

June 17, 2016

SCOTT COUNTY CONFERENCE BOARD MINUTES

A meeting of the Scott County Conference Board was held on Friday, June 17, 2016 at 9:00 a.m. in room 605A on the 6th floor of the Scott County Administrative Center, 600 W. 4th St., Davenport, Iowa. The purpose of the meeting was to review the performance of the County Assessor and determine if the six-month salary adjustment is warranted, and to approve employee compensation for the newly-hired Deputy Assessor, and to act upon any other necessary business.

The meeting was called to order by Board Chair, Jim Hancock of the Scott County Board of Supervisors, at 9:01 a.m., with the following members present (roll call):

Schools:

Chris Cournoyer – Pleasant Valley
Brian Banta - Bennett

Mayors:

Martin P. O’Boyle - Eldridge

Supervisors:

Jim Hancock –Chair
Tom Sunderbruch – Vice-Chair
Carol Earnhardt
Brinson Kinzer

Others Present:

Tom McManus - County Assessor
Jane Duax

A legal quorum was established.

Determined that approval of prior meeting minutes is not needed, as were previously approved and signed.

Report of Board of Review: was incorporated into the Assessor’s report.

Report of Assessor:

- Office staffing changes and new job descriptions

- Website changes
- Office remodel project
- Bettendorf Residential Revaluation Project
- Assessment change notices
- Board of Review and Property Assessment Appeal Board statistics
- Abstract of Assessments Report
- Staff clothing
- GIS updates
- Budget –
 - o Future Revaluation Project Funds
 - o Salaries and adjustments and compensation
- Cell phone billing and usage
- Department vehicles

There was discussion on possibly doing a press release when the Bettendorf Residential Revaluation Project is completed to notify residents of assessment changes prior to mailing, and to make sure property owners know ‘how’ to protest, and to also possibly work with the Mayor and City Hall to facilitate. The Board also requested the Board of Supervisors be notified in advance of mailing assessment notices.

Board members shared their desire of the County Assessor going to an internal appraisal process, rather than contracting the work out. The Board also requests more frequent revaluation project cycles.

There was discussion on new department vehicles and county identification and logos, which was accompanied by discussion of staff shirts and logos and identification. The addition of one more department vehicle was tabled as it was not on the agenda.

The Board discussed the cell phone compensation proposal, especially the public information act and how it would likely apply. This proposal was tabled as it was not on the agenda and for more research to discuss pros and cons at a later date.

The Board voted on the Assessor employee six-month salary adjustment. Approved. Motioned by Carol Earnhardt. Seconded by Martin O’Boyle. All ayes.

For the Assessor’s review the Board discussed working with Human Resources and implementing a “360” evaluation system to be implemented at the Assessor’s

twelve-month employee evaluation and requests the Assessor to be working toward the following goals:

- Implement an internal appraisal process
 - o Requested to review costs, savings (if any), addition of staff, etc
- Implement departmental policies and procedures
- Implement employee evaluation system

The Board also asked for an update on the status of the Assessor living in Scott County by Jan 1, 2017. Assessor reported he will be.

Motion to adjourn at 10:05 a.m. by O'Boyle, second by Kinzer, all ayes.

Tom McManus, Clerk

Jim Hancock, Chair