LINN COUNTY BOARD OF SUPERVISORS
MEETING AGENDA
Monday, June 1, 2020
12:30 p.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.

Update on Linn County’s response to COVID-19.

COVID-19 budget update.

Discuss a Vacancy Form requesting a Temporary Part Time Tracker position for Juvenile Detention & Diversion Services.

Authorize Chair to sign purchase order #5638 for $14,839.66 to Qmatic for appointment resources/mobile ticket and licenses for various departments located at the Public Service Center to be paid for by the Board of Supervisors.

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

To adhere to social distancing requirements, Linn County employees and the public may participate in this meeting as follows:

1) Conference call—telephone number 866-576-7975, access code 218839#

2) Email questions or comments prior to or during the meeting to: bd-supervisors@linncounty.org

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@linncounty.org.
VACANCY FORM

SELECT ONE:
☑ NEW POSITION

☑ NEW JOB CLASSIFICATION

☑ EXISTING JOB CLASSIFICATION

JOB TITLE: Tracker - part time

DEPARTMENT: JDDS

VACANCY DATE: ______________________

SHIFT/HOURS: Varied, evenings - 30 hours

NUMBER OF POSITIONS: 1

REASON TO ADD NEW POSITION (if applicable):
☐ BUDGET OFFER
☐ GRANT FUNDING
☐ OTHER: Covering FMLA

NEW POSITION FUNDING SOURCE(S):
Since the current position is off without pay this position will not create a change to the budget.

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 (75 working days or less)
☐ 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: ______________________ 5/26/2020

DEPARTMENT HEAD (original signature required) DATE

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:
PAY GRADE: ______________________ STARTING SALARY: ________________

HR DIRECTOR COMMENTS: ______________________

FINANCE/BUDGET DIRECTOR COMMENTS: Once FMLA ends, position will end per HR.

APPROVED BY: ______________________ 5-27-20

HUMAN RESOURCES DIRECTOR DATE

APPROVED BY: ______________________

FINANCE/BUDGET DIRECTOR DATE

APPROVED BY: ______________________

CHAIRPERSON/BOARD OF SUPERVISORS DATE