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 a part-time Human Resources Analyst for the Human Resources Department

Discuss a Vacancy Form requesting a Public Health Program Planner for Public Health

Discuss Change Orders 1, 2, and 3 for the Harris Building construction project

Discuss disbursement of $26,014,000 of Certificate of Participation proceeds for the Harris Building project.

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@linncounty.org.
VACANCY FORM

SELECT ONE:
- ☐ NEW POSITION

SELECT ONE:
- ☐ NEW JOB CLASSIFICATION
- ☐ EXISTING JOB CLASSIFICATION

JOB TITLE: HUMAN RESOURCES ANALYST

DEPARTMENT: HUMAN RESOURCES

VACANCY DATE: 10/1/19

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

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 16 # 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] 9-18-19

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: [Signature] 9-18-19

HUMAN RESOURCES DIRECTOR DATE

APPROVED BY: [Signature] 9/23/19

FINANCE/BUDGET DIRECTOR DATE

APPROVED BY: _______________________________ DATE

CHAIRPERSON/BOARD OF SUPERVISORS
VACANCY FORM

SELECT ONE:

☐ NEW POSITION
☐ NEW JOB CLASSIFICATION

SELECT ONE:

☐ REPLACEMENT
☐ EXISTING JOB CLASSIFICATION

REASON TO ADD NEW POSITION (if applicable):

☐ BUDGET OFFER
☐ GRANT FUNDING
☐ OTHER:

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: ___________________________ 09.23.19

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: ___________________________ 9-24-19

HUMAN RESOURCES DIRECTOR DATE

APPROVED BY: ___________________________ 9/27/19

FINANCE/BUDGET DIRECTOR DATE

APPROVED BY: ___________________________ DATE

CHAIRPERSON/BOARD OF SUPERVISORS DATE