

**BOARD OF SUPERVISORS**

District 1 | **Stacey Walker**

District 2 | **Ben Rogers**

District 3 | **Brent Oleson**

**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, 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](mailto: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](mailto:bd-supervisors@linncounty.org).



Human Resources Department  
Linn County, Iowa

### VACANCY FORM

**SELECT ONE:**

NEW POSITION

REPLACEMENT

REPLACES: \_\_\_\_\_

**SELECT ONE:**

NEW JOB CLASSIFICATION

EXISTING JOB CLASSIFICATION

JOB TITLE: Tracker - part time

DEPARTMENT: JDDS

SHIFT/HOURS: Varied, evenings - 30 hours

VACANCY DATE: \_\_\_\_\_

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: David Fisher

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 H.R.

APPROVED BY: Lisa Powell

5-27-20

HUMAN RESOURCES DIRECTOR

DATE

APPROVED BY: [Signature]

5/27/2020

FINANCE/BUDGET DIRECTOR

DATE

APPROVED BY: \_\_\_\_\_

CHAIRPERSON/BOARD OF SUPERVISORS

DATE