

TENTATIVE AGENDA
SCOTT COUNTY BOARD OF SUPERVISORS
September 11 - 15, 2023

Tuesday, September 12, 2023

Committee of the Whole - 8:30 am
Board Room, 1st Floor, Administrative Center *In-Person and Virtual*

The public may join this meeting in person OR by phone/computer/app by using the information below. Contact 563-326-8702 with any questions.

TO JOIN BY PHONE 1-408-418-9388

ACCESS CODE: 2480 799 6303 PASS CODE: 1234

OR you may join via Webex. Go to www.webex.com and JOIN meeting using the same Access Code and Pass Code above.

See the Webex Instructions in packet for a direct link to the meeting.

___ 1. Roll Call: Maxwell, Paustian, Rawson, Beck, Dickson

___ 2. Public Comment as an Attendee.

By Phone:

*3 to raise/lower hand, *6 to unmute (host must unmute you first)

By Computer:

Bottom right of screen, you will find Participants and Chat, in this area you will find the hand icon, use the hand icon to raise and lower your hand.

Presentation

___ 3. Recognizing the Youth Justice and Rehabilitation Center (YJRC) team who received the Community Equity and Healing Award at the Iowa Family and Youth Engagement Summit on September 5, 2023.

Facilities & Economic Development

___ 4. Vehicle Purchase for the Sheriff's Office for one (1) ten passenger van and ten (10) Police Interceptors. (Item 04) Consent Agenda Consideration

___ 5. Access Control updates for MEDIC EMS locations for \$47,550.00 with Per Mar Security Services. (Item 05) Consent Agenda Consideration

___ 6. Repair cost from Trane for the Jail cooling towers. (Item 06) Consent Agenda Consideration

Human Resources

___ 7. Changes to General Policies 10 "Property Capitalization and Inventory" and 45 "Key and Access Card Control". (Item 07) Consent Agenda Consideration

___ 8. Staff Appointments. (Item 08) Consent Agenda Consideration

Other Items of Interest

- ___ 9. Recognizing September 15 to October 15 as "National Hispanic Heritage Month" at the September 14th Board Meeting at 5:00 p.m. (Item 09)
- ___ 10. Beer/Liquor license renewals for El Compita Mexican Bar & Grill, 14010 112th Ave, Davenport, IA 52804 and Cinnamon Ridge, 10600 275th Street, Donahue, IA 52746. Also a 1 - 5 day beer/liquor for Traveling Tapster (for a special Event at Camp Liberty) 4415 295th Street, New Liberty, IA 52765.
- ___ 11. Adjourned. Moved by ___ Second by ___

Thursday, September 14, 2023

**Regular Board Meeting - 5:00 pm
Board Room, 1st Floor, Administrative Center *In-Person and Virtual***

The public may join this meeting in person OR by phone/computer/app by using the information below. Contact 563-326-8702 with any questions.

TO JOIN BY PHONE 1-408-418-9388

ACCESS CODE: 2499 208 6637 PASS CODE: 1234

OR you may join via Webex. Go to www.webex.com and JOIN meeting using the same Access Code and Pass Code above.

See the Webex Instructions in packet for a direct link to the meeting.

Instructions for *Unmuting Phone Line* during Board Meeting teleconference

To gain the moderator's attention, **press *3 from your phone OR the raise hand icon** on computer or mobile device (for location of raise hand icon, see below). Phone lines will be placed on mute during the meeting. Participants may unmute their line using the mute icon or *6 on their phone after being recognized by the Chair.

Meeting #2480 799 6303

Password #1234

Connect via Computer or application:

Host: www.webex.com Meeting number: **above** Password: **1234**

Or use direct link to meeting:

<https://scottcountyiowa.webex.com/scottcountyiowa/j.php?MTID=m5392f8beeb63ff72700d36fdfe1d0e6>

Connect via telephone: 1-408-418-9388 Meeting number: **above** Password: **1234**


Telephone / Cell Phones Connections:

Telephones lines will be placed on mute during the meeting. Participants may "raise their hand" by using *3 to gain attention of the host.



When called upon for comments by the Board,


1. The host will then unmute the participant's line at the appropriate time.
2. A user must have his or her own device unmuted.
3. The user may then unmute his or her conference line by keying * 6
4. After conversation, please lower your hand. (*3 again)


Computer / Application Connections:

If connected via web application or computer, the user should look for the **Raise Hand**  raise hand symbol and click to appear raised so the host may acknowledge you.

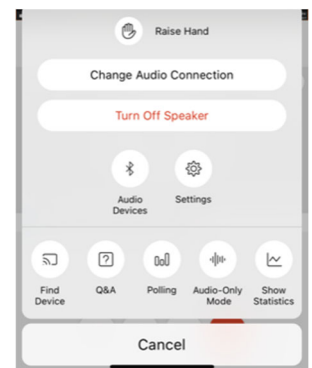
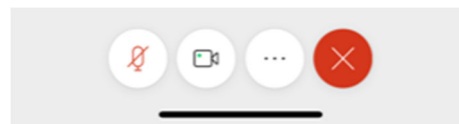
1. The host will then unmute the participant's line at the appropriate time.
2. A user must have his or her own device unmuted.
3. The user may then unmute his or her conference line by clicking the microphone symbol.
4. After conversation, please lower your hand. (*3 again)

You can mute yourself so that everyone can concentrate on what's being discussed. While you're on a call or in a meeting, select  at the bottom of the meeting window. You'll know it's working when the button turns red .

If you want to unmute yourself, select . Others can hear you when the button turns gray.

When you're muted and move away from the call controls, the mute button moves to the center of your screen and fades in color  to indicate that you're still muted.

To find the **raise hand icon**, you may need to click on ...



**2023 Iowa Family & Youth Engagement Summit
Community Equity and Healing Award Winner
Scott County Youth Justice & Rehabilitation Center**

This award celebrates an individual or organization who has done extraordinary work serving underrepresented communities. This individual or organization employs concepts focused on healing-centered engagement by addressing the importance of authentic identities and fostering belonging in the community. This individual or organization works to use genuine partnerships to serve communities, with an understanding that partnering with those individuals most impacted is critical to advancing justice and equity for all. These underrepresented communities may include girls/ young women, LGBTQ+, and people of color.

“Over the last several years, I have had the pleasure of watching the evolution of The Scott County Youth Justice & Rehabilitation Center which has been a true testament of what authentic youth and family engagement should look like. The leadership and staff in both the community-based programs and the detention center demonstrate passion and authentically committing themselves to bridging the gap between generations, creating meaningful connections, and empowering youth and their families in our community.

In fiscal year 2022, 73% of the youth admitted to the Youth Justice & Rehabilitation Center identified as youth of color. There has been a significant decrease in the number of youth admitted to the detention center over the last 5 years. In fiscal year 2018, 351 youth were admitted to the detention center and in fiscal year 2022 there was about a 45% drop to 157 youth. We certainly could attribute some of this to COVID but more importantly the organization increased the community services offered. The Center currently offers community-based services such as in-home detention, enhanced in-home GPS detention, auto theft accountability, youth centered planning meetings, school based restorative mediation, and most recently pre-charge diversion.

The Center’s leadership has spent time researching, developing, and implementing new strategies to support our youth of color in the community. The approach has been focused on how to engage and empower the youth and families to accept interventions and create environments both in detention and in the community that are inclusive and supportive; leading to stronger social cohesion.

The Youth Justice and Rehabilitation Center staff have focused on empowering youth for success in school, home, and the community. The staff focus on inspiring and empowering the youth by providing mentorship, educational opportunities, and platforms for their voices to be heard.

In fiscal year 2022, the school-based Restorative Mediation Program served 570 unduplicated youth with 94% completing mediation successfully. There were also zero instances of further fights after completion. The staff providing these services not only provide mediation in the schools, but frequently you will find them checking in with youth after services or the youth reaching out looking for additional guidance and support. Staff have continued to mentor some of the youth months after the services have ended to help the youth stay focused and on track. This program also accessed available funding to expanded connection to pro-social services in the community. Recently, they provided 100 summer passes in the Davenport area which included access to the YMCA, swimming pools, museums, and baseball games.

86% of the youth who’ve successfully completed the Auto Theft Accountability program have not reoffended 6 months post program completion and 79% of youth have not reoffended one (1) year post program completion.

In the detention setting, staff have been able to engage the youth and uplift their voices to provide feedback and ideas to new strategies such as Positive Behavior Intervention Support (PBIS). PBIS is an evidence-based incentive model aimed at focusing on youth's strengths and positive reinforcement. PBIS implementation phase began in January 2022 and it's the first detention center in Iowa to implement this model. The staff can now be seen as more of a coach than a referee in the detention setting. By developing healthy and positive relationships with the youth and their family, it has allowed for shared ownership in creating a safe and healthy setting. The youth assisted in creating their new point sheets and incentives that strictly focus on positive reinforcement as opposed to a deficit-based approach. One major impact to this new system has been in room confinement, which has decreased by 99%, averaging at just about 1.35 hours per month in 2023. Since implementation, the Center has seen about a 60% decrease in staff assaults and school refusals have been cut in half.

The detention center also offers the youth opportunity to engage with other volunteers outside of the detention center. It's rare that the center doesn't have volunteers actively participating in weekly activities such as trauma informed yoga, Life's of Legacy, Spirituality groups, and young men's groups. This allows for the youth to have positive trusting relationships with community members when they are released from detention. When youth have experienced transferring from detention to a more long-term out of home placement, it's not uncommon for the detention staff to continue to stay a part of the youth's treatment team whether its communication by phone or approved visits in the new setting.

Through these interventions, youth and families are positively impacted by increasing the number of formal and informal supports, connecting to long term resources, engaging in pro-social activities, and becoming more self-aware of their strengths, talents, and skills.

In a previous position, I was able to hear firsthand from youth and witness the Youth Justice and Rehabilitation Center staff employ key elements to authentic youth and family engagement such as nurturing strong family bonds and empowering youth for success. The staff have been committed to fostering strong familial relationships. They promote open communication, respect, and mutual support among family members. Although, their services are geared towards working with the youth individually, the staff take the time to build relationship and trust with the caregivers as they recognize that a resilient and a united family unit forms the foundation for positive development. With this type of focus, the staff have been able to connect the youth and families to longer-term services to meet and address the underlying issues.

The staff help foster new relationships between the family and providers by taking time to build trusted relationships between themselves and other providers. For example, diversion staff meet bi-monthly with various service providers and school liaison's allowing them to discuss successful approaches working with specific youth and families and for shared accountability to helping the youth be successful in the school settings. Leaders in the diversion services have also spent time providing training opportunities to other professionals on how to effectively engage youth and their families in services.

The Scott County community is very fortunate to have the Youth Justice and Rehabilitation Center as partners in the juvenile justice continuum of services where there is a shared vision of authentic youth and family engagement. This type of partnership and collaboration will increase our initiatives to help address social issues, reduce youth vulnerabilities, and increase community resiliency."

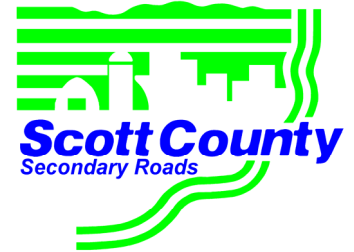
~Stephanie Hernandez

SCOTT COUNTY ENGINEER'S OFFICE

950 E. Blackhawk Trail
Eldridge, Iowa 52748

(563) 326-8640
FAX – (563) 328-4173
E-MAIL - engineer@scottcountyiowa.gov
WEB SITE - www.scottcountyiowa.gov

Item 04
09/12/2023



ANGELA K. KERSTEN, P.E.
County Engineer

ELLIOTT R. PENNOCK, E.I.T.
Assistant County Engineer

TARA YOUNGERS
Senior Administrative Assistant

MEMO

TO: Mahesh Sharma
County Administrator

FROM: Angie Kersten, P.E.
County Engineer

SUBJ: Approval to Purchase Vehicles for the Sheriff's Department

DATE: September 5, 2023

It continues to be a challenging and dynamic process to replace vehicles. The Fleet Services team has been meeting over the past few months discussing planned purchases under present market conditions. The FY2024 budget includes the purchase of 1 – ten passenger prisoner transport transit van and 10 - police interceptor utility, all-wheel drive, vehicles.

We anticipate that when vehicle manufacturers open orders for 2024 models, there will be a very limited amount of orders taken and that there will be a short time available to place orders. When we solicit bids on Public Purchase, we typically allow ten days for submittal of bids and then it typically takes another two weeks to obtain approval to purchase. We are concerned that manufacturers will have reached their limits on orders by the time we obtain approval and place our order.

Additionally, over the past few years, we have struggled with Sheriff vehicle procurements through our local dealerships. We had one Sheriff patrol truck order cancelled 10 months after the order was placed, significant delays in receiving Sheriff patrol sport utility vehicles and transport vans, and have paid price concessions. We have had the most success with orders placed through the State of Iowa Vehicle Contracts.

The State of Iowa Vehicle Contracts are competitively bid contracts by the Iowa Department of Administrative Services and are open for local governments to purchase from. When vehicle manufacturers open orders for 2024 models, we request permission to make the following purchases:

- 1 – Ten Passenger Prisoner Transport Transit Van for approximately \$75,000 with an additional 15% contingency (total not to exceed \$86,250)
- 10 – Police Interceptor Utility, All-Wheel Drive, Vehicles for approximately \$500,000 with an additional 15% contingency (total not to exceed \$575,000)

We budgeted \$575,000 for these vehicle replacements and there are sufficient funds in the account to cover the contingencies. I recommend purchasing these vehicles through the State of Iowa Vehicle contracts when the vehicle manufacturers open orders for 2024 models.

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

SEPTEMBER 14, 2023

A RESOLUTION APPROVING THE PURCHASE OF ONE (1) TEN PASSENGER PRISONER TRANSPORT TRANSIT VAN AND TEN (10) POLICE INTERCEPTOR UTILITY, ALL-WHEEL DRIVE, VEHICLES FOR THE SHERIFF'S OFFICE

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

- Section 1. That the interim Fleet Manager has the authority to purchase one (1) ten passenger prisoner transport transit van and ten (10) police interceptor utility, all-wheel drive, vehicles, for the Sheriff's Office, from the State of Iowa 2024-2025 Model Year Vehicle Contracts for a total cost not to exceed \$661,250.
- Section 2. This resolution shall take effect immediately.

Facility & Support Services

600 West Fourth Street
Davenport, Iowa 52801
(563) 326-8738 (Voice) (563) 328-3245 Fax



Item 05
09/12/2023

~ Our Promise: Professional People, Solving Problems, High Performance

August 23, 2023

TO: Mahesh Sharma
County Administrator
FROM: Tammy Speidel, FMP
Director, Scott County FSS
RE: MEDIC EMS of Scott County Access Control Updates

Mahesh

As you are aware one of the Facility tasks that FSS has been working on as part of the MEDIC EMS transition is the issuance of access control/ID/Timekeeping/Dual Authentication Cards for each Medic employee.

The system that MEDIC EMS utilizes is not compatible with the Scott County access control system and therefor locations need to be updated so that we are able to enter access cards and assign access permissions.

FSS obtained pricing for this work from the two vendors that are able to work with the current software as follows:

| VENDOR | QUOTE |
|---------------------------|-------------|
| Per Mar Security Services | \$47,550.00 |
| Tri-City Electric Company | \$54,570.00 |

The vendor will need to order the access control panels and card readers, work to develop a schedule to get each location updated, and program additional locations in the County access control software.

Approving this quote is critical as we work to get access groups created, programmed, get cards printed and issued in time for the January 1, 2024 go live date.

FSS has reviewed the quotes and I recommend the approval of the quote to Per Mar Security Services for this project.

I will be available at the next Committee of the Whole to answer any questions that you or the Board may have.

CC: Linda Frederiksen, Director MEDIC EMS
Paul Andorf, MEDIC EMS of Scott County Director
FSS Management Team

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

September 14, 2023

A RESOLUTION APPROVING THE QUOTE FROM PER MAR SECURITY SERVICES FOR ACCESS CONTROL UPDATES AT MEDIC EMS OF SCOTT COUNTY LOCATIONS IN THE AMOUNT OF \$47,550.00.

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

Section 1. That the quote from Per Mar Security Services in the amount of \$47,550.00 to update access controls systems at Medic EMS locations at Genesis East, Genesis West, W 4th Street Davenport, Blue Grass, Le Claire and Eldridge is hereby approved.

Section 2. This resolution shall take effect immediately.

HUMAN RESOURCES DEPARTMENT
600 W. 4TH Street
Davenport, IA 52801

Office: (563) 326-8767
Fax: (563) 328-3285
www.scottcountyiowa.gov

Item 07
09/12/2023



Date: September 5, 2023

To: Mahesh Sharma, County Administrator

From: Vanessa Wierman, Human Resources Director

Subject: General Policies 10 and 45 Updates

From time to time the County's General Policies are reviewed and updated to align with current practices and to ensure compliance with applicable polices, regulations and laws. The following two policy drafts were reviewed by Department Heads last month.

General Policy 10 "Property Capitalization and Inventory" updates reflect the Budget and Administrative Services Department as the department maintaining the inventory system, the increase from \$10,000 to \$15,000 when referring to a tangible asset, and the addition of a Right to Use Asset definition when describing an item that may not have physical format or primary ownership by another entity, such as a lease, but has a determinable value in excess of \$25,000.

General Policy 45 "Key and Access Card Control" updates include clarifying language when lost keys must be reported, how payment for those lost keys may be processed and replacement card cost information.

10. PROPERTY CAPITALIZATION AND INVENTORY POLICY

DRAFT

POLICY

It is the policy of Scott County to have a capitalization policy and a comprehensive inventory system. The Financial Review Committee shall be responsible for making recommendations concerning capitalization thresholds. The Director of [Facility and Support Budget and Administrative](#) Services shall be responsible for developing, implementing and administering the asset management system.

DEFINITIONS

Tangible Asset - An item of value that has a physical form with a value at the time of acquisition in excess of \$~~10~~15,000. Examples include but are not limited to: land, buildings, equipment, construction-in-progress, vehicles, machinery and infrastructure. [Like items may be tracked together for capitalization purposes.](#)

Intangible Asset - An item of value that may not have a physical form that has a determinable value at the time of acquisition that is in excess of \$25,000. Examples include but are not limited to: [on premise](#) software and data.

[Right to Use Asset - An item of value that may not have physical format that has a determinable value at the time of acquisition that is in excess of \\$25,000. The item of value is a contract that conveys control of the right to use another party's asset \(lease\) or information technology software \(subscription - based information technology arrangement \(SBITA\)\).](#)

Physical Inventory - A process whereby assets are verified by physically locating items, verifying their continued existence and updating the corresponding asset record.

Construction-in-progress - An asset with an estimated "total value" in excess of the capitalization threshold that is not complete during a particular reporting period. Examples include but are not limited to: a large software development project, a building addition or a roadway resurfacing project, any of which are in process and completed during two or more fiscal year periods.

Non-consumable asset - An asset or property other than a consumable supply-type item with a definable useful life of at least two years and having a measurable residual value at the conclusion of said useful life.

Capitalized Asset - An asset that is included in the Asset Management System, subject to periodic physical inventory and reported as part of the [Annual](#) Comprehensive [Annual](#) Financial Report. If applicable, depreciation amounts are also reported for capitalized assets.

SCOPE

The property of all County Offices, Departments and financial component units shall be included in the inventory program.

All non-consumable tangible assets with a value exceeding \$~~40~~15,000 shall be capitalized and included in the inventory program. All intangible and right to use assets with a value exceeding \$25,000 shall be capitalized and included in the inventory program. County Offices and Departments will work with the County Risk Management Coordinator and Director of Budget and Administrative Services to maintain any other equipment listings in spreadsheet format for tangible items with a purchase value greater than \$1,000 but less than \$~~40~~15,000 for insurance purposes.

PURPOSE

The purpose of this policy is:

- A. To establish and maintain an inventory of County property for the purpose of better management of County assets.
- B. To have inventory data available in the event the County would initiate the disaster recovery process.
- C. To insure inventory accountability of all County offices and departments.
- D. To provide data for accounting, reporting and insurance purposes. The capitalization amount for the County's Annual Comprehensive Annual Financial Report is \$~~40~~15,000 for tangible assets and \$25,000 for intangible assets / right to use assets.

ADMINISTRATIVE PROCEDURES

- A. Physical Inventory
 1. A comprehensive physical inventory of County property will be coordinated every five (5) years by the ~~Facility and Support Services~~Administration Department.
 2. A computerized asset management system of capitalized assets will be maintained and updated quarterly by the ~~Facility and Support Services~~Administration Department. Data from said system shall be used in preparing annual accounting reconciliations and reporting.

3. Offices and Departments shall send any changes (additions, disposals or damage) to capitalized assets at least quarterly to the ~~Facility and Support Services~~Administration Department. ~~Facility and Support Services~~Administration shall incorporate said changes into their quarterly updates of the asset management system.
4. A computer print-out or on-line report of departmental inventories will be distributed to each County Office and Department on an annual basis, at the conclusion of each fiscal year. Each department will be responsible to verify the accuracy of this print-out or on-line report and make any changes that are necessary. Any discrepancies between the physical inventory and the computer listing or on-line report will be resolved by the ~~Facility and Support Services~~Administration Department and the respective County Office or Department. Once the inventory is reconciled the department head or elected official or their designee will indicate their concurrence.
5. In the event there is a change in the department head or elected official a physical inventory will be taken immediately by the ~~Facility and Support Services~~Administration Department if requested by the Board of Supervisors or the incoming department head or elected official.
6. For ~~fixed capital~~ assets acquired using grant monies, ~~FSS~~Administration shall conduct inventory in all fiscal years ending in an even number (every two years) to ensure compliance with grant requirements. Grant recipient departments or offices may also be required to keep inventory for non-capitalized assets (under \$~~1015~~,000) purchased using grant proceeds. Those departments or offices should coordinate efforts with ~~FSS~~Administration to ensure proper record keeping for grant compliance.

B. Identification of Property

1. All non-consumable County property with a value exceeding \$1,000 shall have an inventory tag attached to the item whenever physically possible. This is especially important for items that do NOT have a unique identifier such as a serial number, detailed description, model number, in-service date. Unique identifiers shall be provided to Administration for recording in accounting financial records.
2. ~~When new purchases are made, offices and departments shall request asset tag(s) from the Facility and Support Services Department Purchasing Division. Facility and Support Services shall keep a spreadsheet indicating the department and a brief item description for each tag issued. This inventory tag number shall be affixed, by the department, to the item when received. Offices and~~

~~Departments shall also use the tag number for tracking within their non-capitalized listing of assets.~~

45. Key and Access Card Control

DRAFT

POLICY

It is the policy of Scott County to integrate the best practices of safety and security by limiting and tightly controlling the number of keys and access cards issued for Scott County facilities and by issuing keys and access cards in a manner that prevents unauthorized access to Scott County facilities, enhances cost control, integrates personal accountability for keys and access cards, and provides a safe working environment for employees.

SCOPE

This policy is applicable to all offices and departments within Scott County or those offices located in Scott County facilities, including component or authorized agencies which utilize Scott County for their keying and access cards, and all vendors or contractors working for Scott County. It applies to all facilities owned, leased, or otherwise occupied by Scott County.

REQUESTS FOR KEY ISSUANCE

Keys and access cards will be issued to employees of departments or offices located at Scott County facilities. All keys and access cards will be issued by Scott County Facility and Support Services. The recipient will be required to complete the appropriate acknowledgment forms required for key and access card issuance. As a general policy, keys will not be issued to an individual for an area that can be accessed via the card access system. In the event that an employee bypasses the access control card system and utilizes a key at that location, that employee may be subject to disciplinary action.

If there is a need for a contractor or vendor, doing business in a county facility to be issued a key or access card, that request must be approved by the Director of Facility and Support Services or their designee.

Scott County may issue keys or access cards for component or authorized agencies as mutually agreed upon by each party.

A. KEY REQUESTS - All requests for keys must be submitted through the work ticketing system. This allows for review of submitted requests, assignment of requests, and documenting on whose authority a key was issued.

- a. Individual or Operational door keys - These keys will typically open only one door. The request must be initiated by an employee's supervisor, Elected Official or Department Head.
- b. Department sub-master keys - These keys will typically open many doors in a department assigned to the same key sequence. The request must be initiated by an employee's Elected Official or Department Head.
- c. Master Key - These keys will typically open all doors within a facility. It is the practice of Scott County to limit the number of master keys that are placed into distribution. A master key request must have a proven business need, will not be issued for convenience purposes, and will require the approval of the Director of Facility and Support Services. Master keys are not to be placed on individual's personal key rings and shall not leave the work place. Master keys need to be accounted for at all due to the increased risk associated with their issuance.
- d. Grand Master - Scott County **will not** issue grand master keys.

B. ACCESS CARD REQUESTS

- a. County employees or tenants working in county buildings - requests will be entered into the work ticketing system by FSS staff after the photo for the card has been taken. Employees must note on the photo ID sheet which supervisor is requesting the access card be issued.
- b. Component or authorized agencies - may submit requests via the work ticketing system or via email as mutually agreed upon.
- c. Vendors - requests for access cards for vendors must be submitted through the work ticketing system by the requesting department. Requests must demonstrate a business need rather than a convenience request. These requests must contain the following information:
 - 1. Confirmation from the Sheriff's office that the proposed recipient has passed a background check
 - 2. The name of the individual to be issued an access card

3. The company name that the individual works for
4. Building(s) and access levels being requested for the individual

C. ADDITIONAL REQUIREMENTS RELATED TO ACCESS CARDS

- a. The official photograph displayed on an access control card shall be taken or approved by Scott County Facility and Support Services. Facility and Support Services may waive the photo identification requirements where deemed appropriate.
- b. Access cards shall not be altered in any way including changing or covering photos or names displayed on the cards.
- c. Access cards shall be worn and displayed prominently when on site in a County owned, leased or otherwise occupied Scott County Facility.
- d. Access levels are determined by Facility and Support Services in conjunction with the Elected Official or Department head. Change in access requests should be submitted through the work ticketing system, which allows for review of submitted requests, assignment of requests, and documenting on whose authority change in access was made.

At NO time should an access cards be loaned to another individual or used by any person including co-workers, other than to whom the card is assigned. An employee shall not allow another employee or individual to access the building on their swipe when a building is not open to the public. Additionally, employees should not allow access into an area on their swipe unless they know for certain that the individual is still an active employee and that that the individual has badge access into the area in question at the time of entry.

From time to time there may be requests for access that fall outside the groups above, those will be evaluated on a case by case basis by the Facility and Support Services Director.

FEES

A. KEY FEES

If an assigned key(s) is lost or stolen a supervisor and the Director of Facility and Support Services must be notified immediately or as soon as practicable and a police report must be filed. A \$25.00 fee will be assessed for each lost key. Prior to a replacement key being

cut, the key holder will be required to provide a copy of the police report and the \$25.00 replacement fee. A lost or stolen key not needing to be replaced will still be subject to the \$25.00 lost key fee. Payment must be arranged with Facility and Support Services and may be processed through payroll deduction. Employees should not loan their assigned key to other any other person, including co-workers.

- a. County employees - Keys will be issued without charge to staff members to whom the key(s) is assigned. Keys are issued with the expectation that they are necessary to perform job duties and that the user will return all keys at the completion of their need to possess them.
- b. Tenant, component, or authorized agency employees - initial key cost is billed to the appropriate agency rather than the individual employee.
- c. Contractors - Construction projects or repairs of Scott County facilities which require the issuance of a key to a contractor must be approved by the Director of Facility and Support Services, or their designee. Prior to receiving keys, a release must be signed by the contractor agreeing to deduct the replacement cost from their fee if a key is lost. Keys must be returned to Facility and Support Services Management as soon the work is complete or at the end of the duration of the project with prior approval from the Facility and Support Services Director.
- d. Vendors - Businesses that service equipment in County facilities which likely involves the need for 24/7/365 access to the facility for troubleshooting and equipment repair needs or a vendor that routinely provides services, requiring access to the facility outside of regular business hours may be issued an access card. Requests for the issuance of an access card must be approved by the Director of Facility and Support Services, or their designee.

B. ACCESS CARD FEES

If an access report is lost or stolen, it must be reported to the Facility and Support Services Director immediately.

- a. County Employees - initial access card is issued at no cost to the employee. Subsequent replacements due to cards being lost, stolen, or damaged due to neglect will be assessed to the card holder based on the fee schedule below.

- b. Tenant, component, or authorized agency employees - initial access card cost is billed to the appropriate agency rather than the individual employee. Subsequent replacements due to cards being lost, stolen, or damaged due to neglect will be assessed to the card holder based on the fee schedule below.
- c. Contractors - initial access card is issued at no cost to the contractor. Subsequent replacements due to cards being lost, stolen, or damaged due to neglect will be assessed to the card holder based on the fee schedule below. General Contractor will assist with collection if necessary and if, necessary, outstanding fees will be deducted from final pay application.
- d. Vendors - initial access card is issued at no cost to the vendor. Subsequent replacements due to cards being lost, stolen, or damaged due to neglect will be assessed to the card holder based on the fee schedule below.
- e. Replacement fee schedule: [See Appendix A](#)

| | | |
|-----------------|---------------------------------------|----------------------------|
| 1. | Replacement cards 1-3 | 10.00 each card |
| 2.1. | Replacement cards 4-6 | 20.00 each card |
| 3.1. | Replacement cards 7 and up | 40.00 each card |

KEY DUPLICATION

Scott County utilizes a proprietary keying system for individual, operational, sub-master and master keys. Keys are unable to be duplicated except by Facility and Support Services staff. Any attempt to duplicate a key without the appropriate authorization will result in disciplinary action up to and including termination.

LOST, STOLEN OR DAMAGED KEYS OR ACCESS CARDS

A. KEYS

Because of the security issues caused by lost or stolen keys, and the associated costs of rekeying a specific area or building having the potential to exceed \$100,000.00, lost or stolen keys require a police report and should also be reported to the Director of Facility and Support Services immediately. A copy of the police report and replacement key fee will be required prior to the

issuance of a replacement key. Employees who fail to report a lost or stolen key may be subject to discipline up to and including termination.

B. ACCESS CARDS

Lost or stolen access cards create a security risk as well. Lost or stolen access cards must be reported to an employee's supervisor and the Director of Facility and Support Services immediately. Employees who fail to report a lost or stolen access card may be subject to discipline up to and including termination.

C. BROKEN OR DAMAGED KEYS OR ACCESS CONTROL CARDS

If a broken or damaged key or access card is being replaced, all pieces of the key or access card must be turned in prior to a replacement being issued. There is no charge for a replacement when this procedure is followed.

LOCK REPLACEMENT

Certain lost or stolen keys may necessitate the change of all cores in an area or an entire building. This will be evaluated on a case by case basis. Evaluation includes but is not limited to the following criteria:

- A. Vulnerability (range of affected area by key loss)
- B. Possibility of loss to highly valued property
- C. Loss of several keys to the same area of a period of time
- D. Area has a high level of security and limited access
- E. Risk of personal injury to an employee

If a key lost by a contractor necessitates lock replacement, the contractor will be subject to an offsetting charge to their fee. This information will be included on the form that the contractor signs when they receive a key.

EMPLOYMENT TRANSFER, RETIREMENT, RESIGNATION OR TERMINATION

All keys issued must be returned to Facility and Support Services Management upon transfer, retirement, resignation or termination of employment. Facilities will check the keys back in and if needed, reissue keys to a new employee. Keys shall not be transferred from one employee to another by the department. As keys are property assigned to individual employees, a lost key or the failure to return a key and/or pay a lost key will

~~result in a fee which feemay be processed through payroll deduction will be deducted from the employee's final paycheck.~~

Commented [WV1]: Making this more general as an employee transferring would not have a final check.

KEY AUDIT

An inventory of keys will be conducted semi-annually by Facility and Support Services on even years. Any discrepancies must be noted and if a key has been lost or stolen a police report must be filed and the lost key fee collected.

APPENDIX A

- ~~1. Replacement cards 1-3 10.00 each card Current cost plus cost~~
- ~~2. 1.~~
- ~~4. Replacement cards 4-6 Current cost plus \$10.00/card 20.00 each card~~
- ~~2. 2.~~
- ~~3. Replacement cards 7 + and up Current cost plus \$20.00/card 40.00 each card~~

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

September 14, 2023

APPROVING CHANGES TO VARIOUS GENERAL POLICIES

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

Section 1. General Policy 10 "Property Capitalization and Inventory" is updated to reflect the Budget and Administrative Services Department as department maintaining the inventory system, updating the value from \$10,000 to \$15,000 when describing a tangible asset, and the addition of a Right to Use Asset definition when describing an item that may not have physical format or primary ownership by another entity (lease) but has a determinable value in excess of \$25,000.

Section 2. General Policy 45 "Key and Access Card Control" is updated to clarify when lost keys must be reported, how payment for lost keys may be processed and replacement card cost information.

Section 3. This resolution shall take effect immediately. Section 1 may be applied to the fiscal year end June 30, 2023 accounting and reporting.

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

September 14, 2023

APPROVAL OF STAFF APPOINTMENTS

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

Section 1. The hiring of Alicia Coppedge for the position of Public Health Nurse with the Health Department at entry level rate.

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

DATE

SCOTT COUNTY AUDITOR

RESOLUTION

SCOTT COUNTY BOARD OF SUPERVISORS

September 14, 2023

Recognizing September 15 to October 15 as National Hispanic Heritage Month

WHEREAS, during National Hispanic Heritage Month (September 15 to October 15) Scott County recognizes the contributions made and the important presence of Hispanic and Latino Americans and celebrates their heritage and culture, and

WHEREAS, Hispanics have had a profound and positive influence on Scott County through their strong commitment to family, faith, hard work, and service. They have enhanced and shaped our national character with centuries-old traditions that reflect the multi-ethnic and multicultural customs of their community, and

WHEREAS, Hispanic Heritage Month, whose roots go back to 1968, begins each year on September 15, the anniversary of independence of five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua, and

WHEREAS, the term Hispanic or Latino, refers to Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race, and

WHEREAS, the 2023 theme is "Todos Somos: Somos Uno". We are all one; We are one. The theme invites us to reflect the contributions made by and the importance of the presence of Hispanic and Latino Americans to the United States and Scott County, and

WHEREAS, we share in this special annual tribute by celebrating the generations of Hispanic and Latino Americans who have positively influenced and enriched our county, our nation and our society.

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

- Section 1. That the Board of Supervisors does hereby recognize September 15 to October 15 as National Hispanic Heritage month.
- Section 2. This resolution shall take effect immediately.