

HUMAN RESOURCES DEPARTMENT

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Date: January 19, 2016
To: Dee F. Bruemmer, County Administrator
From: Mary J. Thee, Human Resources Director/Asst. County Administrator
Subject: Policy Updates

Last fall we did employee training on ethics. In speaking with the trainer beforehand we discussed the need to implement some additional language in our policies regarding ethics. Many of our policies regarding gifts and conflicts of interests mirror the state code. A phrase in §31 of the state constitution references the need for public funds to be used for a public purpose. As our policies did not specifically include this phrase, we decided to add it to policies G, 11 and 26 to reinforce the ethical standard.

We are also recommending updates to Policy 21 regarding the posting of materials. The desire is to remind employees to utilize the electronic bulletin board for the posting of items rather than email server. In 2014 a communication survey indicated that employees do obtain information from email and the intranet. The goal is to push some communications to the intranet, specifically the electronic bulletin board. Updates to the intranet will make this forum easier to use in the coming months. We also are looking to address continued requests for links from our website and social media sites.

Policy 1 is intended to update the Board's list of appointments.

G. EMPLOYEE CONDUCT

GENERAL POLICY

Scott County recognizes the importance of providing ethical, efficient and effective service to its citizens and upholding the public trust. It is the policy of Scott County to require its employees to maintain high standards of honesty, integrity and conduct, both as public employees and as citizens of the community.

SCOPE

The section of this policy entitled "Conflict of Interest: Acceptance and Reporting of Gifts" is applicable to all elected officials and appointed employees of Scott County. All other sections of this policy are applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder providing the appropriate elected office holder and the Board of Supervisors have certified its applicability;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors has certified its applicability;

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

CONDUCT AT WORK

While on-the-job, County employees are expected to:

1. Report to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time.
2. Provide truthful and proper notice to their supervisor when the employee will be absent from work or is unable to report to work on time.
3. Render full, efficient, and industrious service.
4. Be responsible for and not misuse County property, vehicles, equipment, labor, service, supplies, records or other materials in their care, custody or

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control. The aforementioned shall not be removed from the premises or used for the personal convenience without written permission from the department head.

~~4.5.~~ Assure that all purchases made with public funds serve a public purpose.

~~5.6.~~ Treat all citizens, customers, visitors and co-workers in a courteous, professional and helpful manner; and demonstrate a considerate, friendly and constructive attitude.

~~6.7.~~ Maintain a neat and clean personal appearance appropriate to the working environment. All employees shall be subject to specific department rules and regulations concerning acceptable attire, personal hygiene and grooming.

~~7.8.~~ Maintain cleanliness and order in the workplace and work areas.

~~8.9.~~ Observe the various state and federal laws, County regulations, work rules, and other reasonable instructions by proper authority, in a manner above reproach.

~~9.10.~~ Report to management suspicious, unethical, or illegal conduct by fellow employees or citizens utilizing County services.

~~10.11.~~ Refrain from engaging in political activity.

~~11.12.~~ Refrain from solicitation during working hours or on County premises.

~~12.13.~~ Refrain from using their position for personal gain or to coerce others.

~~13.14.~~ Refrain from securing special privileged or exemption for themselves, friends or family beyond that which would be available to all citizens.

~~14.15.~~ Employees who work at the downtown campus are provided limited off street parking spaces. Employees are issued a permit provided by Facility Support Services that must be displayed as directed. A parking map is available on the intranet and on file in FSS. Employees are prohibited from parking in areas not designated for employees on the parking map.

~~15.16.~~ Uphold with integrity the public trust involved in the position to which they are assigned.

CONDUCT DURING OFF HOURS

While off-the-job, County employees are expected to:

1. Conduct themselves in a manner which does not reflect adversely on Scott

County as an employer.

2. Avoid outside employment which in any way interferes with the employee's proper and effective job performance or creates a conflict of interest with the person's duties and responsibilities. Employees must notify their supervisor prior to accepting outside employment.
3. Not use or permit the use of any publicly-owned property, vehicle, equipment, labor, service, supplies, records or other materials for the personal convenience or advantage of the employee or any other person, except for that use which is generally available to the public.
4. Uniforms or clothing with the County department logo should be used only during working hours (unless approved by the department head for an off-duty capacity) and should not be worn in places that would not represent the positive image of the County.

The regulations set forth in this section and the previous one are not intended to be all-inclusive, and the Board of Supervisors may from time to time adopt additional rules as it sees fit. Department heads are authorized to adopt departmental work rules which are reasonable in nature and do not conflict with those stated in this policy.

CONFLICT OF INTEREST: ACCEPTANCE AND REPORTING OF GIFTS

The following provisions relate to the avoidance of a conflict of interest in the acceptance and reporting of gifts from a restricted donor by a County official, employee or a member of the employee's immediate family. These provisions are intended to provide general information about the State of Iowa's gift law. Employee should review the state law for more specific information, but are advised that violations of the law could result in criminal charges in addition or separate from disciplinary action.

Generally speaking, a restricted donor can be defined as a group or individual who is contracting or seeking to contract with the County, or who would be significantly affected financially by the performance or nonperformance of the official's or employee's job duties beyond the effect on the public generally, or is regulated by the state's regulatory agency in question, or lobbyists or agents of lobbyists.

1. A County official, employee or such person's immediate family member is prohibited from soliciting or accepting from any one restricted donor in any one calendar day a gift or a series of gifts having a value of three dollars (\$3.00) or more. For example an employee cannot accept lunch from a restricted donor.
2. A County official, employee or such person's immediate family member may only accept a non-monetary gift having a value of three dollars (\$3.00) or more if the gift is donated within 30 days to a public body, or a bona fide

educational or charitable organization.

3. Specific types of gifts that may be accepted by an employee are contained in the state gift law, the following are examples:
 - a. Informational materials relevant to the official job functions of the person receiving the gift, such as books, pamphlets, reports, documents, periodicals, or other information that is recorded in a written, audio, or visual format.
 - b. Item which would normally be available free of charge to members of the general public.
 - c. Items received from a bona fide charitable, professional, educational, or business organization to which the recipient is a dues paying member, and the gift is being distributed to all members of that organization and the dues are not inconsequential when compared to the value of the item.
 - d. Actual expense of a donee for food, beverages, registration, travel, and lodging for a meeting, which is given in return for participation in a panel or speaking engagement, when the expenses relate directly to day(s) when the presentation occurred or food and beverage at a meal honoring the employee.
 - e. Funeral flowers or memorials to a church or nonprofit organization.

11. PURCHASING POLICY

POLICY

Scott County Code provides that the Director of Facility & Support Services shall be responsible for developing, implementing and administering a centralized purchasing function for all County offices and departments.

This policy encompasses the purchasing, contracting and leasing of goods, materials, supplies, equipment, and services and shall be accomplished through competitive bidding whenever possible and specifically where it is required by the Code of Iowa; through competitive quotes; or Government Contracts.

SCOPE

Administrative authority to purchase, sign leases or contract agreements shall be limited to aggregate purchase prices not exceeding \$10,000. Purchases, leases and contract agreements in excess of \$10,000 must be approved by the authorized board. This policy shall not be circumvented by purchasing or leasing a group of similar or identical items each costing \$10,000 or less but exceeding \$10,000 in aggregate.

Any and all lease or contract agreements exceeding three (3) years in length must be approved by the authorized board even though the total aggregate lease or contract cost may not exceed \$10,000.

If the lease or contract agreement is open ended it should be re-bid at least every three years. If the lease or contract agreement does not include a total cost amount for services provided then an estimated total cost should be determined and based on that estimated total cost appropriate approval requirements shall be followed.

This policy does not cover purchases made with the County Approved Purchase Card. Those purchases are covered under Policy Number 26.

In the event that there is a conflict between this policy and Iowa or Federal law, the applicable law will prevail.

PURPOSE

The purpose of this policy is:

- A. To professionally coordinate and maximize the effectiveness of the purchasing, contracting and leasing of goods, materials, supplies, equipment, and services by Scott County.

- B. To protect and provide for increased public confidence and trust in the procedures followed by the County in public procurements.
- C. To ensure the ethical, fair and equitable treatment of all persons who deal with the purchasing system of the County. To ensure that purchase made with public funds have a public purpose.
- D. To provide increased economy in County purchasing activities and to maximize, to the fullest practical extent, the purchasing value of public funds.
- E. To foster effective broad-based competition.
- F. To effectively support other county departments, component units and agencies.

ADMINISTRATIVE PROCEDURES

A. Approval to Purchase, Lease or Contract Goods and Services

- 1. Unencumbered spending authority must exist at the appropriate departmental budget level prior to the issuance of a purchase order.
- 2. No lease or lease-purchase contract for real or personal property shall be entered into until a public hearing has been held on the proposed contract. Notice of the public hearing shall be published in at least one newspaper of general circulation at least 4 days and no more than 20 days prior to the public hearing date.
- 3. Purchases, leases or contracts up to \$2,500 shall require department head approval or authorization from the individual with budgetary responsibility.
- 4. Purchases, leases or contracts between \$2,500 and \$5,000 shall require approval of the department head (or designee) and the Purchasing Specialist.
- 5. Purchases, leases or contracts exceeding \$5,000 and up to \$10,000 shall be approved by the department head (or designee), and the Director of Facility & Support Services (or designee), or the County Administrator.
- 6. Purchases, leases or contracts exceeding \$10,000 shall require approval of the department head, Director of Facility & Support Services, County Administrator and the Board of Supervisors.
- 7. Lease and contract agreements which do not include a total cost amount for services (i.e., the agreement may only make reference to an hourly rate plus cost of parts) require the department to estimate the total cost. The calculation at arriving at this estimate should be documented with the purchase request and depending on the amount will require appropriate approvals as stated above. If

the agreement is open ended then the calculation of the total cost amount shall be based on a three year period.

8. Purchasing division shall utilize appropriate insurance and indemnification language if required. Insurance and indemnification requirements shall be developed in conjunction with the Risk Management Coordinator or County Attorney.

B. Individual Department / Office Responsibilities

1. Determine the quality and quantity of goods, materials, supplies, equipment, and services needed and delivery date required. Utilize past purchase information or resources when appropriate. Research specifications to ensure that appropriate information is provided to adequately describe the desired product or services along with minimum standards or requirements.
2. If a lease or lease-purchase contract is being proposed the requesting department shall submit the proposed lease or lease-purchase contract to the Director of Facility & Support Services with the following attachments:
 - a. Prior to submitting lease for approval to the Board of Supervisors, originating department shall request legal review of proposed contract by the County Attorney's office. A letter from the County Attorney's office acknowledging that they have reviewed the contract and find it to be in compliance with applicable state laws. (Note: Departments should send a copy of their initial review request for the County Attorney's office to FSS so it may be identified as a future agenda item on the Board's information memo.)

Copy of the public notice to be published in the per Iowa Code Section 331.305.

- b. The Director of Facility & Support Services will submit the lease proposal to the Board at the next Board meeting that coincides with the public hearing publication date requirements in accordance with Iowa Code Section 331.305.

Whenever possible, competitive bids for lease agreements shall be secured with the assistance of the Purchasing division.

3. Anticipate requirements, giving accurate description of article(s) required and sufficient time to purchase item(s) on a competitive basis. When needed, the originating department will identify and collaborate with purchasing division to prepare additional specifications and insurance requirements if any, to secure required items.

4. Receive and inspect item(s) delivered direct by vendor and refuse shipments that fail to meet the purchase order contract. All commodity type items will be coordinated to be received by Facility & Support Services. For specialized items, the department shall coordinate with Facility & Support Services to inspect and accept all items, at time of delivery.
5. Handle all purchases within established procedures. Utilize applicable purchasing resources (competitive bidding, purchasing system, pre bid items, web bid items) whenever possible and where appropriate.

C. Computerized Purchase Order System

County departments shall use the Enterprise Financial Planning (ERP) system following guidelines and procedures as promulgated by Facility & Support Services.

D. Competitive Quotations

1. Whenever feasible, all purchases, leases and contracts for goods, supplies, materials, equipment and services required for public use shall be on an equal and competitive basis. All acquisitions or purchases are to be awarded to the lowest responsible bidder. In determining the lowest responsible bidder consideration shall be given to the vendor's price, conformance with specifications in all material respects, and past performance. In addition, the Purchasing department may take into consideration reputation, business, and financial capabilities.
2. For public improvements and construction contracts (excluding design and consulting contracts) that exceed the public bidding requirements as set forth in the Iowa Code Section 331.341 the determination and criteria for determining the lowest responsible bidder shall be accomplished through a formalized process. That process shall set out criteria and notification in the specifications document and gather qualification, reference and other pertinent information at the time of the bid. The use of an American Institute of Architects Form 305A with an addendum or a similar standardized form for gathering appropriate information from bidders shall be used whenever possible. Scott County reserves the right to reject a low bid based on the criteria set forth and the evaluation of the submitted information and research conducted
3. For purchases less than \$2,500.00 departments/ offices that require a purchase order may enter the purchase into ERP directly as a purchase order.

For purchases between \$2,500.00 and \$10,000.00 departments/ offices are strongly encouraged to obtain at least three competitive quotes. Departments may request the Purchasing Department to obtain quotes on their behalf or may obtain their own quotes utilizing applicable purchasing resources (competitive bidding, purchasing system, pre bid items, web bid items), and enter them

directly into the ERP requisition form, attaching PDF's as documents.

For purchases over \$10,000.00 requisitions shall be entered into the ERP system and routed to the Purchasing Division, who shall solicit bids utilizing open competitive bidding practices. Typically bids received by the Purchasing Department will be submitted through the bidding service selected for use by Scott County. The Purchasing Department acknowledges that there may be some occasions where it is not possible to obtain three bids based on the type of purchase. If this is the case, the department shall submit a written statement why they did not obtain multiple bids for the item being purchased.

4. All parties involved shall comply with all applicable laws and regulations pertaining to their employment practices, and shall not discriminate in providing services on the basis of race, color, creed, national origin, sex, handicapped condition or religious affiliation.
5. The County shall comply with the state preference law as it relates to Iowa products.
6. Whenever possible, all requests for bids and all proposals for expenditure of public funds must be made in general terms so that no brand or trade names are specified. Also, all requests must contain this statement: "By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa."

E. Unsolicited Proposals

Definition- an unsolicited proposal is a document or package of documents submitted to Scott County or a Scott County Office or Department, that proposes to provide a product or service that was not solicited nor initiated by Scott County.

1. An unsolicited proposal that does not correspond to the Scott County mission , vision, or values, is outside of the normal scope of Scott County government services, is not a product Scott County requires or a service Scott County needs may be rejected without further consideration by the Purchasing division
2. An unsolicited proposal that does correspond with the mission and scope of Scott County government will be evaluated for merit by the department or office with jurisdiction or control in the service area that best matches the proposal. In the absence of a clear corresponding department or office, the review of the unsolicited proposal shall be made by the Director of Facility and Support Services with input and assistance from County Administration.
3. The Purchasing Division may require the submission of additional or supplemental information from the submitter in order to fully evaluate the submission. An unsolicited proposal submission that refuses to provide typical, pertinent information that the evaluator deems necessary, may be rejected

without further consideration.

4. Unsolicited proposals that are found to have merit may be forwarded to the Board of Supervisors for consideration. Proposals without merit or determined to be outside of the scope of Scott County government shall not be forwarded to the Board of Supervisors.
5. Proposals that have the potential for competitiveness, either by their nature or as required by law, shall initiate a request for proposal process. The Purchasing Division shall take measures to protect information contained in the unsolicited proposal. Said measures may include returning all copies of the unsolicited proposal to the submitter for resubmission as part of the RFP process. At a minimum, the Purchasing Division shall notify the submitter that the unsolicited proposal is, by law, a public document.

F. Public Access to Procurement Information

Purchase orders and other information of a public nature shall be available for inspection upon request to the Purchasing Specialist, providing that they are not deemed to be confidential because they contain trade secrets or reports that give a competitive advantage and serve no public purpose. Purchasing records are also governed by Freedom of Information Act laws for public records. See policy 31- Public Records and Information for further information. The Facility and Support Services Department shall maintain records of purchases made (award information, contracts and purchase orders) and the purchasing process (bid requests, specifications, proof of publication, bid results, bid documents and submittals, etc.) for all centralized purchasing transactions. In the absence of other legislative requirements, the retention duration for said records shall be: three years past the award date or the contract completion date (whichever is later).

G. Bids on Contracts for Repair or Construction of County Buildings.

See Iowa Code section 331.341 for specific contract letting procedures to follow.

H. Special Provisions for Secondary Roads Department:

1. Construction and Maintenance Projects: These types of services will be either bid through the I.D.O.T., Secondary Roads office or in coordination with I.D.O.T. meeting their specifications and requirements and bid through the County Secondary Road Department. Participation by Facility & Support Services will not be required in these areas.
2. Purchases through the State of Iowa General Services Office and the Iowa Department of Transportation Purchasing Department: The Secondary Road Department will take advantage of State Purchasing Facilities and their volume purchasing discounts when practical and possible.

- a. The Secondary Road Department will fill out the required State Order Forms or submit a department "requisition order".
 - b. Upon receipt of order and billing, the Secondary Road Department will check shipment against the order and prepare the necessary County claim for payment.
 - c. All orders exceeding \$10,000 will require prior Board approval.
3. Equipment Repair Parts, Materials and Services: The specifics on these items generally cannot be anticipated or determined in advance. These are generally items that cannot be inventoried and must be purchased expeditiously to prevent costly delays and operational problems. The purchase of these items require the technical expertise and knowledge of Secondary Road's garage personnel for effective, expeditious purchasing. These purchases may also be the type or nature where they are only available from one source.
- a. The ordering of these materials and supplies and services may only be authorized by a Secondary Road Department "requisition order".
 - b. Any individual "requisition order" in excess of \$1,000, with the exception of purchase of tires, must receive prior approval by the County Engineer.
 - c. Upon receipt of the order, billings will be checked by the Secondary Road Department and claims prepared for the Engineer's authorization and approval by the Board.

I. Emergency Purchases

1. County Administrator, or in absence the Director of Facility and Support Services, or designee may declare an emergency when:
 - a. The circumstances pose a threat to the public health, welfare or safety.
 - b. The situation must be taken care of immediately in order to prevent immediate and apparent loss to the County.
 - c. Conditions beyond reasonable control of the County occur; such as accidents or unforeseeable failure in equipment, which are essential to the operation of the County.
2. In the event that the circumstances surrounding the emergency do not allow sufficient time to convene the Board of Supervisors, the County

Administrator, or designee may authorize emergency purchases in excess of \$10,000.

3. If the emergency purchase requirements are met, the County Administrator, or designee shall take informal bids if time allows.
4. In all cases of emergency purchases by the County Administrator or designee, the following must be submitted to the Board of Supervisors at the next meeting following the purchase:
 - a. A detailed purchase description outlining the critical nature of the need to purchase
 - b. An invoice if goods have been received
 - c. A written account explaining why an emergency was declared
 - d. The effects of the emergency on County operations or the public
 - e. Why the particular vendor was chosen.
5. All emergency purchases will be reviewed carefully by the Board of Supervisors at the next regularly scheduled meeting to assure that the use of the procedure is not being abused.

26. PURCHASING CARD POLICY

POLICY

It is the policy of Scott County to have a Purchasing Card Program. This program is intended to replace blanket orders and purchase orders used to purchase items of small dollar value (<\$2,500).

SCOPE

This policy is applicable to all offices and departments within Scott County Government and other component units that participate in the Scott County Purchasing Card program.

BENEFITS

Department staff will be able to procure purchases without emergency claim voucher requests or filling out credit applications for vendors that will be only used once. Staff in the field and in the office will be able to make purchases to support their core functions in a much more effective manner, requiring fewer trips and will be able to get items much quicker. These efficiencies will allow the various groups to focus their energies on the more important core aspects of their jobs. This policy and the program structure will support efficiency while maintaining accountability and approval structures.

GENERAL PROGRAM PROVISIONS

This card is to be used to make county purchases as outlined herein. With the approval of the Purchasing Card application by the Department Head/Elected Official, the cardholder has been delegated expenditure and purchasing authority. Said authority is delegated only as it applies to the scope of the cardholder's job and as outlined by the cardholder's immediate supervisor and Department Head or Elected Official. The implied purchasing and expenditure authority of the purchasing card is NOT intended to supersede nor enhance the fiscal authoritative limitations that exist within each Department/Office. For the cardholder: you are only authorized to make purchases for which your supervisor or Department Head/Elected Official has expressly granted and delegated you proper authorization.

The Purchasing Card is not a personal credit card and remains the property of Wells Fargo Bank. The liability for all outstanding charges on the card is with the County; therefore, the card must only be used for purchases required in the normal course of business.

The Purchasing Card that the cardholder receives has his/her name embossed on it. It

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may not be transferred to, assigned to, or used by anyone other than the designated cardholder.

Employees must attend a training session prior to card issuance. Each card holder must sign the *Acknowledgement of Scott County Purchasing Card Policy form* (attachment B) prior to being issued a purchasing card.

It is the responsibility of each cardholder to be acquainted with the Purchasing Policies and guidelines of the County and to make card purchases in accordance with these policies. .

The cardholder is responsible for following department guidelines for making purchases, being fiscally responsible with county funds, ensuring receipt of materials and supplies, obtaining acceptable receipts and resolving any discrepancies or damaged goods issues. The cardholder is responsible to assure that the purchase made with public funds has a public purpose.

Cards may be revoked for misuse or non-compliance with procedures. Additionally, disciplinary procedures up to and including termination may result from misuse of the Purchasing Card. The County retains the right to cancel a cardholder's Purchasing Card.

The County may have existing contracts with suppliers for guaranteed/discount pricing. The Purchasing Division provides services to cardholders to allow for competitive purchasing and pricing through pre-negotiated pricing lists or competitive quotes. Contact purchasing for assistance to ensure that county dollars are spent in an effective and efficient manner.

ADMINISTRATIVE PROCEDURES

Program Administrator

Two Program Administrators will coordinate the Purchasing Card Program. The Cardholder Program Administrator will be the Operations Manager, Facility & Support Services who will follow procedures set forth in this policy. This Program Administrator shall be the liaison between the cardholder and the purchasing card system. This Administrator shall issue cards, make card changes, help with transaction disputes and other cardholder related tasks. This cardholder administrator along with the Director of Facility and Support Services shall also facilitate the training required by this policy.

The Accounting Program Administrator shall be the Budget Manager who will follow the procedures set forth in this policy. This Administrator shall coordinate the reporting, accounting and funds transfers for the Purchasing Card Program. This Administrator shall oversee and audit the period close-out process and liaison with claims clerks on close-out and reporting issues. This program administrator shall prepare the required period reports for the purchasing card program (see Reports below).

Both Administrators shall provide for a backup within their department, and shall provide adequate training thereof. All persons performing Program Administrator functions shall ensure the integrity, consistency and compliance of the program with the policies and procedures herein.

Reports

The Accounting Program Administrator shall download period transaction information at the conclusion of each four-week accounting period. The transaction information shall be audited for completeness and compliance with the county chart of accounts. If necessary, revisions to the transactions shall be made to ensure data integrity for the import into county accounting data systems.

The Accounting Program Administrator shall prepare and distribute the following purchasing system reports immediately following the close of the current purchasing card cycle:

1. Exception Report - this report documents any transactions that are not in compliance with provisions of this policy including unwarranted sales tax, missing receipts, incomplete receipts, etc.
2. General Ledger Report - this report documents the information that will be imported into the county accounting data system including department, vendor, account, amount, posting date, etc. for each individual transaction during the period.
3. Newspaper Report - This report summarizes and sub-totals the amount paid to each vendor for publication in the newspaper.

Policy Review and Revisions

This policy and these procedures shall be reviewed annually by the County Financial Review Committee for possible recommended changes. Said revisions or changes shall be prepared as recommended by the County Administrator or the Director of Facility and Support Services and forwarded to the Board of Supervisors for their consideration and action. The Cardholder Program Administrators along with the Director of Facility and Support Services shall provide training for cardholders, claims processors and/or department heads as required for substantive changes to the policy or procedures herein.

This program is designed to be easy to use and flexible. Therefore, user feedback is crucial. In order to make this program as effective as possible, Purchase Card users must notify the Program Administrators of all problems encountered with the card. Users should also communicate any comments related to the reporting, documentation, procedures, and use restrictions related to the Purchasing Card Program. This program is designed to be an important tool to help card users perform their job.

General Responsibilities

This card is to be used to make county purchases as outlined herein. The transactions and credit limits on the card are determined by the Department Head/Elected Official within policy limits and are dependent upon the requirements of the cardholder's position and function. Department Heads/Elected Officials should use "standard" transaction and period limits for cards whenever possible to ensure adequate program control and accountability. Higher limits should only be used when necessary to afford the cardholder the ability to efficiently make higher dollar purchases routinely required for their job. With the approval of the Purchasing Card application by the Department Head/Elected Official, the cardholder has been delegated expenditure and purchasing authority.

The Purchasing Card is not a personal credit card and remains the property of Wells Fargo Bank. The liability for all outstanding charges on the card is with the County. Therefore, the card must only be used for purchases required in the normal course of business. All purchases are to be documented with an itemized receipt. Failure to provide a receipt of the purchased transactions could result in personal liability of the transaction.

Personal Use of Purchasing Card

Cardholders shall not use the Purchasing Card for personal purchases with the intent of reimbursing the County. Cardholders are, under no circumstances, allowed to make personal purchases using the Purchasing Card. Violation of this provision will result in revocation of the purchasing card, disciplinary action, collection proceedings and possible criminal actions. Any violations of this provision shall be reported on the exception report.

Cash Advances

The Purchasing Cards are not set up to allow nor intended to be used for any type of a cash advance.

Purchasing Card and System Controls

The Purchasing Card is different from a personal MasterCard/Visa. It has the ability to control use in the following ways:

- Maximum dollar amount of each transaction (see section "Card Limits"
- Total spending limit per cycle
- Merchant Category Code (MCC)

The "Delegation of Authority" that has been provided to each cardholder sets the maximum dollar amount for each single purchase or transaction (Single Purchase Limit), and a total for all purchases made within a given billing cycle (28 days).

Each time a cardholder makes a purchase, the limits will be automatically checked and

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the authorization request will be declined should the amount exceed those limits.

The credit limit on each card was preset based on certain usage assumptions. If the credit limit on your card is not adequate to handle planned purchases, contact your department head who will determine if spending limits on the card need to be increased and will contact the Cardholder Program Administrator.

The Merchant Category Code (MCC) allows for restriction of card use by type of business. Each business is classified by the services or products that it supplies and is given a specific MCC. Therefore the Purchasing Card can be restricted for use at specific types of businesses by excluding specific MCC Codes from authorized use.

Card Limits

	Per Transaction	Per Billing Cycle
Standard	\$ 500.00	\$ 2,500.00
Intermediate	\$2,500.00	\$25,000.00
Enhanced	\$5,000.00	\$25,000.00

The base limit for cards issued shall be the standard amount listed above. A Department Head or Elected Official may request the enhanced card limit ONLY if the card user is expected to ROUTINELY make purchases that would exceed the standard card limits.

Emergency Raised Card Limits

The County Administrator may request additional higher emergency spending limits/authorization for certain emergency or special situation such as: natural disasters, disaster recovery, business continuity, etc. Such request should be made during a regular Board meeting when possible, but may be made pursuant to the emergency procedures in Policy 11.

Purchasing Card Security

It is the card holder's responsibility to immediately sign the back of the card upon issuance. The Purchasing Card should be kept in a secure location at all times. The cardholder should be the only one using the card. It is the cardholder's responsibility to ensure the security of the card.

The cardholder shall guard the account number carefully. Do not post it at your desk or write it in any place that is easily accessible to others.

Similar to a personal credit card, if the Purchasing Card is lost/stolen you must immediately notify Wells Fargo Bank by phone (See Contact List-Attachment A). You must also notify the Cardholder Program Administrator and your immediate supervisor. The card will be immediately suspended and a replacement card will be issued.

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Card Issuance / Changes / Suspension / Cancellation

To request a Purchasing Card, additional cards, or changes to existing cards, Department Heads shall contact the Cardholder Program Administrator and request card changes using provided request form. All requests must be approved by the Department Head/Elected Official or their designated representative.

If an employee leaves the department, whether transferred to another County Department or terminated, it is the Department Head/Elected Official's responsibility to obtain the Purchasing Card from the cardholder that is terminated/transferred, notify the Cardholder Program Administrator to cancel the card, cut the card in half, and return it to the Cardholder Program Administrator.

Exceptions are issues relating to purchases or transactions that are not in compliance with the provisions of this policy. Each reporting cycle, these issues are reported on the Exception Report.

Cardholders will have the opportunity to resolve minor exceptions (sales tax, missing, inaccurate or incomplete receipts) and have the issues removed from the exception report if resolved within 30 days. Once removed, the exceptions will not count against a Cardholder. Major infractions (personal charges, split transactions, inappropriate use, etc) will NOT be removed, even if resolved. Habitual violators of the policy will also not have the opportunity to remove items from the exception list. Major infractions with blatant disregard for the provisions of this policy may result in immediate revocation and/or suspension of card holder privileges.

Cardholders that have 3 or more minor exceptions within a 6-month period shall have their cardholder privileges revoked and their card suspended until they are retrained on this policy. Under the discretion of the Cardholder Program Administrator or Accounting Program Administrator an employee may be required to complete training on the policy for a single minor exception. A permanent revocation of the purchasing card and privileges may result from a blatant major infraction(s) or habitual minor infractions and repeated suspensions. The Program Administrator will notify the Human Resources Director of any actions taken.

Personal Credit Rating

The Purchasing Card and all the charges on it are County liabilities. Therefore, it has no impact on your personal credit rating.

Audits

To ensure the success of the Purchasing Card program and the County's financial responsibility, continual audits of a cardholder's Purchasing Card documentation and files will occur.

The primary purpose of the audit is to ensure that complete and accurate record keeping

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is occurring and that all Purchasing Card program procedures are being followed.

Auditing and oversight occurs at many levels within the program. Claims clerks audit purchases as part of the reconciliation process. Department Heads or designees review department purchases as they approve the submission of the reconciliation documents. The Accounting Program Administrator reviews all purchases and receipts for policy compliance and proper accounting. The Auditor's Office reviews all purchases, documentation and accounting of the program. The County's independent annual financial audit includes a sample audit of the program each year.

Guidelines for Card Use - Cardholder Responsibilities

Purchasing Cards shall be used for "point of sale" transactions only. Those are defined as purchases made at a physical location. This provision does not preclude cardholders from making purchases remotely via the internet or telephone. It does, however prohibit contacting a vendor to charge an invoice to the purchasing card that was previously invoiced as a traditional bill. Invoices received that were not made via purchasing card must be paid via the traditional accounts payable methods to avoid duplicate payment and unnecessary confusion.

Examples of the types of transactions your Purchasing Card should be used for including, but not limited to:

- Office Supplies
- Repair Parts
- Miscellaneous Operating Supplies
- Items specified on County Contracts
- Travel expenses including airfare and hotel (no meals; employee portion only if traveling with others)
- Seminar and training registration fees

If you locate a supplier that will accept our purchasing card, but are unsure if it is an unauthorized use of the card, call the Cardholder Program Administrator

The cardholder is responsible for ensuring receipt of materials and supplies, and resolving any receiving discrepancies or damaged goods issues. The cardholder is responsible to assure that the purchase made with public funds has a public purpose.

The County may have existing contracts with suppliers for guaranteed/discount pricing. The Purchasing Specialist will notify county departments of any and all preferred suppliers discounted contracts. Purchasing off competitively bid contracts for routinely purchased items is the most cost-effective method of procurement. Purchasing items from non-preferred suppliers when an agreement between the County and a supplier exists must be explained. Repeated violations will result in revocation of card privileges.

General Instructions On How To Purchase

- Identify a transaction that you wish to make with the Purchasing Card.
- Determine the transaction is not one of those prohibited by County/Departmental policy. If not prohibited, proceed with the transaction.
- Order Item via in-person purchase, internet or phone transaction.
- Submit Purchasing Card to cashier or submit card number and expiration date via the phone or internet. Vendors may also require the 3 digit security code located on the back of the card. Verify that websites used provide for encryption or other security to safeguard cardholder information. Never type purchasing card number into a free text field or send your entire credit card number and expiration date in the body of an email. Reputable sites clearly post security information. If you are unsure if the site you are trying to use is adequately secure, contact the IT Department for advice or assistance.
- Notify the supplier that the County is tax-exempt and should not be charged sales tax. The Federal tax ID number and Illinois tax exempt number is located on the face of the card. Upon receiving receipt make sure that sales tax has not been charged.
- Processing fees are not to be paid by Scott County. Charging the consumer these fees is specifically against the vendor's merchant agreement with Visa/MasterCard.
- When ordering over the phone/internet provide the supplier with your complete shipping instructions including name, street address, and internal location information. Instruct the supplier to include in the delivery package a receipt or packing slip detailing what was purchased and the amount of each item.
- When making purchases on line, ensure that the internet vendor has a secure site. The address window must start with https://. Look for a "lock icon" on the web page. When placing an order over the internet, the cardholder must confirm that the merchant will charge the purchasing card only when a shipment is made. The card holder must also request that a detailed packing slip be included with the items when sent. If items are back ordered, the County may not be charged except upon shipment of the merchandise. The back ordered merchandise must be received in the billing cycle in which the charge was made. The card holder must print a copy of the on-line sales receipt at the time of the on-line purchase for use as the receipt for reconciliation purposes.
- If purchasing in person, review sales slip to determine all amounts were properly charged, sales tax was not assessed, and retain the receipt.

For all types of purchasing card transactions it is the *cardholder's responsibility* to obtain acceptable receipt(s) documenting the transaction. Said receipts should be obtained at the time of the transaction and turned into the claims clerk as soon as possible to avoid "end of the cycle" issues and to allow clerks the opportunity to reconcile periodically throughout the cycle. Acceptable receipts should be original (avoid photo copies and faxes) wherever possible. Acceptable receipts should include the last four digits of the card number and detailed information about what was purchased. Cardholders should mark "PC" in bold, visible letters on the receipt to properly identify the receipt and facilitate routing to the proper accounting stream.

Should a required receipt be lost or not obtained by the employee, a signed

statement by the employee and Department Head/Elected Official explaining the circumstance and documenting the expense should be completed by the employee for the Program Administrator's review. If the expense is deemed reasonable by the Program Administrator it shall be paid through the purchasing card. Transactions documented in this manner will be reported on the Exception Report as a minor exception.

Sales Tax

The cardholder is responsible for indicating to the supplier that the County is tax exempt, and therefore, should not be charged sales tax. Repeated neglect by the cardholder to ensure that the supplier does not charge sales tax will result in card privileges being revoked. All sales tax should be avoided wherever possible. If sales tax appears on a purchasing card transaction, it is the cardholder's responsibility to reverse those charges or seek out credit for the tax amounts.

Unauthorized Uses

Cardholders shall NOT make purchases with the county purchasing card that are not for authorized county uses and specifically approved within the management structure of their particular department, elected office, or agency.

Further, certain types of purchases are strictly forbidden per this policy regardless of Department Head, Elected Official, or agency authorization.

- Personal Use - Cardholders are, under no circumstances, allowed to make personal purchases using the Purchasing Card. Violation of this provision will result in revocation of the purchasing card, disciplinary action, collection proceedings and possible criminal actions.
- Meals - No meals will be allowed on the purchasing card. Food provided as part of training or meeting events, where the County is the training or meeting event organizer, and as approved by the Department Head or the designee may be purchased. Sheriff Transportation Deputies while transporting inmates are exempt from this provision
- Items that are *not* within your departments authorized budget.
- Individual purchases which have been artificially separated from larger or bulk requirements to fall within spending limits
- Professional Services and 1099 Services

Why Approval May Be Denied

If a supplier advises that card approval has been denied, it is most likely a violation of one of the established levels of authority checks.

- Example- the purchase exceeds the single dollar transaction limit on the card.
- Example- the account is over the set cycle limit.
- Example- transaction is a violation of the Merchant Category Code.

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- Example- the expiration date or three digit security code was incorrectly entered by the merchant.

The supplier will not have information related to the reason for denial, nor does the cardholder have the authority to obtain this information from the Bank. If a transaction is denied, the cardholder should contact the Cardholder Program Administrator for assistance. Please allow 24-48 hours for that information to become available.

Disputed Charges

If there is a problem with a purchased item or charges for a transaction, the card holder should first try to reach a resolution with the vendor that supplied the item. Most problems can be resolved expeditiously in this manner.

If the cardholder is unable to reach an agreement with the supplier, contact the Cardholder Program Administrator. This Program Administrator can assist the cardholder in resolving the dispute and can involve Wells Fargo (the card issuer) in the dispute if necessary. Similar to all credit cards the County Purchasing Card program does have the ability to place transactions in a disputed status to give further time to resolve the dispute.

Any disputed charges are placed in a suspended account and subtracted from the payment due. Once final resolution is reached the charge is either reapplied to the balance due, or permanently removed from the account.

Reconciliation Responsibilities (For claims clerks, Department Heads, Elected Officials and agencies)

- Online statements are available continuously at www.wellsfargo.com.
- The billing cycle for the Purchasing Card is every fourth Thursday. Exceptions to this may occur due to holidays when cycle periods may be shortened to allow for reconciliation on regularly scheduled work days. Reconciliations by claims clerks with Department Head/Elected Official/ Agency approval must occur on that day to ensure that documentation is provided as funds are transferred to Wells Fargo.
- Clerks are encouraged to reconcile weekly to reduce the amount of work at the end of the cycle.
- Cardholder is required to provide all sales receipts, for the transactions listed on the statement immediately. In the event a receipt is lost or misplaced; it is the cardholder's responsibility to obtain a duplicate receipt. Verify transactions on the statement with actual sales receipts and packing slips. If there is a disputed billing, follow the procedures as noted.
- Claims clerks will print cardholder reconciliation sheets and attach all receipts. In addition, a department summary sheet must be attached with all cardholder sheets beneath. The signature of the Department Head/Elected Official or designee is required (similar to payroll and accounts payable).
- NOTE: If a cardholder had no purchase activity on the purchasing card for a particular billing cycle, no Statement of Account will be generated for that cardholder

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unless adjustments for previously billed transactions are processed during that billing cycle.

Approval of Card Use

Department Heads/Elected Officials or designees, because of their knowledge of the job responsibilities of the cardholders, are required to look at each cardholder's purchases, and at the merchant who made the sale in order to determine if these items were for official County use and if they were allowed to be purchased in accordance with the instructions provided.

If for any reason the Department Head/Elected Official or designee questions the purchase(s), it is their responsibility to resolve the issue with the cardholder. If they cannot be satisfied that the purchase was necessary and for official county use, then the cardholder must provide a Credit Voucher proving item(s) have been returned for credit. Unauthorized use of the Purchasing Card will result in revocation, possible collection and potential disciplinary action, up to and including termination of employment.

Non-substantive modifications to appendices may be updated without approval of the Board of Supervisors.

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Attachment A

SCOTT COUNTY PURCHASING CARD PROGRAM CONTACT LIST:

Cardholder Program Administrator:

Operations Manager, Facility & Support Services

600 West 4th Street, Davenport, IA

Phone: (563) 328-3241

Fax: (563) 328-3245

E-mail: Tammy.Speidel@scottcountyiowa.com

Accounting Program Administrator:

Budget Manager

600 West 4th Street, Davenport, IA

Phone: (563) 326-8651

Fax: (563) 328-3285

E-Mail: david.farmer@scottcountyiowa.com

Administrative Assistant

600 West 4th Street, Davenport, IA

Phone : (563) 326-8604

Fax: (563) 328-3285

E-Mail Chris.Berge@scottcountyiowa.com

Wells Fargo Bank Customer Service: 800/932-0036

Contact Customer Service 24-hours per day/7-days per week to report lost or stolen cards. This should also be reported to the Cardholder Program Administrator and the cardholder's immediate supervisor.

Attachment B

**ACKNOWLEDGMENT OF SCOTT COUNTY
PURCHASING CARD POLICY IN EXCHANGE FOR ISSUANCE OF
WELLS FARGO BANK PURCHASE CARD**

Scott County ("County") is pleased to present you with this purchasing card. It represents the County's trust in you and your empowerment as a responsible agent to safeguard and protect our assets.

I, _____ (Print Name), hereby acknowledge receipt of a Scott County Wells Fargo Purchasing Card, number (last 8 digits) _____. As a Corporate Cardholder, I agree to comply with the terms and conditions of this Agreement, including the "Scott County Purchasing Card - Policies and Procedures" outlined in cardholder training and contained in Scott County General Policy 26.

I acknowledge receipt of said Agreement and Procedures and confirm that I have read and understand the terms and conditions. I understand that the County is liable to Wells Fargo Bank for all County charges.

I agree to use this card for County approved purchases only and agree not to charge personal purchases. I understand that the County will audit the use of this card and report any discrepancies.

I further understand that improper use of this card may result in disciplinary action, up to and including termination of employment. Should I fail to use this card properly, I authorize the County to deduct from my salary that amount equal to the total of the discrepancy. I also agree to allow the County to collect such amounts even if I am no longer employed by the County.

I understand that the County may terminate my right to use this card at any time for any reason. I agree to return the card to the County immediately upon request or upon termination of employment.

Applicant: _____

Signature: _____

Date: _____

Last 4 Digits of Social Security #: _____

Department / Agency _____

Attachment C

Scott County Purchasing Card Program

Request for Purchasing Card Issuance

Department: _____ **Date:** _____

As Department Head of the above named department I am requesting the issuance of purchasing cards to the following individuals under my span of control. I understand that each cardholder must attend training as required by the Purchasing Card Program Administrator prior to card issuance and activation. Said training is intended to inform and orient cardholders to the policies and procedures regarding the Purchasing Card Program, Scott County General Policy #26.

I understand that the use of purchasing cards by our department must only occur in accordance with the above-mentioned policy.

Requested Cardholders:

1)	2)
SSN:	SSN:
Card Limit	Card Limit
Default FUND	Default FUND
Default DEPT	Default DEPT
Default PROGRAM	Default PROGRAM
Default STATE PROGRAM AREA	Default STATE PROGRAM AREA
Default STATE OBJECT CODE	Default STATE OBJECT CODE
3)	4)
SSN:	SSN:
Card Limit	Card Limit
Default FUND	Default FUND
Default DEPT	Default DEPT
Default PROGRAM	Default PROGRAM
Default STATE PROGRAM AREA	Default STATE PROGRAM AREA

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Default STATE OBJECT CODE

5)

SSN:

Card Limit

Default FUND

Default DEPT

Default PROGRAM

Default STATE PROGRAM AREA

Default STATE OBJECT CODE

Default STATE OBJECT CODE

6)

SSN:

Card Limit

Default FUND

Default DEPT

Default PROGRAM

Default STATE PROGRAM AREA

Default STATE OBJECT CODE

7)

SSN:

Card Limit

Default FUND

Default DEPT

Default PROGRAM

Default STATE PROGRAM AREA

Default STATE OBJECT CODE

8)

SSN:

Card Limit

Default FUND

Default DEPT

Default PROGRAM

Default STATE PROGRAM AREA

Default STATE OBJECT CODE

Department Head Approval:_____

Are there currently other cardholders in the department? Y / N

Department #_____

21. POSTING OF MATERIAL POLICY

POLICY

It is the policy of Scott County to make available locations for the posting of printed material in County buildings.

SCOPE

This policy applies to all departments and offices within the County. Whenever the provisions of this policy are in conflict with the Code of Iowa, the provisions of the Code of Iowa will prevail.

ADMINISTRATIVE PROCEDURES

A. Public Locations Bulletin Boards

The County shall provide a location within public buildings for the posting of Official County and Government materials; including but not limited to meeting agendas and minutes, public notices required by law, holiday office closures and information regarding programs supported with county funds. All other types of postings, including but not limited to political literature and commercial ventures are strictly prohibited.

B. Employee Bulletin Boards

Employees shall be provided space in departments for a bulletin board and access to an electronic bulletin board on the intranet. [Employees are expected to utilize the electronic bulletin board for posting items and not the email server.](#) Space on the bulletin board(s) shall be designated for the union(s) use. Employees shall comply with the following guidelines when posting items on employee bulletin boards:

1. Employees are permitted to post personal solicitations for sale of personal property, community events, charitable drives (such as food or clothing drives) and for the announcement of personal events (such as wedding or birth announcements).
2. Employees are prohibited from posting solicitation for commercial, religious or political causes.
3. Employees are prohibited from posting any item in violation of the Employee Conduct Policy, Workplace Harassment Policy, Workplace

Violence Policy or Technology Use Policy.

4. The County will not daily monitor the posting of items, but retains the right to access, review, remove or delete any items deemed inappropriate. Prior to removing items on the union portion of a board, the Human Resource Director will consult with the Union President/Chief Steward.

C. Free-cycle-Cycle Board

The County will provide a board on the intranet for the posting of County surplus items no longer needed for use within the department. If an employee has received proper authority they may list items to be free-cycled for use by other departments. Employees are reminded that free-cycle items remain County property and should be used solely for County business purposes.

D. Posting of items other than on Boards

1. Departments should follow discretion when placing literature within the offices so as not to distract from the office appearance and decor.
2. Items posted outside of elevators shall be of a general public interest and meet the guidelines of paragraph A of this policy. Approval for posting is obtained through the Assistant County Administrator.
3. Items posted in stairwells, internal doors or employee exits shall be limited to employee notices such as Human Resource reminders, FSS notices, wellness events or United Way events.
4. Email systems should not be utilized for items that would be better posted on the Employee Electronic Bulletin Board.
5. Requests for posting of items (such as links or events) on the County's website or social media sites shall be made through the Webmaster and approved by the Assistant County Administrator.

1. BOARD OF SUPERVISORS' APPOINTMENTS

POLICY

It is the policy of Scott County to ensure fair and unbiased selection of qualified applicants, along with gender balance, when considering appointments to Boards and/or Commissions. Additionally the County shall when required by law make specific appointments of individuals to positions as public officials.

SCOPE

This policy is applicable to individuals involved in the Boards and/or Commissions appointments process.

ADMINISTRATIVE PROCEDURES

- A. This appointment will be put on the Committee of the Whole agenda for review 3 months prior to the term expiration. This will provide time for interested parties to step forward, review contributions of current appointment and the Board to seek gender balance when appropriate. The Board will review the reappointment of members with long tenure in order to balance the continued expertise on the Board or Commission with a desire to consider the succession of membership. However a staff member may be reappointed regardless of tenure on the committee.
- B. In compliance with state law prior to making an appointment to a Board or Commission the Board of Supervisors shall consider the current gender balance of the Board or Commission. The Board of Supervisors will make a good faith effort of at least three months to appoint a qualified individual of the appropriate gender to fill a vacancy on a Board or Commission. When there are multiple appointing authorities the Board of Supervisors will coordinate with the other appointing authorities to avoid a violation of state law.
- C. The appointment will be formally approved at the formal meeting of the Board.

- D. In recognition of contributions made during years of dedicated service as an appointment to a Scott County Board or Commission, an individual who has served five years or more will receive a resolution approved by the Board of Supervisors upon ending their service as an appointment. This resolution will then be presented to the individual at a Board of Supervisor's meeting when possible. An individual who has served less than five years will receive a letter of appreciation from the Board of Supervisors upon ending service as an appointment to the respective Board or Commission.
- E. The following list is a summary of Boards and Commissions and Public Officials to which the Board of Supervisors appoint members or individuals:

Boards and Commissions Appointments

Airport Zoning Commission
Airport Zoning Board of Adjustment
Benefited Fire District #1 (Princeton)
Benefited Fire District #2 (McCausland)
Benefited Fire District #3 (Eldridge)
Benefited Fire District #4 (Long Grove)
Benefited Fire District #5 (Donahue)
Benefited Fire District #6 (Walcott)
Board of Health
Building Board of Appeals
Civil Service Commission (2 out of 3 members)
Compensation Board (2 out of 7 members)
Condemnation Jury
Conservation Board
Judicial Magistrate Appointment Commission
Library Board
Mental Health/~~Disability Services~~Developmentally Disabled
Advisory Committee
Planning and Zoning Commission
Public Safety Authority
Veterans Affairs Commission
Zoning Board of Adjustment

Individual Appointments to a Board or Commission

Beautification Foundation
Bi-State Revolving Loan
Citizen Advisory Board of the Mental Health Institute
Community Action of Eastern Iowa

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Community Benefit Committee-Genesis

County Assessor Examining Board

Eastern Iowa Mental Health – Disability Services Region

~~DHAC (Medic) Board~~

Medical Examiner

Quad City Convention and Visitors Bureau

Quad City Riverfront Council

River Bend Transit

~~Vera French Mental Health Center~~

Weed Commissioner

Chair Appointments to a Board or Commission

Bi-State Regional Commission

Intergovernmental Committee

Eastern Iowa MH/DS Regional Governing Board

Emergency Management Agency

Quad City First

~~River Bend Transit~~

Rock Island Arsenal Development Group

Scott County REAP

Scott County Watershed

Seventh Judicial District Court Services Board

Region 9 Transportation

Urban Transportation

Urban County Coalition

Waste Commission of Scott County

Workforce Development Region

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BOARDS & COMMISSION PERSONAL DATA FORM

Name: _____ Desired Board: _____

Address: _____

City: _____, IA Zip _____

Preferred Form of Contact:

Phone(s): _____ E-mail: _____

Geographic Location of Residence: City Rural/County

Gender: Female Male

Employer: _____

Address: _____

City: _____, State: _____ Zip _____

In order to assure compliance with Iowa Code §331.342 (Conflict of Interest); please list any businesses you have an ownership interest in that may contract with the County on occasion: _____

Please list any past governmental Boards, Commissions or Task Forces you've served on and the dates of service: _____

Please list any past volunteer experiences: _____

This form assists the Board of Supervisors in ensuring compliance with state law as it relates to gender balance and geographic balance when applicable.

Signature

Date: _____

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

January 28, 2016

APPROVING VARIOUS HUMAN RESOURCES AND GENERAL POLICIES

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That Human Resources Policy G "Employee Conduct" updates the policy by adding language on ethics and proper purchases.

Section 2. That General Policy 11 "Purchasing" updates the policy by adding language on ethics of purchasing.

Section 3. That General Policy 26 "Purchasing Card" updates the policy by adding language on ethics of purchasing.

Section 4. That General Policy 21 "Posting of Material" updates the policy to provide clearer direction on use of the employee bulletin board and outside requests for links from webpage.

Section 5. That General Policy 1 "Boards and Commissions" updates the Board's lists of appointments.

Section 6. This resolution shall take effect immediately.