

BOARD OF SUPERVISORS

District 1 | **Stacey Walker**

District 2 | **Ben Rogers**

District 3 | **Louis J. Zumbach**

JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER

935 2ND ST. SW

CEDAR RAPIDS, IA 52404

PH: 319-892-5000 | FAX: 319-892-5009

LinnCounty.org



**LINN COUNTY BOARD OF SUPERVISORS
MEETING AGENDA**

Monday, November 1, 2021

11 a.m.

Formal Board Room—Jean Oxley Public Service Center
935 2nd St. SW, Cedar Rapids, IA

Call to Order

Public Comment: Five Minute Limit per Speaker

This comment period is for the public to address topics on today's agenda.

Minutes

Discuss and decide on meeting minutes.

Discuss a Vacancy Form requesting reclassification of a Center Aide position to a Cook position for the Child Development Center.

Discuss a Vacancy Form requesting two Deputies for the Sheriff's Office

Discuss adding Juneteenth as an additional County Holiday.

Discuss Weather-Related Delays or Closings Policy PM-016

Discuss Fiscal Year 2023 budget initiatives and guidelines

Public Comment: Five Minute Limit per Speaker

This is an opportunity for the public to address the board on any subject pertaining to board business.

Payroll Authorizations

Discuss and decide on Employment Change Roster (payroll authorizations).

Claims

Discuss and decide on claims.

Correspondence

Appointments

Adjournment

For questions about meeting accessibility or to request accommodations to attend or to participate in a meeting due to a disability, please contact the Board of Supervisors office at 319-892-5000 or at

bd-supervisors@linncountyiowa.gov.

LINN COUNTY HUMAN RESOURCES DEPARTMENT
JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER
935 2ND ST. SW
CEDAR RAPIDS, IA 52404
PH: 319-892-5120 | FAX: 319-892-5129

LinnCounty.org



VACANCY FORM

SELECT ONE:

NEW POSITION

REPLACEMENT

REPLACES: Center Aide

SELECT ONE:

NEW JOB CLASSIFICATION

EXISTING JOB CLASSIFICATION

JOB TITLE: Cook

DEPARTMENT: Child Development Center-CSS

SHIFT/HOURS: 8:00 am-2:00 pm M-F

VACANCY DATE: 10-11-2021

NUMBER OF POSITIONS: 1

REASON TO ADD NEW POSITION (if applicable):

BUDGET OFFER

GRANT FUNDING

OTHER: Reclassification of Center Aide position
due to actual responsibilities being cook.

NEW POSITION FUNDING SOURCE(S): The
funding is coming from cost savings associated
with vacant child care worker substitute
positions. We had 3 subs who have left our
center for other positions at 12 hours each.

POST TO INSIDE: YES NO

ADVERTISE: YES NO

IF NO, GIVE EXPLANATION (i.e. not filling due to operational needs): _____

POSITION TYPE:

FULL-TIME PART-TIME 30 # of hours/week TEMPORARY/SEASONAL

ON-CALL/SUBSTITUTE GRANT-FUNDED

BARGAINING UNIT: Clerical Maintenance Para Professional Professional
 Attorneys Conservation Sergeants PPME

NON-BARGAINING UNIT (Management and Confidential Employees)

APPROVED BY: David Fisher 10/12/21
DEPARTMENT HEAD (original signature required) DATE

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

PAY GRADE: _____ STARTING SALARY: _____

HR DIRECTOR COMMENTS: _____

FINANCE/BUDGET DIRECTOR COMMENTS: _____

APPROVED BY: Lisa D Powell 10-20-21
HUMAN RESOURCES DIRECTOR DATE

APPROVED BY: Johnson 10/21/2021
FINANCE/BUDGET DIRECTOR DATE

APPROVED BY: _____
CHAIRPERSON/BOARD OF SUPERVISORS DATE

LINN COUNTY HUMAN RESOURCES DEPARTMENT
JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER
935 2ND ST. SW
CEDAR RAPIDS, IA 52404
PH: 319-892-5120 | FAX: 319-892-5129

LinnCounty.org



VACANCY FORM

SELECT ONE:

NEW POSITION

REPLACEMENT

REPLACES: _____

SELECT ONE:

NEW JOB CLASSIFICATION

EXISTING JOB CLASSIFICATION

JOB TITLE: Deputy

DEPARTMENT: Sheriff Office

SHIFT/HOURS: TBD

VACANCY DATE: 10/6/21

NUMBER OF POSITIONS: 2

REASON TO ADD NEW POSITION (if applicable):

BUDGET OFFER

GRANT FUNDING

OTHER: OVER HIRE DUE TO LENGTHY TRAINING PROCESS

NEW POSITION FUNDING SOURCE(S):

FUNDS CURRENTLY AVAILABLE IN BUDGET TO COVER COST

POST TO INSIDE: YES NO

ADVERTISE: YES NO

IF NO, GIVE EXPLANATION (i.e. not filling due to operational needs): _____

POSITION TYPE:

FULL-TIME PART-TIME _____ # of hours/week TEMPORARY/SEASONAL

ON-CALL/SUBSTITUTE GRANT-FUNDED

BARGAINING UNIT: Clerical Maintenance Para Professional Professional

Attorneys Conservation Sergeants PPME

NON-BARGAINING UNIT (Management and Confidential Employees)

APPROVED BY: [Signature] 10/6/21
DEPARTMENT HEAD (original signature required) DATE

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

PAY GRADE: _____ STARTING SALARY: _____

HR DIRECTOR COMMENTS: _____

FINANCE/BUDGET DIRECTOR COMMENTS: _____

APPROVED BY: Lisa D Powell 10-26-21
HUMAN RESOURCES DIRECTOR DATE

APPROVED BY: [Signature] 10/27/21
FINANCE/BUDGET DIRECTOR DATE

APPROVED BY: _____
CHAIRPERSON/BOARD OF SUPERVISORS DATE



BOARD OF SUPERVISORS LINN COUNTY, IOWA

Title: Weather-Related Delays or Closings		Policy Number: PM-016	
Responsible Department: Board of Supervisors Administration			
Revision No: 1	Revision Date: 11/06/19	Policy Effective Date: 12/08/09	Expiration Date: N/A
Initial Approval Date: 12/08/09		Distribution: Elected Officials, Department Heads, Employee Handbook, Intranet	
BOS Minutes: 12/08/09, 11/04/19, 11/06/19			

I. PURPOSE & OBJECTIVES

The purpose of this policy is to establish guidelines for:

- use by the Board of Supervisors when considering weather-related delays or closings
- notifying County employees of weather-related delays or closings
- notifying the public about weather-related delays or closings of Linn County buildings and/or operations

II. SCOPE

This policy applies any time the Board of Supervisors considers the weather-related delay or closing of County facilities and/or operations.

III. EXCEPTIONS

None.

IV. DEFINITIONS

None.

V. PROVISIONS

- A.** The Board of Supervisors has the authority to close County facilities and/or operations with the exception of Engineering/Secondary Roads, Facilities, Linn County LIFTS, and departments that operate on a 24-hours basis.
- B.** Any weather-related decision to delay opening or to close County facilities and/or operations will be completed at least one hour prior to the earliest shift starting time of County departments not listed in Section V.A.

- C.** If the Board of Supervisors makes a weather-related decision to delay opening or to close County facilities and/or operations, media notification will be completed at least one hour prior to the earliest shift starting time of departments not listed in Section V.A.
- D.** Weather-related delays or closings will be reported to KCRG TV and WMT radio.
- E.** If the Board of Supervisors does not delay opening or close County facilities and/or operations during inclement weather, other County elected officials may delay opening or close their department early or for an entire day.
- F.** The Board of Supervisors will consult with the Director of Policy and Administration, or his or her designee, when considering weather-related delays or closings.
- G.** The Director of Policy and Administration will complete the actions listed below to the extent possible when the Board of Supervisors is considering weather-related delays or closings.
 - 1. Contact the Sheriff's Office for road condition and weather-related information.
 - 2. Contact the Secondary Roads Department for road condition and weather-related information.
 - 3. Contact the District Court Administrator.
 - 4. Observe television and/or weather reports.
 - 5. Gather other pertinent information at his/her discretion.
- H.** If County facilities and/or operations close for an entire day, employees may choose to use paid or unpaid time to cover the hours not worked.
- I.** If County operations close early, employees may choose to use paid or unpaid time to cover the hours not worked. Alternately, employees may choose to remain at work until the end of their normally scheduled workday. If County facilities close early, employees may choose to use paid or unpaid time to cover the hours not worked.
- J.** Employees who choose not to report to work for weather-related travel and/or personal safety reasons may use paid or unpaid time to cover the hours not worked.
- K.** Any weather-related adjustment in work hours must be made in accordance with labor contract provisions and with supervisory approval.

VI. ENFORCEMENT

The Board of Supervisors has the responsibility to enforce this policy and to enlist the cooperation of employees in accomplishing this objective. Disciplinary actions taken pursuant to this policy will be reviewed by the Human Resources Director and referred to the Board of Supervisors for consideration if necessary. If, in the opinion of the Board of Supervisors the strict application of this policy in a specific instance does not serve the best interests of Linn County, the Board may waive or modify the provisions of this policy.