

PROCEEDINGS OF THE FRANKLIN COUNTY BOARD OF SUPERVISORS

July 15th, 2024

The Board of Supervisors met at 8:30AM on Monday July 15th 2024 at the Franklin County Courthouse with Board members Vanness, McVicker, and Lukensmeyer present.

Motion by McVicker, seconded by Lukensmeyer to approve the Agenda with the cancellation of the 9:30AM appointment. All ayes. Motion carried.

Motion by Lukensmeyer, seconded by McVicker to approve the regular minutes from 7/8/2024. All ayes. Motion carried.

Public Comment & Board Committee Updates: McVicker attended NIACOG Hazmat & Transportation meetings.

Jay Waddingham, Secondary Roads Engineer, met with the Supervisors to provide them an update on his department.

Motion by McVicker, seconded by Lukensmeyer to approve the closure of 200th Street between Balsam Ave. and Wright Ave. as of 7/8/2024 at 10:00AM for water over the road. All ayes. Motion carried.

Motion by Lukensmeyer, seconded by McVicker to approve the closure of Wright Ave between 210th Street and 220th Street as of 7/8/2024 at 10:00AM for water over the road. All ayes. Motion carried.

Motion by McVicker, seconded by Lukensmeyer to approve the closure of Finch Ave. between 220th Street and 230th Street as of 7/8/2024 at 10:15AM for water over the road. All ayes. Motion carried.

Deb Jones, Home Care Director met with the Supervisors to provide them an update on her department.

Gabe Johanns, IT Director, met with the Supervisors and updated them on happenings in his department.

A Department Head meeting was held at 10:00AM. For minutes, please contact the Auditor's office.

Several drainage items were discussed. Minutes may be found on the County website or by contacting the Auditor's office.

Motion by Lukensmeyer, seconded by McVicker to approve an exception to the Franklin County Minimum Liability Insurance Policy for Gladdys & Larry Fanny and Mike Bridwell at the request of VA Director, Adam Akers. All ayes. Motion carried.

Motion by McVicker, seconded by Lukensmeyer to approve a resolution amending Franklin County Employee Handbook, Section 4: Time Off Benefits. The resolution reads in full:

RESOLUTION #2024-38

AMENDING FRANKLIN COUNTY HANDBOOK SECTION FOUR: TIME OFF BENEFITS

WHEREAS, the updated Franklin County Employee Handbook final copy was presented and approved by the Board of Supervisors on August 19th, 2019; **WHEREAS**, the Board of Supervisors are adding Section "Leave Sharing/Donation Program"

LEAVE SHARING/DONATION PROGRAM

Franklin County recognizes that employees or their immediate family members (defined as child, spouse or parent) may experience a serious medical emergency or catastrophic illness or injury resulting in extended time off in excess of their available paid leave banks, thereby losing compensation in a time of need. To address this, all benefit-eligible employees will be allowed to voluntarily donate sick time from their unused balances to their colleagues in need of sick time in accordance with the guidelines detailed below. This is strictly a voluntary program, and employees shall not be required nor compelled to donate their accrued time off to anyone.

Eligibility

An eligible employee is defined as a regular full-time or part-time employee working at least twenty (20) hours per week and must:

1. Have demonstrated they have a personal qualifying Family and Medical Leave Act (FMLA) event; or
2. An immediate family member (defined as child, spouse or parent) has a qualifying FMLA event; or

3. Are not eligible for FMLA leave but either they or their immediate family member (defined as child, spouse or parent) have a serious medical health condition that would qualify as an FMLA event if the employee were eligible; and
4. Are not on workers' compensation or disability income benefits; and
5. Must not have been under disciplinary action for abuse of leave within the last twelve (12) months measured back from the date of the request for donated leave.

A "serious health condition" which qualifies the employee for FMLA to care for themselves or for family under policy 4.9 "Family and Medical Leave" meets this definition. Conditions that are short-term in nature including, but not limited to, common illnesses and injuries such as influenza, measles, broken bones, strained ligaments, and the like are not considered medical emergencies.

Employees meeting the eligibility requirements are able to request donated leave once a year, measured backwards starting from the last date donated leave was used and must have exhausted all their paid leave time including sick leave, vacation, personal leave, and comp time and must not have utilized sixty (60) days of donated sick leave during their entire employment history (calculated using the recipient's normal workday hours) with Franklin County.

Guidelines

1. Employees must apply for or be nominated by another employee, their Department Head or Elected Official in order to receive donated leave time. Employees must complete a Donated Leave Request form and submit it to the Human Resources Director. If the employee meets the eligibility criteria, the request will be approved. Requests will not be denied based on anything other than the employee's eligibility under this policy to request donated leave.
2. The Human Resources Director will distribute a notice to all departments indicating that an employee is eligible to receive donated leave. Employees wishing to donate leave will submit a Request to Donate Leave to the Human Resources Director within fourteen (14) days of the date of notice for requested leave and shall include the number of hours the donor is requesting to donate. Once submitted, a Request to Donate Leave cannot be withdrawn. Leave donations will be accepted and processed in the order in which they are received. Leave donations received in excess of the amount specified in the request will be returned to the donor unprocessed.
3. Donated hours will be credited to the employee's sick leave balance, with a corresponding deduction from the donor's leave balance. If the recipient employee is currently under FMLA, donated leave hours will not be used to extend FMLA benefits.
4. Employees can donate up to twenty (20) hours of unused sick leave time per year to a colleague. In no circumstance may the donating employee leave less than forty (40) hours in their combined sick and vacation balances. Employees who are currently on an approved leave of absence cannot donate leave time. Terminating or retiring employees may not donate accrued sick leave at the time of separation from employment with Franklin County.

Administration

The donation of paid leave time will be donated on an hour for hour basis. These hours will be converted to the recipient's base hourly rate to be used during the approved leave period. In other words, donated hours will be paid at the receiving employee's current rate of pay. All paid leave granted to the recipient is considered taxable wages and is subject to appropriate withholding. Leave recipients are not able to convert unused leave received under this policy into a lump-sum cash payment in lieu of using the leave. Under current tax law, donor employees may not claim an expense, tax deduction or a deduction for a charitable contribution for any of the leaves donated to the recipient employee.

The recipient may work intermittently to extend their period of donated leave if approved by their Department Head or Elected Official. The recipient shall only use the donated leave for the specific leave requested on the Donated Leave Request form filed with Human Resources. Should the recipient employee return to work prior to the donated leave balance being utilized, unused leave will be returned to donors in the same amounts given in the order in which the donated leave was received last. Donated leave shall not count toward the accrual of any paid leaves or holidays. However, health benefit coverage shall continue to be provided during the use of donated paid leave. Nothing in this policy will be construed to limit or extend the maximum allowable leave available to an employee under the Family Medical Leave Act or any other applicable law. The Human Resources Director will administer this program. All medical information is confidential. All Requests to Donate Leave and leave amounts shall be kept confidential unless required to be disclosed under public records laws.

THEREFORE, the added section is effective upon the passing of this resolution.

Roll call vote was as follows, Ayes: Lukensmeyer, McVicker, Vanness; Nays: None. Motion carried and resolution duly adopted.

Motion by McVicker, seconded by Lukensmeyer to approve claims as presented. All ayes. Motion carried.

The Supervisors acknowledged the Recorder's Quarterly Report for Q2 of CY2024.

The Supervisors acknowledged the Veterans Affairs Quarterly Report for Q4 of FY2024.

The Supervisors acknowledged the Sheriff's Monthly Report for June 2024.

Chairman Vanness adjourned the meeting at 11:45AM until Monday July 22nd 2024, at 8:30AM at the Franklin County Courthouse.

ATTEST:

Chris Vanness, Chairman

Katy A. Flint, Auditor & Clerk to the Board