



**JOHNSON COUNTY IOWA**  
**BOARD OF SUPERVISORS MEETING**

**AGENDA**  
**TUESDAY, MARCH 13, 2018**  
**9:01 AM**

**Second Floor Boardroom**

**Informal Meeting**

**9:01 AM**

**JOHNSON COUNTY ADMINISTRATION BUILDING**  
**913 SOUTH DUBUQUE STREET**  
**IOWA CITY, IA 52240**

**PHONE: 319-356-6000**  
**www.JOHNSON-COUNTY.com**  
**www.JOHNSONCOUNTYIA.IQM2.com**

**MEETINGS OF THE BOARD OF SUPERVISORS**

**Johnson County, Iowa  
Elected Officials**

Chairperson Mike Carberry  
Vice Chairperson Lisa Green-Douglass  
Supervisor Kurt M. Friese  
Supervisor Janelle Rettig  
Supervisor Rod Sullivan

Attorney Janet Lyness  
Auditor Travis Weipert  
Recorder Kim Painter  
Sheriff Lonny Pulkrabek  
Treasurer Tom Kriz

**County Departments**

Ambulance  
City Assessor  
Conservation  
County Assessor  
County Case Management  
Emergency Management  
Finance  
Human Resources  
Information Technology  
Medical Examiner  
Mental Health/Disability Services  
Physical Plant  
Planning, Development, & Sustainability  
Public Health  
SEATS  
Secondary Roads  
Social Services  
Veterans Affairs

**Location**

Meetings are generally held in the Johnson County Administration Building Second Floor Boardroom, 913 South Dubuque Street, Iowa City, Iowa 52240. However, meeting locations do vary. Please view each agenda to confirm the correct location.

**Agenda Packets**

To be in compliance with Iowa Code Section 21.4, Board of Supervisors meeting agendas are posted on the bulletin board outside the Board Office a minimum of 24 hours prior to the scheduled meeting. After such time has passed, the posted agenda will not change; however, agenda packet attachments may be modified or added until the start of the meeting.

**Order of Discussion**

Board members reserve the right to move items from the order listed on the agenda. A person may address matters not on the agenda during the "Public Inquiries and Reports" item. Please be aware that the Board is limited in their ability to respond to such inquiries and the Iowa Code prohibits the Board from deliberating or acting on items not appearing on the agenda.

**Additional Information**

Supplemental documents to agenda items are public record and are attached to the online agenda packet, with the exception of those corresponding to executive sessions. Minutes of formal meetings are published in accordance with the Iowa Code.

The Board of Supervisors' regular weekly formal and informal meetings are recorded and televised on Cable Television City Channel 4 and can be viewed via webcast on [www.johnsoncountyyia.iqm2.com](http://www.johnsoncountyyia.iqm2.com). Assistance will be provided to those requiring accommodations for disabilities, in compliance with the Americans with Disabilities Act of 1990. Please request accommodations in advance by contacting the Administrative Assistant to the Board at 319-356-6000.

**INFORMAL MEETING - AGENDA****A. CALL TO ORDER FOLLOWING THE FORMAL MEETING****B. ATTORNEY'S OFFICE**

1. Reports and Inquiries

**C. BOARD OFFICE EXECUTIVE DIRECTOR MIKE HENSCH**

1. Reports and Inquiries

**D. BOARD OF SUPERVISORS**

1. Discuss request from the Auditor's Office to hire a temporary Confidential Administrative Secretary
2. Discuss state and federal legislative issues, including updates on the Urban County Coalition, pending legislation affecting Johnson County, and representation of County and Supervisor positions
3. Reports and Inquiries
4. Other

**E. DISCUSSION FROM THE PUBLIC****F. ADJOURNMENT**

# Johnson County Personnel Request Form

## Position Information

Position: Confidential Administrative Secretary

Department/Office: Auditor

Is this a request to fill an existing vacancy?

Y  N

- If yes, specify the date of vacancy and number of hours/week former employee was authorized to work (as per payroll authorization form):

Is this a new position?

Y  N

- If yes, how will the new position further the goals & objectives of your department/office? This temporary position will assume most responsibilities of the Confidential Administrative Secretary while the current regular employee is on maternity leave. We expect to hire someone for six months.

Aside from replacing or adding staff, what other options has your department/office explored to handle the workload? We have cross-trained some Auditor's Office staff to assume some of the workload.

Has the job description been updated/approved by Human Resources?

Y  N

- Date job description updated: 2/13/2015

## Position Status

Is the proposed position: (check applicable descriptors)

Full-time  Part-time  (hrs/wk)

Regular  Temporary

Benefit eligible  Y  N

Non-bargaining  Union

## Funding

Is this position in the current fiscal year budget? Y  N

If applicable, specify source of funds and amount of additional funding required (if any): In FY18 we will absorb the additional costs within our existing budget. In FY19, if necessary we will request a budget amendment.

If grant funded, when does grant expire?

If applicable, list items needed for the position such as equipment, vehicle, etc. and costs:

Annual wage: \$19,604 (hourly wage: \$18.85)

Annual benefit costs: \$13,899.61 for six months  
939.56

Authorization

Department Head/Elected Official [Signature]

Human Resources [Signature]

Board of Supervisors	<u>[Signature]</u>	Proceed	<input checked="" type="checkbox"/>	Discuss	<input type="checkbox"/>
	<u>Rod Sullivan</u>	Proceed	<input type="checkbox"/>	Discuss	<input checked="" type="checkbox"/>
	<u>[Signature]</u>	Proceed	<input type="checkbox"/>	Discuss	<input checked="" type="checkbox"/>
	<u>[Signature]</u>	Proceed	<input type="checkbox"/>	Discuss	<input checked="" type="checkbox"/>
	<u>[Signature]</u>	Proceed	<input type="checkbox"/>	Discuss	<input type="checkbox"/>