

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**

Tuesday, November 12, 2019

9 a.m.

Informal 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.

The Board will hear updates from the following Department Heads:

Brad Ketels, County Engineer
Tom Hardecopf, LIFTS Director
Lisa Powell, Human Resources Director
Dawn Jindrich, Finance Director
Sara Bearrows, Budget Director
Darrin Gage, Director of Policy & Administration

Discuss a Vacancy Form requesting a Community Health Care Coordinator for Public Health

Discuss a request by the County Auditor's Office for a security camera on the second floor of the Public Service Center

Discuss demolition bids for the Mission of Hope building.

Discuss asbestos abatement contract for the Mission of Hope building.

Discuss installing rectangular rapid flashing beacon (RRFB) at the corner of 6th St and 10th Ave by the Harris Building.

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

Meeting with Gazette Editorial Board

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.

LINN COUNTY HUMAN RESOURCES DEPARTMENT
JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER
935 2ND ST. SW
CEDAR RAPIDS, IA 52404
PH: 319-892-5120 | FAX: 319-892-5129

RECEIVED

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OCT 31 2019

LINN COUNTY
HUMAN RESOURCES

VACANCY FORM

SELECT ONE:

NEW POSITION

REPLACEMENT

REPLACES: _____

SELECT ONE:

NEW JOB CLASSIFICATION

EXISTING JOB CLASSIFICATION

JOB TITLE: Community Health Care Coordinator

DEPARTMENT: Public Health

SHIFT/HOURS: 8:00 AM - 4:30 PM

VACANCY DATE: 10/31/2019

NUMBER OF POSITIONS: 1

REASON TO ADD NEW POSITION (if applicable):

BUDGET OFFER

NEW POSITION FUNDING SOURCE(S):

Tax based, approved by BOS during last budget season

GRANT FUNDING

FY20 budget offer

OTHER: Identify/address LC resident needs in regards to social determinants of health.

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: [Signature]
DEPARTMENT HEAD (original signature required)

10-31-19
DATE

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

PAY GRADE: _____ **STARTING SALARY:** _____

HR DIRECTOR COMMENTS: negotiated wage with union on 10-30-19

FINANCE/BUDGET DIRECTOR COMMENTS: _____

APPROVED BY: [Signature]
HUMAN RESOURCES DIRECTOR

11-1-19
DATE

APPROVED BY: [Signature]
FINANCE/BUDGET DIRECTOR

11/4/19
DATE

APPROVED BY: _____
CHAIRPERSON/BOARD OF SUPERVISORS

DATE

Request for Video Surveillance System on Second Floor of Public Service Center

Linn County Elections, within the Auditor's Office, is requesting a security camera on the second floor of the Public Service Center. It will be hung above the east side of the Elections Counter.

As required under Policy Section & Number OP020, Subject "Video Surveillance," effective date 10/17/2012, we are offering the following information as requested under Section IV.A.1(a-g):

IV. Provisions

Installation, Repair and Maintenance

1. An individual department proposing to install a video surveillance system shall submit a written request, signed by the department head or elected official managing that department, to the Board of Supervisors. Such request shall include the following:

a. A justification for the use of a video surveillance system based on specific security, safety or other concerns.

The second floor of the Public Service Center has inadequate cameras. Currently, a security camera is located behind a light next to the side entrance of elections. This does not provide an adequate image as the fluorescent light blocks viewing.

Phil Lowder, Steve Estenson, and Steve Nunemaker are aware of this issue. Facilities is working on a request to move the current camera into the hallway near the stairs.

However, once moved, this camera will still be blocked from viewing much of the elections area –specifically because a banister stands in the camera's view. The requested camera will give better coverage.

This request is also important as the Elections office has had incidents in the voting area. We may have more incidents in the 2020 presidential election season. We may be able to better resolve incidents with camera footage.

Finally, as security of election equipment and voting materials is extremely important, cameras will serve as an additional safeguard.

b. A description of other measures of deterrence or detection that have been considered and rejected as ineffective.

The Elections office currently has two video devices that show live activity. They are located on the west and east side corners of the elections area. These do not record. They simply show live activity and are primarily used to monitor when additional staff are needed.

This proposal includes the retention of the west side camera. The east side camera will be replaced with a video monitoring system.

Our current security systems are helpful but inadequate. Elections uses a keycard system to access our area. We also have 'panic' buttons under some desks in the front area.

c. The proposed hours of operation and a justification for the necessity of the proposed hours of operation.

A security camera would be utilized 24 hours day, 7 days a week, year-round.

d. A detailed description of the space(s) proposed to be monitored by the video surveillance system. The video surveillance system shall be installed to monitor only those spaces that have been identified as requiring video surveillance.

The camera would be hung from the East corner of the Elections office – replacing the existing video equipment there.

e. Identification of the funding source(s) for purchase and ongoing maintenance of the equipment.

The funding will come from the Elections budget, likely #80001.

f. Identification of the person(s) and/or position(s) that are proposed to have access to the information recorded by the video surveillance system.

- Commissioner of Elections/Auditor- Joel Miller
- Deputy Commissioner of Elections- Rebecca Stonawski
- Public Service Center Service/Custodial Management- Such as Steve Nunnemaker, Garth Fagerbakke.

g. An assessment of the effects of the proposed video surveillance system.

The effects of the proposed video surveillance system are:

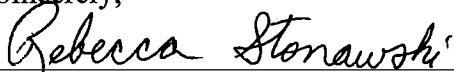
1. Increased public confidence in Linn County Elections.
2. Reduced risk of an illicit act within Linn County Elections.
3. Potential evidence to prosecute illicit activity if needed.

Cost:

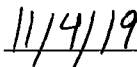
Steve Nunemaker's office will provide the installation, so there is no outside installation cost. Based on previous installations, the estimated price would be no more than \$2000.00 includes. This price does not include any labor as Facilities will do the install and programming. .

Thank you for your review of this request.

Sincerely,



Rebecca Stonawski, Deputy Commissioner of Elections



Date: