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WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) R

Date: January 5, 2016

Weekly Agenda Date: January 12, 2016

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Supervisor Matthew Ung

SUBJECT: Creation of Policy Review Committee

ACTION REQUIRED:

Approve Ordinance ☐	Approve Resolution ☐	Approve Motion ☒
Give Direction ☐	Other: Informational ☐	Attachments ☒

WORDING FOR AGENDA ITEM: Creation of Policy Review Committee

EXECUTIVE SUMMARY: While attending ISAC's 2015 Fall School of Instruction in Cedar Rapids I had a good conversation with the Black Hawk County Auditor regarding the benefits they've noticed from using a Policy Review Committee, and reviewed a sample of their meeting agendas and minutes. They use it to flesh out the repercussions of policy changes with staff ahead of time to assist the full Board of Supervisors. Because they were updating many old policies (as we will likely be doing next year), they originally met monthly, and now meet only quarterly or as needed. It allows all the affected parties to a policy change to share with other departments how they would be affected, so that those unknowns would be known before it got to the full Board of Supervisors. Replicating their structure, the permanent members should be few and only those almost always affected or drawn upon for ANY policy change: Human Resources, the Auditor's Office, and legal counsel. As policies are considered that impact other departments, those representatives will be invited to share their thoughts.

BACKGROUND: Several months ago, the board voiced openness to change a policy that would impact both planning & zoning, and the county engineer. At the request of the Chair for board representation, I volunteered to serve on that ad-hoc committee, and our small group worked through revisions and brought a recommendation to the full board. I believe this practice was useful because it brought the departments together who would be most affected by the given change, rather than having one of them caught off-guard at a board meeting with the inevitable result being deferred action. In other words, this practice should be ongoing in a standing committee--not so much for the benefit of the Supervisors, but for the benefit of staff.

FINANCIAL IMPACT: N/A

RECOMMENDATION. County officials and the public are encouraged (not required) to filter requested policy changes through this Policy Review Committee which will receive, consider, and in some cases recommend action to the Board of Supervisors. The committee would meet at least quarterly, and more often if needed. Meetings and minutes will be open to the public.

ACTION REQUIRED / PROPOSED MOTION: Move the attached committee creation form be approved, creating the Policy Review Committee

Approved by Board of Supervisors March 3, 2015. Revised May 5, 2015.

CREATION/CHANGE OF COMMITTEE FORM

Form Approved by the Board of Supervisors 11/17/15

Board Approval Date:	1/12/2016	Date Originally Created:	1/12/2016
		Ending Date (if known):	

Name of Committee:

Policy Review Committee

Purpose:

To receive, consider, and recommend to the Board of Supervisors policy changes as requested by county officials and the public.

	Members OR Position	Entity Represented
1.	Matthew Ung, County Supervisor	Board of Supervisors
2.	Pat Gill, County Auditor	Auditor's Office
3.	Ed Gilliland, Director	Dept. of Human Resources
4.	Tonia Abell, Clerk	Dept. of Human Resources
5.	PJ Jennings, County Attorney (or designee)	Attorney's Office
6.		
7.		
8.		
9.		
10.		
11.		
12		

Is this Committee - X the box that applies

	Required by Iowa Code
	Created by the provision of Iowa Code Chapter 28E
	Committee Created by Agreement
X	Committee Created for Special Purpose*

The Committee plans to <u>at least</u> meet - X the box that applies

	Weekly
	Monthly
X	Quarterly
	Annually
	Other/Unknown

* Special committees will sunset at the end of every calendar year unless re-approved each year.