

COMMISSION MINUTES, September 21, 2015

The Board of County Commission (BOCC) for Washington County met in regular session on Monday, September 21, 2015 in the Commission room at the Washington County Courthouse. Members present: Tim Mueller, 1st District Commissioner, and Gary Ouellette, Vice-Chairman, 3rd District Commissioner. Roger Otott, Chairman, 2nd District Commissioner was absent. Denae Jueneman, County Clerk, was present to record meeting minutes.

The next regular meeting will be Monday, September 28th, 2015 at 8:30 a.m.

Vice-Chairman Ouellette called the meeting to order.

Commissioner Mueller made a motion to approve all consent agenda items. Vice-Chairman Ouellette seconded the motion. Motion passed unanimously to approve the following consent agenda item:

- Payroll change notice for Duane Bruna to change pay status to hourly employee during a 90-day probationary period for disciplinary reasons.

The Board discussed employee conduct during last weeks' health insurance informational meetings. The Board asked Jueneman to review the employee handbook being developed to ensure a policy is in place regarding unprofessional conduct and procedures for reprimanding an employee who is not behaving in a manner consistent with expectations.

Jueneman indicated she is in receipt of the new employee handbook but still has a few chapters to review with the County Attorney. Vice-Chairman Ouellette wanted to ensure that the new handbook eliminates all forms of comp time. Jueneman said the handbook indicates the County does not allow comp time.

The State Employee Health Plan was discussed. Jueneman indicated many employees have questions but she has been unable to reach the coordinator at the State who is out training. Jueneman is keeping a list of questions and concerns and hopes to get a return call by the end of this week. The Board decided to discuss dental and vision benefits during the next regular meeting.

Commissioner Mueller was asked by some employees the intent of the new County-wide employee email system. Commissioner Mueller stated he would like to see everyone using the new email addresses for all County correspondence within one year. Commissioner Mueller believes email coming from a County domain name is more professional than employees using a variety of different hosts.

The Board discussed department head reviews and agreed to start performing annual department head reviews. Department heads will be reviewed between October and December of each year. This policy does not apply to elected officials.

The Board discussed pay raises for 2016. No decisions were made.

The Board discussed a pending Fair Labor Standards Act proposal which increases the threshold for compensation of individuals in management in order to maintain exempt status.

The Board received a notice from KDHE indicating a permit is being reissued for an existing facility located in section 8 of Sherman Township.

Deb Swoboda, Emergency Management Director, reported she received a check from Fairview Mills as a reimbursement for food she purchased for fire fighters during a recent fire at Fairview's corn cob pile. An emergency plan is nearing final stages and Swoboda asked for the Board's input. Commissioner Ouellette asked Deb to check into emergency plans for intruderology and to possibly add those procedures to the plan.

Gloria Moore, Tourism Director, presented the September tourism report.

Sonya Hiltgen, Register of Deeds, presented the August summary and breakdown of fees received and documents recorded. Hiltgen said she is looking at software which assists lenders in e-filing paperwork. Hiltgen has not made a decision on the software.

Justin Novak, Road & Bridge Supervisor, received a memorandum of agreement between the Kansas State Historic Preservation and Washington County regarding two historic bridges located in Washington County. Commissioner Mueller made a motion to sign the agreement. Vice-Chairman

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Ouellette seconded the motion. Motion passed unanimously. Novak is having the last tour of the County with FEMA this coming Thursday. Due to the large number of projects FEMA is proposing, Novak will be bidding the work out to local contractors. Contractors will have 18 months to complete the projects.

Elizabeth Hiltgen, County Attorney, requested executive session for non-elected personnel. Commissioner Mueller made a motion to enter into executive session. Vice-Chairman Ouellette seconded the motion. Motion passed unanimously. No action was taken upon returning to regular session.

Tim Voelker, Linn Public School Counselor, asked the Board to donate \$250 to the school to help purchase supplies for Red Ribbon Week. The Red Ribbon Campaign® is the oldest and largest drug prevention program in the nation reaching millions of young people during Red Ribbon Week®, October 23-October 31 each year. Linn Public School will be having a school carnival on the 27th and Voelker would like to hand out items with this year's theme. Commissioner Mueller made a motion to allow \$250 from the Alcohol and Drug Fund to purchase items. Vice-Chairman Ouellette seconded the motion. Motion passed unanimously.

Justin Cordry, Sheriff, discussed personnel shortages in both the Jail and the Sheriff's departments. Cordry asked the Commissioners to raise the boot allowance for the Sheriff's department. Commissioner Mueller made a motion to eliminate the boot max for the Sheriff's office with the stipulation the Sheriff presents information on future purchases prior to the purchase of boots to ensure costs are reasonable. Vice-Chairman Ouellette seconded the motion. Motion passed unanimously.

Duane Bruna, Environmental Science Director, asked permission for Becky Simon, Administrative Assistant, to use earned time due to unforeseen circumstances. County policy states that earned time cannot be used in the first six months of employment. The Board approved the use of earned time. Bruna requested executive session for non-elected personnel and to include Jueneman. Commissioner Mueller made a motion to enter into executive session. Vice-Chairman Ouellette seconded the motion. Motion passed unanimously. No action was taken upon returning to regular session.

The meeting adjourned at 2:30 p.m.

BOARD OF WASHINGTON COUNTY
COMMISSIONERS

(SEAL)

Tim Mueller, 1st District Commissioner

Roger Otott, Chairman, 2nd District Commissioner

Attest:

Dena Jueneman, County Clerk

Gary Ouellette, Vice-Chairman, 3rd District Commissioner