

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RE

#9

Date: January 7, 2016

Weekly Agenda Date: January 12, 2016

DEPARTMENT HEAD / CITIZEN: Supervisor Jeremy Taylor

SUBJECT: Board Administration Reorganization and Standardization

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: Board Administration and Reorganization

EXECUTIVE SUMMARY: Please see the attached memorandum that was sent to all department heads and elected officials. This is action under day-to-day operations but in the spirit of transparency wanted to keep fellow Supervisors informed. I did so by informing them of these actions retroactively and without deliberation.

BACKGROUND: (described in attached memorandum)

FINANCIAL IMPACT: None.

RECOMMENDATION: See Action Required.

ACTION REQUIRED: Several items **will** take Board action: Memorandum of Personnel Transactions; funding for a CIP item on modernizing equipment (permanent chairs; screens/monitors; desk; counter, etc.) However, the reorganization, backup for Board personnel, and reconfiguration of space is handled most appropriately under "day-to-day operations."



Woodbury County Board of Supervisors

Courthouse • Room 104
620 Douglas Street • Sioux City, Iowa 51101
Telephone (712) 279-6525 • Fax (712) 279-6577

MEMBERS

LARRY D. CLAUSEN
SIOUX CITY

MARK A. MONSON
SERGEANT BLUFF

JACLYN D. SMITH
SIOUX CITY

MATTHEW A. UNG
SIOUX CITY

JEREMY J. TAYLOR
SIOUX CITY

BOARD ADMINISTRATIVE COORDINATOR
KAREN JAMES

EXECUTIVE SECRETARY / PUBLIC BIDDER
HEATHER SATTERWHITE

January 8, 2016

Dear Departments Heads and Elected Officials:

The purpose of this memo is to state some of my hopes for this New Year as we seek to continuously look to the future regarding our organization in order to provide the best services possible for the citizens of Woodbury County. My intention is to help manage day-to-day operations in a way that is efficient, customer-oriented, and forward-planning:

Department Head Meetings

We plan to hold the first department head meeting on **January 25 from 8:00-9:20 a.m.** Look for an upcoming agenda, which will most likely set a tone for this exciting year, 2016. The primary focus of the meetings in general is to keep you informed and involved as well as to hear concerns and needs. We will discuss the following: committee assignments which come before the Board on January 12, 2016; positive recognition ideas; True Speak expectations; needs/what's happening. My plan is that the Vice-Chairperson, Supervisor Ung, and myself will host these meetings in the LEC Conference Room.

Agenda Items

All agenda items should be e-mailed to both Karen James and Heather Satterwhite with electronic carbon copy ideally by 10 a.m. Thursday preceding the Board meeting but definitely no later than 2 p.m. Items that are later than that, e.g. Friday, I may deem need to go on the following week unless it is time-sensitive. Items that do not have the appropriate cover sheet completely filled out will not be considered.

Reorganization and Modernization of Board Administration Office

Karen James, Heather Satterwhite, and Dennis Butler will be primarily responsible as direct Board staff. My anticipation is that the Board of Supervisors will approve previously discussed action, so that Heather Satterwhite serves in the County Attorney's office on Mondays and Wednesdays and Tuesday mornings. The current understanding is that Heather will serve in the Board office on Tuesday afternoon as well as all day Thursday and Friday. In the event that Karen or Heather is unavailable, Dennis Butler will cover their duties to assemble forthcoming meeting agendas. In the rare circumstance that Karen and Heather are out, I will direct you to e-mail Dennis Butler as necessary to assemble agendas.

Therefore, and in order to cover, Dennis Butler's new office will be located in a room within the Board Administration Office with signage; I anticipate this transition will take place within the next 2-3 weeks. The office for the Chairperson will be located in Dennis Butler's old office with the Auditor's Office having primary use of the training room outside of there, and the Board of Supervisors having secondary use of this space. Jean Jessen will work out a calendar with us on this space usage. The Board of Supervisors will of course still have access for meetings in the old Board of Supervisors room as necessary. Planning and Zoning and Board of Adjustment intermittently use this space as well.

The Board Administration will provide a presence to greet our customers, the public, upon entrance and will work to accomplish three additional goals:

1. A Welcoming Presence

We will look to have personnel greet the public at all times and ask to help them. This will be a professional place and breaks or lunch should be deemed best held at designated break areas.

2. Modernization of Equipment / Technology

I am working with John Malloy and the Auditor's office as I would like to have a large electronic screen to any customer's left in which two different calendars can electronically detail who is in/out of the courthouse for ease of accessibility. This will also help the public should they want to attend any open meeting, which they can see as well on an electronically created calendar.

3. Ease of Operations and Professionalism

I have asked for a cost on having permanent chairs in the old Board of Supervisors meeting room so that these do not have to be moved up/down weekly, permanent mounting of the speakers/cameras downstairs, a desk (perhaps repurposed or new for the old Budget Analyst's room and / or Chairperson's office), signage above the Board office to mitigate customers being deterred by the "Emergency Exit" sign, etc. Kenny Schmitz will work on a budget and ideas for permanent tables downstairs where supervisors and staff sit as well. All of this will be presented as a single CIP budget item.

Utility Bills and Energy CAP

As you know, the County has been engaging in closely tracking our utility usage. This is important to be able to know how much it is that we are spending on energy and track cost avoidance due to energy conservation projects, the first of which is the retrofit of all LED lighting in our buildings.

We have an expectation that you will have bills in timely through the appropriate procedure that Building Services has set up. If there are recurring issues, I will visit to see how we can help come to a workable resolution.

Accessibility

My cell phone number is 259-7910, and I look forward to working with you to make 2016 a great year. The liaisons for the Board will come out soon, and I anticipate that collectively we will do all that we can to serve the citizens of Woodbury County.

No matter what you do to serve our community and county, your efforts and what you do is so valuable and greatly appreciated. Thank you!

Sincerely,

A handwritten signature in blue ink that reads "Jeremy Taylor". The signature is written in a cursive, flowing style.

Jeremy Taylor

Chairperson, Board of Supervisors

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
	REG BOARD MTG 12:45/1:00 p.m. Negotiations Brief BUDGET REVIEW 2:30 (Organizational Meeting)	Interviews Asst. Director Juv. Det. (HR, Chair, Olsen) 8:30-11:30 a.m. NO BOARD MTG!	TrueSpeak Review 10:00-11:00 a.m. (Grieme, Peterson, Wiecek, Gilliland)	Items Due by Close of Business for Agenda Working: 1-4 pm	Goal of Agenda to be Published Working: 1-4 pm	
3	4	5	6	7	8	9
		Budget Review 1:30-4:00 REG BOARD MTG 4:00		Items Due by Close of Business for Agenda Working: 1-4 pm	Goal of Agenda to be Published Working: 1-4 pm	
10	11	12	13	14	15	16
		Architect RFQ LEC Addition Due Budget Review 1:30-4:00 REG BOARD MTG 4:30	Long-Term Vision Planning County 8 am – 4 pm *cancelled* and moved to 3-23-16	Items Due by Close of Business for Agenda Working: 1-4 pm	Goal of Agenda to be Published Working: 1-4 pm	
17	18	19	20	21	22	23
	Department Head Meeting 8:00-9:20 a.m. CALENDAR REVIEW: FEBRUARY	SIOUX RIVERS REG BOARD MTG 4:30 Limited agenda b/c time needed: budget review	True Speak Training (11 Leaders) 8:30-4:30 Western IA TECH	(Items Due by...) True Speak Training (11 Leaders) 8:30-4:30 Western IA TECH	Goal of Agenda... Court Security 8-9 am Working: 1-4 pm Community Recognition Due	
24	25	26	27	28	29	30
31						

JANUARY

NOTES:

See attached memorandum for Budget Hearings

This calendar will be updated in Backup Materials

Committees not listed here are normally listed in

backup materials in itemized list.

January 19—True Speak Review 10:45-1:00

1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

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7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29

DECEMBER 2015

FEBRUARY 2016