

**PROCEEDINGS OF THE WASHINGTON COUNTY BOARD OF SUPERVISORS MEETING
TUESDAY, FEBRUARY 13, 2018**

Chairperson Abe Miller called the meeting to order at 9:30 a.m. in the Courthouse chambers in regular session. Items on the agenda included agenda approval, personnel change request – Communications; discussion and action regarding Supplemental Agreement for Final Design Services for Bridge No. 337670 on Orange Ave over Camp Creek in Section 32 of English River Township – County Engineer; Mental Health and Disability Services report – Mental Health and Disability Services Director; Washington County Recycling Update – WEMIGA; discussion and action regarding FY 2018-19 contract law enforcement – Sheriff; HIPAA compliance update – HIPAA Coordinator; discussion and action regarding HIPAA Business Associate Agreement; discussion and action regarding HIPAA Notice of Privacy Practices; discussion and action regarding HIPAA Pledge of Confidentiality and Privacy of Protected Health Information; discussion and action regarding updates to Washington County Employee Manual. Supervisors Stan Stoops, Bob Yoder, Jack Seward, Jr., and Richard Young were also present.

Others attending were: Mary Zielinski, The News; Sally Hart, KCII Radio; John Gish, County Attorney; Jeff Garrett, County Treasurer; Jared Schneider, County Sheriff; Cyndie Sinn, County IT/Budget Director; Amber Day, County Human Resources Coordinator; Bobbi Wulf, Mental Health and Disability Service Director; Lynn Whaley, WEMIGA Waste Systems; Amber Williams, Board of Supervisors Administrative Assistant; and citizens Denny Stalder, Charlotte Stalder, Karyl Miller, Tom Dayton, Bill Miller, and Les Zickefoose.

All motions were passed unanimously unless noted otherwise.

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

On motion by Seward, seconded by Young, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from Communications for the hiring of Nancy Elam as a full-time employee at the rate of \$16.50 per hour, effective February 20, 2018. The County Auditor is hereby authorized to issue pay warrants upon proper certification from the Department Head.

The Board took up consideration of a contract for the final design services of a bridge replacement project planned for Orange Avenue to span over Camp Creek in section 32 of English River Township southeast of Richmond. In January of 2016 the Board approved an initial design services contract with Calhoun-Burns and Associates, West Des Moines, for the development of plans for the project. The preliminary design has been completed and according to correspondence from Calhoun-Burns and Associates the appropriate time has arrived to finalize the design, plan preparations, and the submittals for letting a contract. After reviewing different structure options, it was determined the best option for the location is construction of a reinforced concrete box culvert. Such a structure will eliminate the current weight posting and width restriction of the existing bridge which was constructed in 1923. The project, which is included in the current five year road plan, is slated for construction either in the fall of 2018 or during the 2019 construction season. The contract calls for Calhoun-Burns and Associates to be paid \$25,990.00 in return for its services. On motion by Young, seconded by Yoder, the Board voted to approve a contract with Calhoun-Burns and Associates for final design services related to County Bridge #337670 and to authorize the Chairperson to sign the agreement.

Mental Health and Disability Services (MHDS) Director Bobbie Wulf presented a report regarding Mental Health and Disability Services activity. According to the report, total expenditures from July 1, 2017 through January 31, 2018 were \$688,994.32 which equates to 88% of the total budgeted expenditure amount of \$784,757.00. A total of \$521,318.01 was spent on contracted services provided by Southeast Iowa Link. Wulf stated that with regard to the Choices drop-in center, a total of 374 unduplicated participants used the facility from July 1, 2017 through January 31, 2018 for a total of 2,065 visits. Wulf also stated that Hillcrest provided 147 crisis assessments, 1,071 units of nursing support, and 190 hours of crisis care coordination through three mental health centers located in Washington, Henry, and Keokuk Counties. Mental health advocates saw a total of 192 individuals during the final six months of calendar year 2017. The Board took no formal action. The entire report is available in the Auditor's office.

Lynn Whaley, of WEMIGA Waste Systems, briefed the Board on recent activity at the Washington County Recycling Center. During the month of January 2018 WEMIGA processed 70.55 landfill tons, 28.03 recyclable tons, 10 appliances, 2 televisions and other electronic devices, 1 tire, and 0 gallons of used oil. In comparison, for the month of January 2017 WEMIGA processed a total of 70.59 landfill tons, 20.46 recyclable tons, 9 appliances, 82 televisions and other electronic devices, 19 tires, and 0 gallons of used oil. The Board took no formal action. The entire report is available by contacting the Auditor's office.

Board discussion next focused on the FY 2018-19 law enforcement contracts which deal with the provision of law enforcement services for the various cities located in Washington County. Sheriff Jared Schneider explained the cost formula contained in each of the contracts is calculated as follows: $\text{Budget}/2 \times (\% \text{ of assessed value} + \% \text{ of calls} + \% \text{ of population})/3$. Definitions of terms used in the formula are as follows: Budget is the total Contract Law projected expense. Assessed Value is derived from the most recent Auditor's Valuation Report. Calls are Sheriff's Office calls only from the most recent 5 calendar years Public Safety Report of "Call for Service". Population is based on the current decennial Federal Census.

On motion by Young, seconded by Stoops, the Board voted to approve a law enforcement contract with the City of Ainsworth at an annual cost of \$16,237.00 for the period of July 1, 2018 through June 30, 2019 and to authorize the Chairperson to sign the agreement on behalf of Washington County.

On motion by Yoder, seconded by Seward, the Board voted to approve a law enforcement contract with the City of Brighton at an annual cost of \$22,810.00 for the period of July 1, 2018 through June 30, 2019 and to authorize the Chairperson to sign the agreement on behalf of Washington County.

On motion by Seward, seconded by Stoops, the Board voted to approve a law enforcement contract with the City of Crawfordsville at an annual cost of \$6,964.00 for the period of July 1, 2018 through June 30, 2019 and to authorize the Chairperson to sign the agreement on behalf of Washington County.

On motion by Stoops, seconded by Yoder, the Board voted to approve a law enforcement contract with the City of Kalona at an annual cost of \$88,386.00 for the period of July 1, 2018 through June 30, 2019 and to authorize the Chairperson to sign the agreement on behalf of Washington County.

On motion by Young, seconded by Yoder, the Board voted to approve a law enforcement contract with the City of Riverside at an annual cost of \$52,581.00 for the period of July 1, 2018 through June 30, 2019 and to authorize the Chairperson to sign the agreement on behalf of Washington County.

On motion by Yoder, seconded by Stoops, the Board voted to approve a law enforcement contract with the City of Wellman at an annual cost of \$49,701.00 for the period of July 1, 2018 through June 30, 2019 and to authorize the Chairperson to sign the agreement on behalf of Washington County.

On motion by Seward, seconded by Yoder, the Board voted to approve a law enforcement contract with the City of West Chester at an annual cost of \$5,906.00 for the period of July 1, 2018 through June 30, 2019 and to authorize the Chairperson to sign the agreement on behalf of Washington County.

Human Resources Coordinator Amber Day briefed the Board on continued compliance with the Health Insurance Portability and Accountability Act (HIPAA). Day commented that approximately 33% of County employees had completed on-line HIPAA training. On motion by Stoops, seconded by Yoder, the Board voted to approve a HIPAA Business Associate Agreement. It is intended that the agreement will be signed by outside contractors and business associates that provide services to Washington County and in doing so might come into contact with protected health information.

On motion by Seward, seconded by Young, the Board voted to approve an updated HIPAA Notice of Privacy Practices. The notice deals with the manner in which medical information related to anyone receiving direct treatment may be used and disclosed and also how access to such information may be gained.

On motion by Seward, seconded by Young, the Board voted to approve a Pledge of Confidentiality and Privacy of Protected Health Information. Among other things this policy states that the use or disclosure of protected health information is based on a need to know basis. All County employees, as well as outside contractors working on County premises, will sign the pledge.

On motion by Young, seconded by Stoops, the Board voted to approve various updates to the Washington County Employee Manual as well as to approve the employee form to acknowledge such changes.

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

ATTEST:
February 13, 2018

ABE C. MILLER
Chairperson, Board of Supervisors

DANIEL L. WIDMER
County Auditor