

The Iowa County



December 2019
County Supervisors

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The Iowa County

December 2019 * Volume 48, Number 12

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Rachel Bennett, EDITOR

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ISAC's Mission:

To promote effective and responsible county government
for the people of Iowa.

ISAC's Vision:

To be the principal, authoritative source of representation,
information and services for and about county government
in Iowa.

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Lucas Beenken - Public Policy Specialist
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ISAC University



January 15-16, 2020

Sheraton West Des Moines Hotel

Register at www.iowacounties.org!

Please join us January 15-16, 2020 for ISAC University, an exciting two-day conference that will give you essential information and training on how to effectively lead and manage. This conference will provide unique content that is packed with powerful success strategies and tactics for improving your leadership skills. The conference will encourage you to examine and evaluate your current leadership practices, launch new initiatives, and share ideas. It's the role of a leader to help drive and direct the accomplishments within your county. The agenda provides a diverse mix of keynote and seminar presentations that will give you tools you can immediately use when you return home. We will be offering CEUs for ISAC University. Certificates will be available upon completion.

Who Should Attend

Everyone! But more specifically: supervisors and all department heads; county leaders; and anyone interested in discovering leadership practices and learning how to create successful results in county government. This conference is a great networking opportunity for county officials from various backgrounds to come together and learn from one another.

Conference Registration

Pre-register at www.iowacounties.org before 4:00 pm on January 9, 2020. The pre-registration fee is \$195, or you can register at the door for \$225.

Location and Hotel Reservation Information

Sheraton West Des Moines Hotel, 1800 50th St, West Des Moines 50266

Please call 515.223.1800 or 800.325.3535 before Tuesday, December 24, 2019 to reserve your room within the ISAC University room block. The room rate is \$108/night plus tax. The Sheraton West Des Moines Hotel rooms feature modern conveniences and contemporary comfort. Guests will have access to a 24 hour fitness center, indoor pool, and self-parking facilities.

Agenda

Wednesday, January 15, 2020

12:00 pm - 1:00 pm Registration

1:00 pm - 1:15 pm Welcome Remarks

- Bill Peterson, ISAC Executive Director
- Burlin Matthews, ISAC President and Clay County Supervisor

1:15 pm - 2:30 pm Unlocking High Performing Teams Through Inclusivity

Leadership teams across the United States, and the world, have been investing in strategies designed to recruit, leverage and retain a diverse workforce more effectively. To fully attain these goals, leadership engagement, awareness and training are needed. Leaders will need to develop and sharpen their cross-cultural awareness and communications skills to manage and inspire an increasingly diverse workforce in years to come. One of the primary obstacles we face in leveraging workplace diversity is our own unconscious bias. Research suggests that we instinctively place people into categories based on their appearance, educational level, social status, job title, and so on. Right or wrong, this helps us order our world and saves us time and effort as we process information about people. However, these stereotypes—or unconscious biases—lead us to make assumptions about others. These unconscious biases can affect who is hired, promoted, and developed in the workplace, which can ultimately derail your organization's culture and diversity efforts.

- Claudia Schabel, Schabel Solutions



2:30 pm - 2:45 pm Refreshment Break

2:45 pm - 4:00 pm



Put Your Strengths and Personalities to Work!

Dr. Bill Withers will help your county's staff or leadership team assess and leverage each team member's strengths and personality toward improved performance and engagement, along with improving workplace culture.

- Bill Withers

4:00 pm - 5:00 pm

Break

5:00 pm - 7:00 pm Dinner and Closing Keynote: Comedian Muffy's Inspira- tional Comedy

Muffy has been performing Inspirational Comedy in US prisons and jails. On December 27, 2018 she performed for 600 incarcerated women at the Iowa Correctional Institution for Women. Her after dinner speech will provide inspiration, hope and tangible tools for self-improvement and organizational improvements via humor. Her presentation will be fun, entertaining and light in nature.

- Comedian Muffy



Thursday, January 16, 2020

8:00 am - 8:30 am

Morning Refreshments

8:30 am - 10:00 am

Connecting the Workplace and Life through F.U.N.!



Two grown men, cat wrestling singlets and a social experiment. Paul Long leveraged his concept of Fundamism to become the Kansas City Royals' 2016 Fan of the Year while inspiring his employees, organization and an entire city! Paul's philosophy of Fundamism is a deliberate approach to happiness in the workplace, can be applied by anyone and is certain to move your team in the direction you desire. Based on the core principle of F.U.N., this experience will allow your team to explore their Foundation, Understanding of Others and help identify Next Steps in maximizing their overall effectiveness at work and in life. Laugh, learn and actively engage with your team while Paul coaches you through principles that help improve employee

engagement, maximize productivity, provide memorable customer experiences and create a more F.U.N. work environment! This experience will provoke thought while leaving audiences with a strong understanding of specific actions to help improve their personal work environment.

- Paul Long

10:00 am - 10:15 am

Break

10:15 am - 11:45 am

If it Weren't for my Panic, I'd be Going Crazy:

A Humorous Survival Guide to Mental Health

This inspiring, informative, and humorous look at mental health is grounded in science, human behavioral studies, personal experiences, and powerful stories from others who learned to manage their mental health challenges.

- Sarah Noll Wilson



11:45 pm - 2:15 pm

Lunch and Closing Keynote: Randy Otto as Winston Churchill: CEO - 20th Century Timeless Leadership Principles for 21st Century Leaders

With over 4 decades of Churchillian academic and performance experience, Randy Otto IS Winston Churchill the man, leader, statesman, and British lion of whom John F. Kennedy said: "Winston Churchill mobilized the English language and sent it into battle." Randy Otto has carefully honed his one-man humorous, poignant and astonishingly relevant tribute - Winston Churchill.

- Randy Otto as Winston Churchill

Feature - County Supervisors

We have finished another successful ISAC Annual Conference and are now preparing for the next Legislative Session. It seems that each conference we attend you hear comments about how helpful the information was that was presented to attendees. The same was true this time. I had one individual come up to me at the end of our meetings and say, "Burlin, I think we have had some excellent meetings since I have been attending ISAC conferences but this has to be the best ever. It was just outstanding !!" Another individual came to me a week later and said the same thing. These were both county supervisors who have many years of experience in their respective counties. Of course, it always makes me feel good when you hear these kinds of comments. What the majority of county officials who attend (or don't attend) do not realize is the amount of work the ISAC staff puts into these meetings before they even begin.

Let me introduce myself. My name is Burlin Matthews, a Clay County Supervisor, who lives in Spencer, Iowa. Born and raised as the son of a family whose farming roots have been in Clay County since the late 1800's. After graduating from Iowa State University, I began teaching high school agricultural education, adult farmer classes, and was the FFA Advisor at Tipton Community Schools in Cedar County. After four years at Tipton I moved to Algona, Iowa and was the Agricultural Education Instructor for two years before beginning 29 years of teaching Agronomy and Economics at Iowa Lakes Community College in Emmetsburg, Iowa. During that time, I began actively row crop farming and continued for 28 years while continuing to teach at the College.

After retiring from teaching and farming I ran for and was elected to the Clay County Board of Supervisors and am completing 13 years as a county supervisor. Interestingly, there are three county supervisors currently serving terms in Iowa who were former students of mine – one a former high school student and two a former community college student.



Burlin Matthews
ISAC President
Clay County Supervisor
bmatthews@co.clay.ia.us

Kenneth J. Abrams

ISACS Incoming President
Worth County County Supervisor
Years served: 14

Why did I become a county supervisor?

To give back to the community. I ran a drainage business for 35 years, and I thought I could help with my knowledge as a contractor with the drainage districts in the county.

Why is continuing education for county supervisors so important?

By attending meetings with a positive attitude, I am able to get new ideas that I can bring back to my community to help it move forward.

In what way do county supervisors make the biggest impact?

By working together with a great team of county offices and departments and by also maintaining a good relationship with schools and cities.

What makes a great county supervisor?

Listening and being honest and educated in your responses



Feature - County Supervisors

In my years as an educator I have had to attend numerous “in-service meetings” that were required by school or college administration. It was during those years that I developed a philosophy regarding meeting attendance. That philosophy was, “I need to walk away from this meeting with just one thing I can use in the classroom to make this day a success.” That philosophy has carried me through all kinds of meetings I have attended over the past 40+ years – some required but many voluntary.

ISAC, Iowa State Association of County Supervisors (ISACCS), and the other affiliates work diligently to provide interesting and valuable information to the participants at the conferences. As a county official, if you are walking away from a conference and saying, “I didn’t get anything out of that conference,” you may not be working very hard at the job you were elected to do. A local Clay County citizen informed me about a year ago that when he voted for me, he expected me to educate myself with information that I could bring back to Clay County for us to use. That meant attending meetings so I could learn. That citizen really understood the value of a goal of ISAC and its affiliates. I would encourage you to take part in the educational activities that ISAC and the affiliates provide for each of you. Even better, take the time to offer your assistance with ideas that you feel would be excellent educational seminars.

As a side note, we have two excellent individuals who work at the Capitol during the legislative session and help our affiliates plan and prepare for each session. Would you consider allowing your affiliate to hire ISAC staff to lobby for yourself rather than hire a lobbyist not affiliated with ISAC. It might even reduce the cost for your organization.

As we look to the 2020 calendar year, I personally look forward to the opportunity to serve you as our ISAC President. Please contact me when you have questions or ideas you would like for the ISAC Board to consider.

Throughout this magazine we’ll feature some of the ISACCS Executive Committee members who represent all supervisors at the statewide level. Please feel free to reach out to your district rep or any of the others to express your ideas and thoughts for the future of the supervisors affiliate and programs.

Barry Anderson

ISACCS Incoming First Vice President
Clay County County Supervisor
Years served: Five

Why did I become a county supervisor?

I served on many other community boards such as school, church, Pork Producers, and Farm Bureau, and the board of supervisors seemed like the next logical step.

What is your favorite part of being a county supervisor?

It doesn’t matter what party we are. We are where the rubber meets the road. We get things done, and help serve the people in our community.

In what way do county supervisors make the biggest impact?

To listen to people, ask questions, bring people to the table that can help get things done, and then get out of the way so things can get done. We have great officials and employees, and they don’t need me trying to reinvent the wheel.

What makes a great county supervisor?

A great supervisor is one who listens, cares about others, and does not care if they are in the spotlight. We are here to serve the people, plain and simple.



Feature - County Supervisors

There to Make a Difference, Not Hold a Position

Ok, so I have been elected to be a county supervisor – now what? I haven't attended college or grad school to better equip myself to fulfill the duties and responsibilities like I did in my teaching career, so what do I do to make a difference? Sure I feel I am capable of making good, informed decisions, but how do I apply those skills to this new arena?

When I first ran for the position of county supervisor I didn't win a seat, so I immediately ran to the auditor's office to demand a recount. As I asked her of my vote tally, she responded that I had acquired just over 1,700 votes – my reply to her with a grin was, "I am sure I couldn't have gotten that many votes!!" In the subsequent election I did in fact receive enough votes to win a seat, and I still remember the humble feeling I had when I learned that so many of my peers had confidence that I would represent them well and make good decisions for the future of our county. My response to their trust was to equip myself to serve in the best way possible. More than just applying common sense skills to these new challenges, my role as supervisor demands knowledge and understanding of county government processes.



Tim Schumacher

ISACS Education Committee Chair
Emmet County Supervisor
tschumacher87@yahoo.com

When I prepared for my teaching career of 40 years, I took specialized training through years of college and graduate school. Suddenly with a successful election, I entered a position with only life experience as a guide. While I was fortunate to have been surrounded by three long-time board members who took time to explain and mentor me through the "learning years," I found the ISAC schools and conferences invaluable to building the knowledge and skill set needed to work effectively in this administrative role. These opportunities brought clarity to both the regularly occurring and the new issues associated with our work.

As I chair this very bright and innovative committee to establish a path for certification and continuing education, I hope you will be as excited as I about the great opportunities the program will offer our affiliate. We are striving to secure excellent presenters who will share information on issues of the highest interest and importance. We hope to have your input as we determine directions that will establish a platform for us to have informed conversations that lead to effective leadership. We were not just elected to hold a position, we were elected to make a difference!

Mark Campbell

District 1 President
Webster County County Supervisor
Years served: Seven

Why did I become a county supervisor?

Raised by a family that believed in and practiced giving back.

What makes a great county supervisor?

Someone who is willing to listen and has the ability to work with others whether you agree or disagree. Also, one who will research all sides of issues to find a mutual solution. A person willing to put in the hours necessary.



Feature - County Supervisors

Be a Leader.

Be an Educated Leader.

Become a Certified Iowa County Supervisor.

Beginning in 2021 the Iowa State Association of County Supervisors (ISACS) will be offering a continuing education program specifically tailored to Iowa county supervisors. This two-year program will be free of charge for new and incumbent county supervisors and will begin in January 2021 and run through August of 22.

Programming will be held during existing ISAC and ISACS meetings and conferences, and the curriculum will be broken down into core and elective tracks. In 2021, year one of the program, supervisors will earn credits in public administration and local issues, and year two will offer leadership and community development and outreach. The two-year commitment will require a total of 30 credit hours.



Rachel Bennett

ISAC Member Relations Manager
rbennett@iowacounties.org

This program is several years in the making and will work toward creating a culture of Iowa county supervisor leadership development. It will offer enrolled county supervisors a well-rounded education, an official certification, and a leg-up on the competition in their next elections. The program will also provide unmatched mentorship and networking opportunities.

More information is contained on the next two pages of this magazine and will be provided in the future as well. Please plan on registering for this program next fall, and reach out to Burlin, Tim, or me with any questions.

Lonnie Mayberry

District 4 President

Mills County County Supervisor

Years served: Seven

Why did I become a county supervisor?

I wanted to be involved. I grew up with my father involved in city government for over 30 years, and I found it interesting.

What is your favorite part of being a county supervisor?

Playing a part in the day-to-day business of managing the county I grew up in and chose to raise my family in.

In what way do county supervisors make the biggest impact?

During budget time. There are a lot of wants and needs that change daily from department to department. Our job is to do our best to provide as many services as possible while keeping the tax rates to a minimum.

What makes a great county supervisor?

A great supervisor is one who can go to the local restaurants and not have to hide their head. Being involved with the community and listening to people is a must. There are several times I am approached with questions and my job is to provide answers. Sometimes, it may not be what they want to hear, but every citizen I represent deserves a voice, and they all matter. A great supervisor listens to what people are saying/wanting and tries to make change for the better. It's all about the people and making my county better for the next generation.





COUNTY SUPERVISORS



OVERVIEW

Elected to a four-year term by a vote of the public, a county supervisor serves as a member of a three or five-person board of supervisors.

The board of supervisors is the governing body of county government.

A county supervisor's duty is to "protect and preserve the rights, privileges, and property of the county or of its residents, and to preserve and improve the peace, safety, health, welfare, comfort, and convenience of its residents."

ABOUT US

This document is provided by the Iowa State Association of County Supervisors (ISACS). ISACS is an affiliate of the Iowa State Association of Counties (ISAC) whose members are the elected and appointed county officials from all 99 counties.

County Supervisors Are Vital to the Success of the Communities They Serve

QUALIFICATIONS

- Registered voter of the county or supervisor district of the county that the supervisor represents
- Subscribing to an oath of office
- Posting bond in a penal sum of \$20,000 or more

Suggested additional qualifications:

- Desire to improve Iowa
- Desire to improve county government
- Desire to improve your skills as a leader

DUTIES OF A COUNTY SUPERVISOR

Not limited to:

- Agriculture and Conservation
- Budgeting
- Business Management and Finance
- Collective Bargaining
- Court System
- Drainage Districts
- Elections
- Human Services
- Libraries
- Planning, Zoning, and Public Safety
- Public Health
- Secondary Roads and Bridges
- Supervision of Personnel

*Better County Government
Through Education*

Find out more:

www.iowacounties.org



Beginning in January 2021



CERTIFIED IOWA COUNTY SUPERVISOR



New and current county supervisors are encouraged to apply at www.iowacounties.org

MISSION

Create a culture of Iowa county supervisor leadership development through a well-rounded continuing education program

VISION

Better county government in Iowa through education

ABOUT US

CICS is administered by the Iowa State Association of County Supervisors (ISACS). ISACS is an affiliate of the Iowa State Association of Counties (ISAC) whose members are the elected and appointed county officials from all 99 counties.

*Be a Leader
Be an Educated Leader
Become a Certified Iowa County Supervisor*

BENEFITS

- Well-rounded education
- Official certification
- Campaign talking points
- Mentorship/networking
- Ceremony during ISAC Annual Conference
- Listed on ISAC website
- Basecamp access

CURRICULUM

• Year 1 Tracks - 2021

Public Administration (Core)

Open meetings, ethics, HR, budgeting, etc.

Local Issues (Electives)

MH/DS, CAFOs, drainage districts, Master Matrix, etc.

• Year 2 Tracks - 2022

Leadership (Core)

Motivational, creating culture, big picture, etc.

Community Development and Outreach (Electives)

Best practices, economic development, PR, etc.

CERTIFICATION

Two-year commitment

- Total credit hours: 30

Credit hours offered during:

- ISAC NCO/University
- Statewide Supervisors Meeting
- ISAC Spring Conference
- ISAC Annual Conference
- Other events
Webinars, district meetings, NACo conferences, other affiliate/entity events

*Better County Government
Through Education*

Find out more:

www.iowacounties.org



Feature - County Supervisors

Supervisor Appointments

Iowa Code §331.213 covers meetings of county supervisors. The only specific meeting that is required is to “hold its first meeting of each year on the first day in January which is not a Saturday, Sunday, or holiday.” At this meeting, the board of supervisors will likely need to consider any appointments that need to be made for the upcoming year. Iowa Code §331.321 contains a long list of appointments for the board of supervisors to make. Not every county will have all of these appointments, for example, your county may not have an airport commission. Figuring out the specifics of the appointments requires a fair amount of work – different positions have different terms and requirements/qualifications. These terms and requirements/qualifications are scattered throughout the Code, so you will need to take a look at the corresponding Code Sections for each appointment.

The board shall appoint the following when applicable [Iowa Code §331.321(1)]:

- a. A veterans memorial commission in accordance with Iowa Code §§37.9, 37.10, and 37.15, when a proposition to erect a memorial building or monument has been approved by the voters.
- b. A county conservation board in accordance with Iowa Code §350.2, when a proposition to establish the board has been approved by the voters.
- c. The members of the county board of health in accordance with Iowa Code §137.105.
- d. One member of the convention to elect the state fair board as provided in Iowa Code §173.2(3).
- e. A temporary board of community mental health center trustees in accordance with Iowa Code §230A.110(3) when the board decides to establish a community mental health center, and members to fill vacancies in accordance with Iowa Code §230A.110(3).
- f. The members of the service area advisory board in accordance with Iowa Code §217.43.
- g. A county commission of veteran affairs in accordance with Iowa Code §§35B.3 and 35B.4.
- h. A general assistance director in accordance with Iowa Code §252.26.
- i. One or more county engineers in accordance with Iowa Code §309.17-309.19.
- j. A weed commissioner in accordance with Iowa Code §317.3.
- k. A county medical examiner in accordance with Iowa Code §331.801, and the board may provide facilities, deputy examiners, and other employees in accordance with that section.
- l. Two members of the county compensation board in accordance with Iowa Code §331.905.
- m. Members of an airport zoning commission as provided in Iowa Code §329.9, if the board adopts airport zoning under Iowa Code chapter 329.
- n. Members of an airport commission in accordance with Iowa Code §330.20 if a proposition to establish the commission has been approved by the voters.



Kristi Harshbarger

ISAC General Counsel

kharsbarger@iowacounties.org

Mark Waits

District 5 President

Appanoose County County Supervisor

Years served: Five

Why did I become a county supervisor?

To make a difference in my county.

What is your favorite part of being a county supervisor?

The variety of issues that we deal with every day. It's never boring.

In what way do county supervisors make the biggest impact?

By setting the tone and providing leadership for the county.

What makes a great county supervisor?

The ability to listen to what your constituents are communicating to you.



Feature - County Supervisors

- o. Two members of the civil service commission for deputy sheriffs in accordance with Iowa Code §341A.2 or 341A.3, and the board may remove the members in accordance with those sections.
- p. A temporary board of hospital trustees in accordance with Iowa Code §§347.9, 347.9A, and 347.10 if a proposition to establish a county hospital has been approved by the voters.
- q. An initial board of hospital trustees in accordance with Iowa Code §347A.1 if a hospital is established under Iowa Code chapter 347A.
- r. A county zoning commission, an administrative officer, and a board of adjustment in accordance with Iowa Code §335.8-335.11, if the board adopts county zoning under Iowa Code chapter 335.
- s. A board of library trustees in accordance with Iowa Code §336.4 and Iowa Code §336.5, if a proposition to establish a library district has been approved by the voters, or Iowa Code §336.18 if a proposition to provide library service by contract has been approved by the voters.
- t. Local representatives to serve with the city development board as provided in Iowa Code §368.14.43
- u. Members of a city planning and zoning commission and board of adjustment when a city extends its zoning powers outside the city limits, in accordance with Iowa Code §414.23.
- v. A list of residents eligible to serve as a compensation commission in accordance with Iowa Code §6B.4, in condemnation proceedings under Iowa Code chapter 6B.
- w. Members of the county judicial magistrate appointing commission in accordance with Iowa Code §602.6503.
- x. A member of the judicial district department of corrections as provided in Iowa Code §905.3(1)(a).
- y. Members of a county enterprise commission or joint county enterprise commission if the commission is approved by the voters as provided in Iowa Code §331.471.

Your county may have additional appointments that are not necessarily laid out in Code but arise by your county being a party to a 28E Agreement. When making appointments, you must consider the gender balance requirements of Iowa Code §69.16A. The law requires all appointive boards, commissions, committees, and councils of a political subdivision to be gender balanced by using a fair and unbiased method of selecting the best qualified applicants. A political subdivision may appoint any qualified applicant, regardless of gender, after making a three-month good faith effort to appoint a gender balanced board. You can find more information about these requirements and sample documents on ISAC's website at: <https://www.iowacounties.org/gender-balanced-boards-information>.

Finally, a county supervisor is permitted by law to serve on any board or commission, unless specifically prohibited by law (Iowa Code §331.216). An Attorney General Opinion held that Iowa Code §331.216 supersedes the common law and permits county supervisors to appoint one of their own members to serve simultaneously on the county's conservation board (Attorney General Opinion 01-4-4) and this analysis would apply to other appointments.

Please see page 16 for an organizational flow chart of county governments.

Larry McDevitt

District 6 President
Jackson County County Supervisor
Years served: Five

Why did I become a county supervisor?

I felt that my construction and project management background would help bring a balance to the board.

What is your favorite part of being a county supervisor?

Helping to make our county a better community for everyone who lives and works here.

In what way do county supervisors make the biggest impact?

By working with everyone to find the best solutions to problems.

What makes a great county supervisor?

The ability to understand the full impact of decisions on everyone in the county.



Feature - County Supervisors

Breakdown of Iowa County Supervisors

We often get questions about breakdowns of county supervisors in Iowa. Here is some information, which we also offer as an interactive map on our website under New and Noteworthy - www.iowacounties.org.

Total supervisors: 373

Three supervisor boards: 61

Five supervisor boards: 38

Top quarter (population):

Three supervisor boards: 14

Five supervisor boards: 11

Bottom quarter (population):

Three supervisor boards: 17

Five supervisor boards: 8

Plan 1: Live anywhere, countywide vote

Plan 2: Live in district, countywide vote

Plan 3: Live in district, voted by district

Plan 1: 44 total

- 35 - 3 supervisors, 9 - 5 supervisors

Plan 2: 17 total

- 8 - 3 supervisors, 9 - 5 supervisors

Plan 3: 38 total

- 18 - 3 supervisors, 20 - 5 supervisors

Top quarter (population):

Plan 1: 13

Plan 2: 5

Plan 3: 7

Bottom quarter (population):

Plan 1: 10

Plan 2: 1

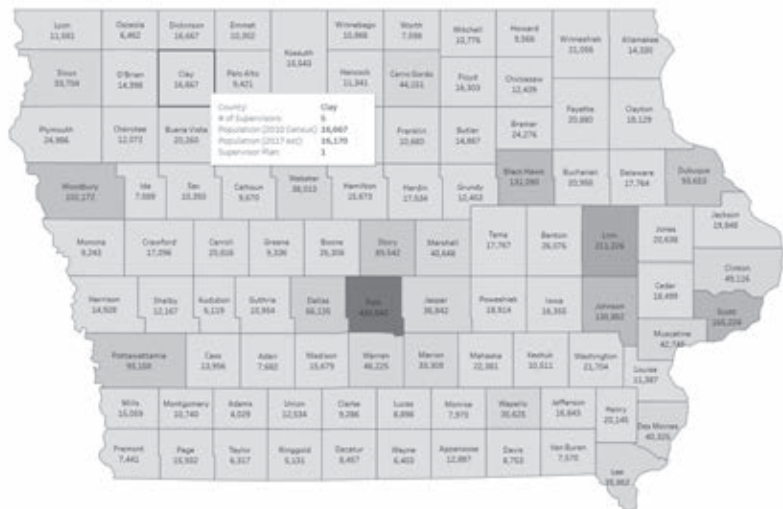
Plan 3: 14



Lucas Beenken

ISAC Public Policy Specialist

lbeenken@iowacounties.org



Richard Crouch

ISAC Board of Directors Representative

Mills County County Supervisor

Years served: 18

Why did I become a county supervisor?

I have always liked helping people. It is the look on their faces when a job is well done.

What is your favorite part of being a county supervisor?

Seeing the changes that take place from the hard decisions that were made.

In what way do county supervisors make the biggest impact?

By listening to concerns of the people and working to find solutions to their problems.

What makes a great county supervisor?

By making sure that all departments and employees of the county know the door is always open to discuss concerns. Receiving the respect of your constituents and also having the support of your family and friends.



Feature - County Supervisors

Evaluating Modified Work Schedules

As a supervisor/manager, it is probably safe to assume that employees have requested changes to their existing schedules. Common requests may include a permanent or temporary reassignment to or from a night, weekend, or holiday shifts, as well as modification of hours, including regular and overtime hours and/or use of any paid time off or an unpaid leave of absence (LOA). Less common changes may include the ability to alter an existing work schedule. Work schedules at a county often vary by specific departments and positions. Office based jobs often work 37.5 to 40 hours in a five-day workweek. Secondary roads and conservation may see scheduled shifts adjust during busy seasons while public health and mental health services scheduled shifts may adjust with community/patient needs. Twenty-four hour/seven day a week departments include law enforcement, emergency medical services, and emergency management. Corrections and dispatch may work various shifts to ensure proper coverage.

■ IOWA MUNICIPALITIES WORKERS' COMPENSATION ASSOCIATION

IMWCA

Iowa Municipalities Workers' Compensation Association (IMWCA)

<https://www.imwca.org>

Employees could request changes that include adjustment of night, weekend, and holiday shifts, regular and overtime hours, or days off. In some instances, an altered shift might be requested that could be a 12-hour shift; four, 10-hour days; or four nine-hour days with one day off every-other-week.

Regardless of the request, there are many ways to respond to these employees. Before automatically going with your gut answer, it is important to take a moment to gather some vital information to aid in the decision process and protect the county and yourself against potentially violating a labor law.

The first thing that a supervisor or manager should do is figure out why the request is being made. There might be a major factor that is causing the employee to request an altered work schedule. Those reasons could be personal scheduling reasons, a medical accommodation, or current conflict in the workplace. Once the reason is determined the supervisor or manager can recognize if there is a potential landmine and reach out for help on potential employment issues.

In this article, it is assumed that there are no major factors, personal conflicts, or medical issues in the request for a schedule adjustment, several other factors also need to be considered:

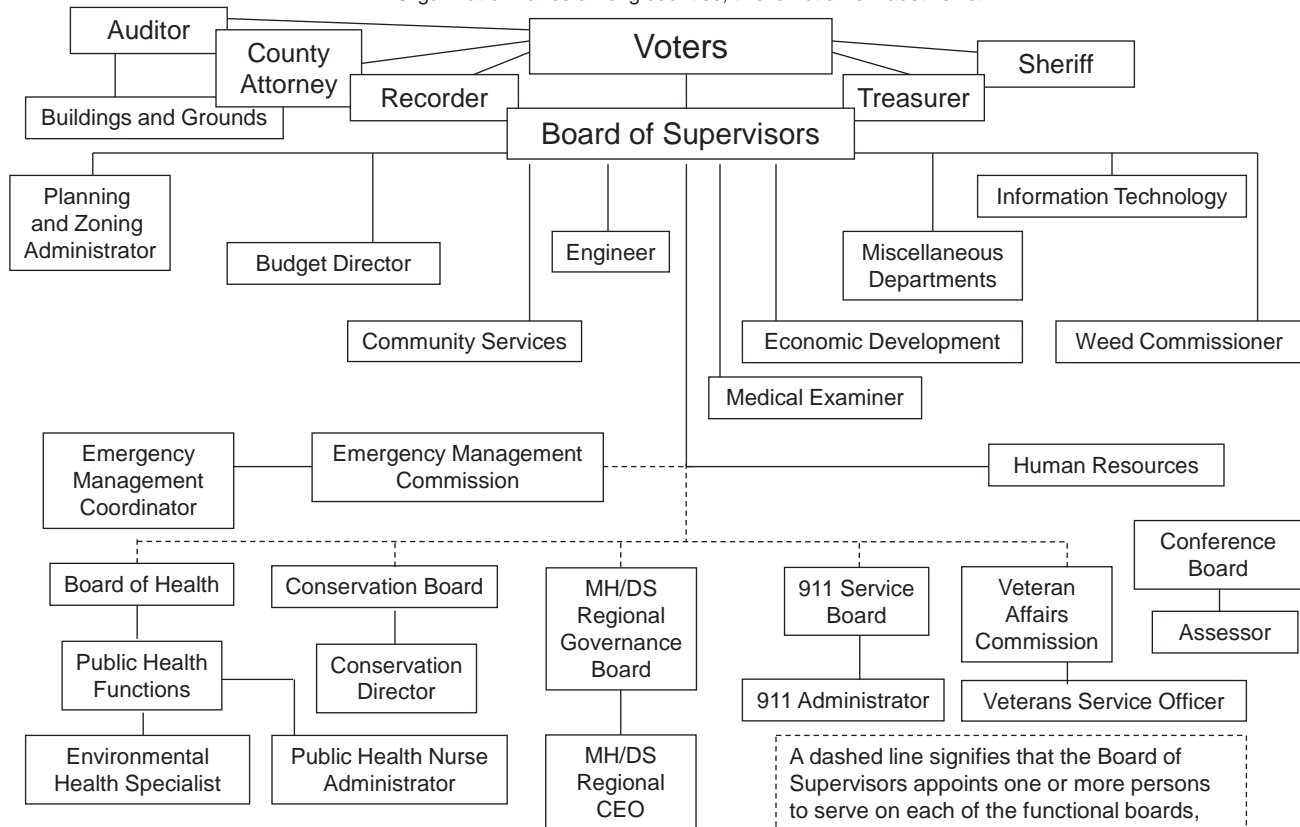
- Is the employee asking for the schedule change to be temporary or permanent?
- Is there a collective bargaining/union contract or county policy in place that dictates seniority and who works what days/shifts?
- Have other employees requested shift changes? Were they denied or approved, and what was the basis for that decision?
- Is there a past precedence for changing work shifts?
- How could this shift change affect the workplace, staffing, and culture?
- Will the employee be able to complete the essential duties of the position with the change?
- Will it make the others employees' job easier or harder?
- Are there additional employees that would like to have this change as well, and would you allow it for them too?
- Does this change cost the county or the employee anything, e.g. monetary, benefits, or time?

As you uncover the answers to these questions, the correct decision in regards to the request should become clearer. It is important to be consistent with your decision making. If you are going to make an exception for one employee, you must be prepared to make the same change for another employee with a similar request. If you are going to deviate from your established practice or precedence, you must be able to justify this decision and provide support to ensure fair employment practices. As with any employment related decision or action, it is always good to consult with human resources or your attorney. Especially if the request for changing the schedule is one of the complicated factors above, be sure to reach out for guidance.


Feature - County Supervisors

Iowa County Government Organizational Chart

Organization varies among counties; this is not an exhaustive list.



Prepared by the Iowa State Association of Counties
November 2019



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2019/2020 calendar

December 2019

- 8-10 ISSDA Winter School
(Airport Holiday Inn, Des Moines)
11-13 2019 Iowa County Engineers Conference
(Veterans Memorial Community Choice Credit
Union Convention Center, Des Moines)

January 2020

- 15-16 ISAC University
(Sheraton West Des Moines)
17 ISAC Board of Directors Meeting
(ISAC Office)
30 Statewide Supervisors Meeting
(Embassy Suites Downtown Des Moines)

February 2020

- 6 ISAC Board of Directors Meeting
(ISAC Office)
29-3 NACo Legislative Conference
(Washington Hilton, Washington, D.C.)

March 2020

- 12-13 ISAC Spring Conference
(Veterans Memorial Community Choice
Credit Union Convention Center, Des Moines)

April 2020

- 19-22 ISSDA Civil School
(Airport Holiday Inn, Des Moines)
29 ISAC Board of Directors Meeting
(ISAC Office)

May 2020

- 6-8 Treasurers Conference
(Cedar Rapids)

June 2020

- 24 ISAC Scholarship Golf Fundraiser
(Toad Valley Golf Course, Pleasant Hill)

July 2020

- 8 ISAC Board of Directors Meeting
(ISAC Office)
17-20 NACo Annual Conference
(Orange County, Florida)

August 2020

- 26-28 ISAC Annual Conference
(Veterans Memorial Community Choice Credit
Union Convention Center, Des Moines)

September 2020

- 13-16 ISSDA Jail School
(Airport Holiday Inn, Des Moines)
30-2 ISAC Board of Directors Retreat
(Clay County)

November 2020

- 18-19 ISAC Board of Directors Meeting
(ISAC Office)

December 2020

- 6-9 ISSDA Winter School
(Holiday Inn Des Moines Airport)

If you have any questions about the meetings listed above or would like to add an affiliate meeting to the ISAC calendar, please contact Kelsey Sebern at ksebern@iowacounties.org.

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641-750-5720



Michael Hart
mhart@northlandsecurities.com
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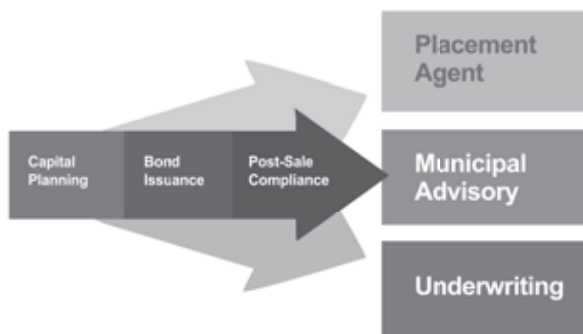
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