

**PROCEEDINGS OF THE WASHINGTON COUNTY BOARD OF SUPERVISORS MEETING
TUESDAY, APRIL 14, 2020**

At 9:00 a.m. Chairperson Jack Seward Jr. 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; approval of Amendment to Washington County Secondary Roads Department FY20 Five-Year Road Construction Plan; approval of Washington County Secondary Roads Department FY21 Iowa Department of Transportation Budget; approval of Washington County Secondary Roads Department FY21 Five-Year Road Construction Plan; approval of renewal of agreement with CAROSH Compliance Solutions to provide HIPAA compliance assistance; approval of proposed update to Washington County HIPAA Compliance manual; approval of personnel change request submitted by Washington County Ambulance Services; update from the Director of Ambulance Services including possible discussion, acknowledgement, and/or action; Coronavirus (COVID-19) update; discussion of items as approved by Board Chairperson; adjourn. Supervisors Stan Stoops, Abe Miller, Richard Young, and Bob Yoder were also in attendance.

Others attending were: Mary Zielinski, The News; Marissa Reisen, County Emergency Management Director; Jeremy Peck, County Ambulance Services Director, and Jacob Thorius, County Engineer. Various other individuals listened and/or watched remotely by electronic means.

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

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

There was no public comment regarding items on the Board agenda.

County Engineer Jacob Thorius presented the Board with a proposed amendment to the Secondary Roads FY20 Five-Year Road Construction Plan. According to Thorius the amendment is necessary due to a project slated for the coming construction season which was not originally included in the plan. The project will involve improvements to the Keokuk-Washington Road from Highway 22 south to 151st Street. The total project expenses, estimated to be approximately \$250,000.00, will ultimately be shared by Sieren Pork, Ltd (50%), Washington County (25%), and Keokuk County (25%) per a joint 28E agreement approved by the Supervisors on March 31, 2020. On motion by Miller, seconded by Yoder, the Board voted to approve the amended FY20 Washington County Secondary Roads Five-Year Road Construction Plan. The amended Secondary Roads FY20 Five-Year Road Construction Plan is available for review in the office of the Washington County Engineer.

Thorius reminded the Board that although the Secondary Roads FY21 budget had already been approved by the Board of Supervisors on March 31, 2020, that same budget must also be submitted in a slightly different format to the Iowa Department of Transportation for approval. On motion by Young, seconded by Stoops, the Board voted to approve the FY21 Iowa Department of Transportation budget for Washington County Secondary Roads and to authorize the Chairperson to sign pertinent documents. The complete report is available by contacting the Washington County Engineer's office.

Thorius explained that Iowa law requires completion of an annual road construction plan. He added that on April 7, 2020 a Board work session was held to review the proposed FY21 Washington County Secondary Roads Five-Year Road Construction Plan which contains over \$22.605 million in estimated project expenses and an estimated \$11.718 million available for the funding of such projects. Thorius commented that while only \$11.718 million in funding is currently available, road construction projects must be included in the Plan in order to be eligible for funding. Thorius is hopeful that additional funding will become available in the future which would allow for quicker completion of construction projects. The \$11.718 million in funding comes from the following sources: \$2.25 million (20%) in local secondary road funding, \$5.77 million (51%) in Farm to Market state gas tax funding, \$1.65 million (15%) in federal bridge funding, and \$1.625 million (14%) in funding from the federal gas tax. The overall goal of the Plan is to continue to replace aging structures and improve gravel road systems. Projects are selected based on their anticipated impact on the entire Washington County road system as well as funding availability. Thorius also stressed that the Plan is a "living" plan that can be updated and modified as funding options change. On motion by Miller, seconded by Yoder, the Board voted to approve the FY21 Washington County Secondary Roads Five-Year Road Construction Plan and to authorize the Chairperson to sign necessary documents. The FY21 Washington County Secondary Roads Five-Year Road Construction Plan is available for review in the office of the Washington County Engineer.

On motion by Seward, seconded by Young, the Board voted to approve a contract renewal with Carosh Compliance Solutions (CAROSH) to provide Health Insurance Portability and Accountability Act (HIPAA) compliance assistance to Washington County and to authorize the Chairperson to sign the agreement on behalf of the Board. Written correspondence expressing dissatisfaction with the on-line training that is being provided by Carosh, signed by each supervisor, will be included with the signed renewal contract.

On motion by Young, seconded by Miller, the Board voted to approve an update to the Washington County HIPAA Compliance Manual, specifically Policy PS-120 “Facility Access Control.” The exact wording of the update, to be noted as Item 2, Procedures, as listed under PS-120, states “Distribution of a Salamander employee identification badge to all employees within 7 days of beginning of employment. See County Policy –Employee Identification Badge Policy.”

On motion by Stoops, seconded by Yoder, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from Washington County Ambulance Services for the hiring of Patrick Curl as a part-time non-exempt Administrative Assistant with an effective date of April 27, 2020 and at the rate of \$32.00 per hour.

Ambulance Services Director Jeremy Peck provided an update with regard to his activities related to the new county-operated Washington County Ambulance Services which will begin offering services on July 1, 2020. Such activities include meeting with representatives of Washington County Hospital and Clinics (WCHC), interviewing to fill the positions of field supervisor, working on finalizing a purchase agreement for equipment and inventory with the present county ambulance provider as well as completing a facilities lease agreement, setting up meetings with representatives of the various towns in Washington County, and the acquisition of scheduling, charting, and billing software. The board took no formal action.

With regard to the present Coronavirus (COVID-19) pandemic the Board was informed by Public Health Director Danielle Pettit-Majewski, who participated remotely, that as of 8:00 a.m. Monday, April 13, 2020, there were 89 cases of the virus in Washington County with four deaths. She added that nursing homes and WCHC are receiving high priority related to distribution of resources to fight the virus and also stated the peak for infection from the disease is estimated to be at the end of the current month. Emergency Management Director Marissa Reisen thanked those individuals and businesses assisting in the effort to fight the virus and voiced, in general terms, the County was meeting the demands of its citizens and nursing homes for necessary means to combat the Coronavirus pandemic. Mental Health and Disability Services Director Bobbi Wulf reminded that her organization was still available to provide assistance to individuals and Seward acknowledged and thanked all first responders and dispatchers for their hard work and dedication in serving the public. Deputy Auditor Amber Day, who participated remotely, presented the Board with a proposed Coronavirus (COVID-19) Leave Policy for consideration. On motion by Young, seconded by Miller, the Board voted to approve, subject to final approval by the County Attorney, the Washington County Request for COVID-19 Leave form.

Auditor Dan Widmer shared that the 2020 Primary Election will be conducted on Tuesday, June 2, 2020. While the option definitely exists for individuals to vote in person on June 2 at the polls, Widmer strongly urged citizens to vote by way of absentee ballot prior to June 2. Absentee ballot requests will be mailed to all registered voters free of charge in the near future by the Secretary of State. Upon receipt of the absentee ballot request, individuals who wish to vote absentee must complete and return the pre-paid postage request to the Washington County Auditor’s office. Upon receipt of the request the Auditor’s office will mail an absentee ballot to the individual to be completed and returned in the pre postage paid envelope that is supplied. The first day that absentee ballots will be mailed to citizens is April 23, the last date to request an absentee ballot be mailed is May 22, and absentee ballots that are returned to the Auditor’s office by mail must be postmarked no later than June 1 and received in the Auditor’s office no later than June 8. Widmer again stated that while absentee voting in person will be available at the Courthouse he again encouraged citizens who wish to vote by way of absentee ballot do so by mail. In closing Widmer shared the following list of polling places in Washington County for the June 2 Washington County Primary Election per recommendations from the office of the Iowa Secretary of State to reduce polling places:

Washington County June 2, 2020 Primary Election Polling Places

<u>PRECINCT</u>	<u>POLLING PLACE</u>
Ainsworth	Washington High School, 1111 S. Ave. B, Washington
Brighton	Washington High School, 1111 S. Ave. B, Washington
Kalona	Riverside City Hall, 60 Greene St., Riverside
Riverside	Riverside City Hall, 60 Greene St., Riverside
Ward 1 Washington	Washington Co. Courthouse, 222 W. Main, Washington
Ward 2 Washington	Washington High School, 1111 S. Ave B, Washington
Ward 3 Washington	Washington High School, 1111 S. Ave B, Washington
Ward 4 Washington	Washington Co. Courthouse, 222 W. Main, Washington
Wellman	West Chester Heritage Bld. 510 Main, West Chester
West Chester	West Chester Heritage Bld. 510 Main, West Chester

There was no further discussion.

At 10:20 a.m. on motion by Stoops, seconded by Yoder, the Board voted to adjourn.

ATTEST:

April 14, 2020

DANIEL L. WIDMER
County Auditor

JACK SEWARD JR.
Chairperson, Board of Supervisors