

**DES MOINES COUNTY
EMERGENCY MANAGEMENT COMMISSION**

Meeting Minutes, Meeting Number #22-05

Thursday, July 28, 2022

EM Commission Members:

X	BOS Member Tom Broeker (EMC Chair)	Board of Supervisors
X	BOS Vice Chair Shane McCampbell	Board of Supervisors
X	Sheriff Kevin Glendening (EMC Vice Chair)	Sheriff
X	Chief Deputy Chad McCune	Sheriff - Alternate
	Mayor Jon Billups	Burlington
	Mayor Pro-Tem Lynda Graham-Murray	Burlington - Alternate
X	Mayor Jerry Strause	Danville
	Council Member Stefanee Heater	Danville – Alternate
X	Council Member Troy Garrison	Mediapolis
	Firefighter Ray Wilson	Mediapolis – Alternate
	Mayor Eric Gerst	Middletown
	Council Member Orrin Asmus	Middletown – Alternate
	Mayor Ron Teater	West Burlington
	City Administrator Gregg Mandsager	West Burlington-Alternate

Staff:

X	Shanna Krogmeier	DESCOM Director
X	Gina Hardin	EMA Coordinator

I. Opening Protocol

- A. *Call to Order* by Chair Broeker at 5:00 PM.
- B. *Approval of Agenda.* A motion to approve the agenda was made by Mayor Strause. The motion was seconded by Sheriff Glendening, and it carried unanimously.
- C. *Consideration of Minutes from May 5, 2022, Meeting #22-04.* A motion to approve the minutes was made by Sheriff Glendening. The motion was seconded by Mayor Strause, and it carried unanimously.

II. Old Business - DESCOM

- A. None

III. Old Business - EMA

- A. None.

IV. New Business- DESCOM

- A. *DESCOM Employee Appeal.*
The DESCOM Control Board met to hear an appeal from DESCOM operator, Caili Rodeffer, regarding sick leave accumulation. Participants included the appellant, DESCOM director – Shanna Krogmeier,

DESCOM union steward – Kevin Newberry, and CWA President – Adam Plein.

The DESCOM Control Board heard testimony from and asked questions of the appellant and other participants.

Ms. Rodeffer left full-time employment with DESCOM in the summer of 2021 and moved to a part-time status. After an employment offer from the DESCOM director, she returned to full-time status in December of 2021. Shortly thereafter, the sick leave she had accumulated prior to moving to part-time status was removed in accordance with Des Moines County and DESCOM policy that sick leave accumulation is lost when an employee leaves full-time employment except for a bonafide retirement.

Findings of the DESCOM Control Board:

There was an unwritten offer of employment to appellant from DESCOM director. That offer included reinstatement of her seniority, benefits, and accrual rates. The offer was not in writing, and the specific inclusion or exclusion of accrued sick leave benefits was apparently not discussed. The board found that there was sufficient evidence for appellant to genuinely believe that reinstatement of accrued sick leave was a component of the offer of employment.

Actions of the DESCOM Control Board:

- Appellant was granted reinstatement of her accrued sick leave.
- To prevent such miscommunications in future, the DESCOM Control Board instructed the DESCOM director that any and all offers of employment outside of union contract shall be in writing and submitted to the Control Board prior to the offer being made.

V. New Business - EMA

A. None

VI. Public Input. None

VII. Adjournment Procedures

A. *Items for next meeting agenda*

- a. Employee Handbook
- b. Written Policies for Grants
- c.

B. *Next meeting date* – To be determined

C. *Adjourn.* A motion to adjourn was made by Mayor Strause. The motion was seconded by Sheriff Glendening, and it carried unanimously. Meeting adjourned at 6:05 PM.

Respectfully submitted,
Gina Hardin