

**Franklin County Board of Supervisors • November 30, 2020**

**PROCEEDINGS OF THE  
FRANKLIN COUNTY BOARD OF  
SUPERVISORS  
November 30, 2020**

Be it duly noted these minutes of 11/30/20 are UNOFFICIAL minutes.

The Board of Supervisors met in regular session at 8:30AM with Board members Gary McVicker and Corey Eberling present; Mike Nolte absent.

Co-Chairman McVicker led the Pledge of Allegiance.

Motion by Eberling, seconded by McVicker, approves the Agenda as presented. All ayes. Motion carried.

Motion by Eberling, seconded by McVicker, approves the Minutes of 11/23/2020. All ayes. Motion carried.

Present was: Chris Vanness-Supervisor District 2 Elect

Committee Updates: Recycling Questions

Jay Waddingham, County Engineer, attended for discussion.

Motion by Eberling, seconded by McVicker, approves claims for the period ending 11/29/2020. All ayes, motion carried.

Motion by Eberling, seconded by McVicker, approves the County Urban Renewal Area Report for 2019/2020. All ayes, motion carried.

Motion by Eberling, seconded by McVicker, appoints Martina Smith to the 2021 Tourism Board under the recommendation of the Franklin County Chamber Board. All ayes, motion carried.

Motion by Eberling, seconded by McVicker, adopts Resolution 2020-60: Remote Work/Telecommuting. Said Resolution reads as follows: RESOLUTION 2020-60 Remote Work/Telecommuting Policy 2.15

Approval Date: 11/30/2020

Effective Date: 11/30/2020

It is the purpose of this policy to provide Franklin County employees and officials with guidelines for telecommuting arrangements. Telecommuting is a work arrangement in which some or all of the work is performed at an alternative work site such as the employee's home or in office space near the employee's home for all or part of the employee's regular workweek. This policy applies to both full-time and part-time employees.

Policy

In the case of a disaster declaration or an emergency situation as determined by the Board of Supervisors, or in cases of family or medical leave, telecommuting can be a viable alternative work arrangement when the employee, job and supervisor characteristics are best suited for such an arrangement. Telecommuting is intended to be a temporary arrangement and is approved on case-by-case basis,

focusing first on the business needs of the County, with no expectation of ongoing continuance.

All telecommuting arrangements are determined at the sole discretion of the employee's Department Head or Elected Official, subject to the approval of the IT Director who is responsible for verifying if they are able to provide the needed software and access to needed information. The Department Head or Elected Official is responsible that the pertinent details are contained in a written agreement that is signed by both parties.

Telecommuting is not an entitlement, it is not a County-wide benefit, and in no way changes the terms and conditions of employment with Franklin County. Either an employee or a Department Head or Elected Official can suggest telecommuting as a possible work arrangement. Franklin County reserves the right to terminate a telecommuting arrangement at any time, for any reason, with little to no notice to the employee.

Telecommuting Evaluation and Responsibilities

Before telecommuting can begin, the employee and Department Head/Elected Official, with the assistance of the Human Resources Director and IT Director, will evaluate the suitability of such an arrangement. Telecommuting is generally inappropriate when the position requires the employee's physical presence at the worksite or the arrangement would be harmful for Franklin County. It may not be suitable if the employee's current assignment requires frequent supervision, the employee does not consistently achieve high performance and/or productivity levels or has demonstrated performance and/or attendance concerns. Before entering into any telecommuting agreement, the employee, Department Head/Elected Official, with the assistance of Human Resources, will evaluate if such an arrangement can be made according to the following areas:

Job Responsibilities – can the employee perform the primary functions of their job while working remotely, while continuing to meet the business needs of the County?

Equipment needs, work space design considerations and scheduling issues.

Tax and other legal implications for the business use of the employee's home based on IRS and state and local government restrictions. Responsibility for fulfilling all obligations in this area rests solely with the employee. Franklin County makes no representations concerning the tax implications of the telecommuting arrangement.

Key deliverables and how they will be measured, which should or

dinarly reflect the maintenance of a standard workload.

Telecommuting is generally not to be used as a substitute for child or elder care. In the event of a disaster, pandemic, or in cases of family or medical leave, exceptions may be made for employees with caregiving responsibilities. Contact Human Resources for information regarding requesting family and medical leave.

Scheduling and Performance Expectations

The employee's telecommuting schedule, manner and frequency of communication will be agreed upon by the employee and the employee's immediate supervisor. Changes to this schedule must be reviewed and approved in advance by the supervisor. The employee must demonstrate effectiveness regarding time management, productivity, and accountability for their work quality and deadlines.

Employees may, at the discretion of their immediate supervisor or Department Head/Elected Official, be called to work at their County located worksite during their telecommuting workday to meet workload demands. If an employee is telecommuting and during the workday they come in to their County located worksite, the time traveling from the employee's home to the worksite must be treated as job site travel and therefore be counted as hours worked and compensated accordingly.

Telecommuting employees shall not hold business meetings with internal or external customers or colleagues at their personal residence. Employees shall not conduct any unauthorized (non-County) work during their telecommuting work schedule. The employee's immediate supervisor and/or Department Head/Elected Official may regularly request progress reports to check on the status of the employee's work from home. Franklin County reserves the right to monitor network access logs to verify activity.

Work Environment & Supplies

Equipment (including hardware, software, modems, phones and data lines, facsimile equipment, etc.) supplied by Franklin County will be maintained by the County. Equipment supplied by the employee, if deemed appropriate by the County, will be maintained by the employee.

The employee will establish an appropriate and safe work environment within his/her home for work purposes. Franklin County is not responsible for costs associated with initial setup of the employee's home office such as remodeling, modifications, furniture, or lighting. The IT Department will not directly support non-County owned equipment.

Remote access to the County's network may be provided to the employee at the discretion of the employee's Department Head/Elected Official after consulting with the IT department. Equipment supplied by the County is to be used for official County purposes only. Consistent with Franklin County's expectations of information security for employees working at their County worksite, telecommuting employees will be expected to ensure the protection of proprietary County and customer information accessible from their home office. Steps include use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. If the employee has access to HIPAA protected information, the employee will coordinate with their supervisor and the County HIPAA Security Officer to assure their process is appropriate. County information stored on an employee's personal computer may be subject to public disclosure requirements.

Franklin County accepts no responsibility for damage or repairs to employee-owned equipment. Franklin County reserves the right to make determinations as to appropriate equipment, subject to change at any time. Upon termination of employment or termination of the telecommuting agreement, all County property will be returned to Franklin County, unless other arrangements have been made.

Workers' Compensation

Injuries sustained by the employee while at his or her telecommuting location and in conjunction with his or her regular work duties are normally covered by Franklin County's workers' compensation policy. Telecommuting employees are expected to follow Franklin County's workers' compensation reporting procedures. The employee is liable for any injuries sustained by visitors to his or her worksite. Franklin County assumes no responsibility for injuries occurring in the employee's telecommuting workspace outside of the agreed upon schedule. The employee agrees to maintain safe conditions in their workspace and to practice the same safety habits as those followed on Franklin County premises.

FLSA Regulations

Employees who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to accurately record all hours worked in a manner designated by Franklin County. Overtime hours must be approved in advance and are subject to the same policy as stated in employee policy 3.2 Earnings and Hours of Work and any applicable collective bargaining agreements. Overtime

hours that are worked without advance approval will be paid but may be subject to disciplinary procedures.

All other employees must accurately record their hours worked for each pay period according to current County payroll procedure.

If the employee and Department Head or Elected Official agree, and Human Resources concurs, a telecommuting agreement will be prepared and signed by all parties. Unless otherwise stated in the agreement, the employee will ordinarily be expected to attend on-site events in their Department, as may be necessary to participate in meetings, training sessions and similar events. The employee will be expected to report an illness to use sick time, or other available leave the employee may have if unable to work. The employee is also expected to request for vacation or a desired day off according to Department policy.

Violation of the Remote Work/Telecommuting Policy will result in revocation of telecommuting privileges and disciplinary action, up to and including termination of employment.

BE IT RESOLVED that The Franklin County Board of Supervisors approves the Subdivision Waiver.

Eberling-Aye, McVicker-Aye, Nolte-Absent. Resolution duly adopted.

Motion by Eberling, seconded by McVicker, approves a Telework Employment Agreement between the County and County employees in order to work at home. All ayes. Motion carried.

Motion by Eberling, seconded by McVicker, approves a License Agreement between Franklin County and USCOC of Greater Iowa, LLC to use Franklin County property located at the Franklin County Fairgrounds to provide wireless communications during the 2021 Franklin County Fair. Agreement commencing July 7, 2021 through July 23, 2021. All ayes. Motion carried.

The Board acknowledged correspondence from the City of Shell Rock requesting feedback on a request to form a Watershed Management Authority (WMA) for the Shell Rock River.

Motion by McVicker, seconded by Eberling, adjourns at 9:27 AM, until December 7, 2020. All ayes. Motion carried.

ATTEST:

*Michael Nolte, Chairman*  
*Michelle S. Giddings, Auditor*

**Publication List by  
Vendor/Description**  
A & M Electric-Srvs.....285.65  
Alliant Energy-Util.....13.97  
Amazon Capital Services  
-Sup .....229.66

Aramark Uniform-Srvs.....91.77  
Auditor of State-Filing Fee...625.00  
Brenda Boyington-Mileage....77.38  
Cady & Rosenberg Law  
- Firm PLC-Legal.....100.00  
Cady & Rosenberg Law  
- Firm PLC-Legal Rep.....750.00  
Calhoun Burns & Assoc  
-Srvs.....7278.30  
Central IA Detention-JV  
- Detention.....295.01  
Central Iowa Distributing  
-Sup .....272.00  
Central Salt LLC-Salt.....9867.30  
Chemsearch-Shop Sup.....620.10  
Cintas First Aid-Srv/Sup.....111.14  
Comm Resource Ctr-Oct Exp...63.40  
Concrete Inc-Concrete.....2741.25  
Continental Research  
-Shop Sup.....157.63  
Counsel-Maint.....282.43  
Donald W Croghan CPA PC  
-Srvs.....2900.00  
D&L Sanitation-Srvs.....379.00  
Dale Howard Auto  
-Rep/Parts.....1558.06  
E & E Repair-Rep/Parts.....725.00  
Joshua Einspahr-Reimb.....25.00  
Fareway-Sup.....19.99  
Fastenal Co-Rep/Parts.....106.89  
Secondary Rds-Fuel.....496.13  
Franklin Co Sheriff-Srvs.....98.75  
Franklin REC-Util.....720.00  
Lisbeth Garcia-Refund.....200.00  
GovConnection-Data Proc...2290.85  
Hampton Hardware-Sup.....28.55  
Hawkeye West Pest Cntrl  
-Srvs.....60.00  
Henry M Adkins & Son  
-Elect Sup.....9930.57  
Howie Equip-Rep/Parts.....58.33  
ICEA-Trng.....75.00  
Iowa DOT-Sup/Safety.....650.00  
IOWWA-Rnwl.....95.00  
ISSDA-Dues.....200.00  
Jared Ites-Wk Aprl.....278.81  
Hollis Janssen-Well.....476.00  
Johnson Co Medical  
- Examiner-Srvs.....327.13  
Deb Jones-Trng.....10.00  
Lambertsen Excavating  
-Srvs.....7320.00  
Lawson Products-Parts/Sup...981.33  
Mason City Tire-Rep/Parts...524.50  
Ingrid M McCulley-Mileage...45.58  
MD Products-Rep/Parts.....792.65  
Shirley Mejia-Mileage.....51.41  
Midland Power-Util.....12.87  
Midwest Pipe-Pipe.....96.00  
Deb Miller-Mileage.....80.03  
Murphys Htg & Plbg-Srvs....1565.00  
Angie Nettifee-Mileage.....160.59  
Router12 Networks-Srvs.....95.00  
Marla Schipper-Mileage.....252.81  
Jeremy Schrock-Well.....1000.00  
Staples Advantage-Sup.....303.19  
Brent Symens-Reimb.....417.38  
Terracon-Srvs.....6200.00  
Dan Tikes-Mileage.....169.07  
UnityPoint Clinic-Tests.....42.00  
UPS-Shpg.....10.26  
US Cellular-Srvs.....59.02  
Verizon Connect-Srvs.....955.21  
Verizon Wireless-Srvs.....329.26  
Visa-Trng/Sup.....1069.29  
Dana Young-Srvs.....50.00  
Grand Total.....68153.50