for mileage related to election duties at a rate equal to the Federal Mileage Reimbursement Rate.

On motion by Yoder, seconded by Fedler, the Board voted by way of roll call vote to approve Resolution 22-46 as follows and to authorize the Chairperson to sign Resolution 22-46 on behalf of the Board.

RESOLUTION NO. 22-46

**RESOLUTION APPROVING AMENDING AND SUPERSEDING AGREEMENT REGARDING THE
WASHINGTON COUNTY COMMUNICATIONS COMMISSION
(FORMERLY KNOWN AS THE WASHINGTON COUNTY PUBLIC SAFETY COMMISSION)**

WHEREAS, pursuant to an Iowa Code Chapter 28E Agreement executed January 2, 1990, and entitled “Washington County Public Safety Commission Joint Agreement” (“1990 Joint Agreement”) the City of Washington, Iowa, and Washington County, Iowa, established the Washington County Public Safety Commission (informally known and to be officially renamed as the “Washington County Communications Commission”) for the purpose of providing centralized law enforcement facilities and equipment and operating a consolidated public safety communications center; and

WHEREAS, the 1990 Joint Agreement was subsequently and variously amended by resolutions of the Washington City Council and Washington County Board of Supervisors in 2005 and in 2019; and

WHEREAS, the City of Washington and Washington County now wish to clarify and unify the 1990 Joint Agreement and to effectuate additional clarifications and amendments to the same; and

WHEREAS, the cities of Ainsworth, Brighton, Crawfordsville, Kalona, Riverside, Wellman, and West Chester, now wish to join with Washington County and City of Washington in their agreement to provide centralized law enforcement facilities and equipment and operate consolidated public safety communications center.

NOW THEREFORE BE IT RESOLVED by the Washington County, Iowa, Board of Supervisors that the attached Amending and Superseding Agreement Regarding the Washington County Communications Commission is hereby approved and adopted, and that the Chairperson of the Washington County Board of Supervisors and the Washington County Auditor are authorized to execute the same on behalf of Washington County.

BYLAWS OF THE WASHINGTON COUNTY COMMUNICATIONS COMMISSION

The following bylaws shall govern the administration and operations of the Washington County Communications Commission (“Commission”), formerly known as the “Washington County Public Safety commission”. The effective date of these bylaws shall be the date of their adoption by resolution of the Commission Board.

ARTICLE 1 – ADMINISTRATION

1. All meetings of the Commission’s Board of Directors (“Commission Board”) shall proceed in accordance with Robert’s Rules of Order, as amended, except as otherwise provided herein or in the Commission’s founding Chapter 28E Agreement.
2. These bylaws may only be amended by a majority vote of at least 4 (four) Directors at a properly noticed meeting of the Commission Board. A certified copy of any resolution amending these bylaws shall be forwarded to the governing body of each municipality represented on the Commission Board and to the Washington County Sheriff.
3. The Commission Board shall meet in January of each calendar year to elect officers who shall serve until their replacements are named. Notice of such meeting shall be posted in compliance with Iowa Code Chapter 21. Special meetings of the Commission Board may also be called by, or at the request of, the Chairperson or any Director, provided that notice is posted in compliance with Iowa Code Chapter 21. All meetings of the Commission Board shall be held in open session unless a closed meeting is entered by affirmative public vote and authorized pursuant to Iowa Code Section 21.7.
4. The act of the majority of the Directors present at a meeting at which a quorum is present (4 (four) Directors present is considered a quorum) shall be the act of the Commission Board. A Director may participate in a meeting by electronic means only if such participation is compliant with Iowa Code Section 21.8.
5. The Commission Board shall select two Directors as Chairperson and Vice Chairperson who shall each serve for 1 (one) year until their successors are elected.
6. The Vice-Chairperson, in the absence of the Chairperson, may assume such powers and authority given to the Chairperson
7. The Commission Board shall appoint a Secretary who may be a Director, an official, or an employee of any municipality represented on the Board.
8. All requests for information, requests for equipment purchases, and questions regarding Commission or Commission Board procedures shall be referred to the Secretary of the Commission.
9. The Communications Supervisor, with advice and approval of the Commission Board, will maintain written job descriptions for each employee assigned to the Communications Center.
10. Communication equipment assigned to outside governmental agencies may be placed within the Center with approval of the Commission.
11. Communication equipment and related costs incurred by outside agencies must be absorbed by their respective agencies. Additional dispatcher cost incurred pursuant to this section will be assessed to the benefited agency at a rate to be determined by the Commission Board.
12. The Communication Officer will maintain written security procedures to be followed by all personnel having access to the Communication Area.
13. Commission personnel shall be governed by additional rules and policies outlined in the Employee Handbook and Rules of Conduct adopted by the Commission Board.

On motion by Fedler, seconded by Stoops, the Board voted to authorize the Washington County Ambulance Services Liaison to determine a suitable audit firm to conduct an audit of the Washington County Ambulance Services Billing Department. Stoops and Seward serve as the Board’s liaison to Washington County Ambulance Services.

There was no department head comment.

At 9:20 a.m. on motion by Yoder, seconded by Fedler, the Board voted to adjoin.

ATTEST:
October 25, 2022

RICHARD L. YOUNG, CHAIRPERSON
Washington County Board of Supervisors

DANIEL L. WIDMER
County Auditor