

September 21, 2021

The Board of Supervisors met at 9:00 o'clock A.M. with Jeri Vogt, Chairperson presiding. All members were present.

Minutes of the previous meeting were read and approved.

The Board approved the change of status for Rocio Fernandez, PRN Clerical in the Public Health Department.

The Board approved the retirement of Rita Brodersen, Deputy Auditor in the Auditor's Office.

The Board approved the following Underground Utility Permits:

No. 21-26 – Western Iowa Power Coop – installation of an underground electrical service line crossing 140<sup>th</sup> Street at a point located 1400 feet north of the intersection with M Ave.

The Board approved the Clerk of Court Fees for August 2021.

A motion was made by Rosburg, seconded by Heiden to approve the following resolution:

RESOLUTION NO. 2021-42

RESOLUTION AMENDING POLICY FOR INFORMATION REQUESTS

A resolution by Crawford County to amend the policy for information requests to Crawford County;

WHEREAS, a written policy was previously adopted and made effective July 1, 2020 regarding public information requests;

WHEREAS, an amendment to the same policy is necessary so the policy complies with Iowa Code Section 22.3(1); and

WHEREAS, the Crawford County Board of Supervisors retains authority to amend previously approved policies;

NOW, THEREFORE BE IT RESOLVED, Crawford County amends its policy for information requests as follows with the new language underlined:

**CRAWFORD COUNTY POLICY FOR INFORMATION REQUESTS**

Whenever someone requests information from Crawford County it should be handled by the method below. However, if you have any concerns about the information requested being confidential, contact the Auditor's Office or Crawford County's HR Consultant.

1. Determine if the request is for public information and ensure that no part of the request for confidential information or may be protected by HIPAA.
2. Inform the person requesting the information that the request may be taken in writing, by telephone or by electronic means, and the request should include a specific list of the information requested, requester name, address, telephone number, and email.
3. Inform the requestor what the fee is, as determined by each department for the request and that the fee must be paid prior to the information being provided. Information will be provided within 20 business days of receiving payment.
4. Document all information that is requested and sent out.

Effective upon passage.

Voting Aye: Heiden, Rosburg, Schultz, Skoog and Vogt. Motion passed unanimously.

At 10:32 o'clock A.M. a motion was made by Heiden, seconded by Rosburg to enter into closed session pursuant Iowa Code 21.5(1)(j), regarding Real Estate involving the LMR sites. Motion passed unanimously. At 11:13 o'clock A.M. a motion was made by Rosburg, seconded by Heiden to close the closed session. Motion was passed unanimously.

On motion duly seconded the Board adjourned at 11:15 o'clock A.M.

Agendas for the next meeting are posted and available at the Courthouse on Friday at 4:30 o'clock P.M. preceding the next meeting.

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County Auditor

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Chairperson