



# STORY COUNTY BOARD OF HEALTH

Special Meeting By Conference Call

TENTATIVE AGENDA

MONDAY, MARCH 30, 2020

6:00 PM

*Originating From Public Meeting Room - Story County Administration (900 6th Street) – Nevada, Iowa*

**SPECIAL NOTE TO THE PUBLIC:** Due to recommendations to limit gatherings to no more than ten (10) people in order to help slow the spread of the COVID-19 virus, public access to the meeting will be provided via conference call to listen to the meeting. Members of the public who would like to call in: Dial 918-221-0224 Enter 2225929465# when prompted for the access code **\*\*We ask that you mute your phone if possible.**

Audio recordings of all Board meetings will be posted on our website [www.storycountyiowa.gov](http://www.storycountyiowa.gov) shortly after the meeting is concluded. You may access these recordings at any time by clicking on the Meetings and Agendas button on the home page.

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. PUBLIC FORUM

This is the time for members of the public to offer comments concerning matters not scheduled to be heard before the Board of Health.

4. ADDITIONAL ITEMS

4.I. Discussion And Consideration Of The Environmental Health Department Suspended Or Modified Work Activities

Documents:

[EH COVID TELEWORK PLAN.PDF](#)

4.II. Discussion And Consideration Of Story County Telework Agreement

Documents:

[SC TELEWORK AGREEMENT.PDF](#)

4.III. Discussion And Consideration Of Vacation Leave Maximum Accrual Amounts

Documents:

[VACATION MAX ACCRUAL .PDF](#)

4.IV. Discussion Of How To Determine Holding A Special Meeting Vs Emergency Meeting

5. ADJOURNMENT

Story County strives to ensure that its programs and activities do not discriminate on the basis of race, color, national origin, sex, age or disability. Persons requiring assistance, auxiliary aids or services, or accommodation because of a disability may contact the county's ADA coordinator at (515)382-7204.



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# Story County Environmental Health Department – COOP/COG Plan for Teleworking

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## Memorandum

To: Story County Board of Health and Environmental Health Staff  
From: Margaret C. Jaynes, Environmental Health Director  
CC: Lisa Heddens  
Date: 3/27/2020

In response to COVID-19 pandemic, I propose the following COOP/COG Plan for teleworking for the Environmental Health Department:

- Effective Monday, March 30, 2020, all staff, including the Director, will telework until further notice. All forms have been submitted to HR and IT for permission to do this.
- The Department vehicle will be parked in the Community Services parking lot on Kellogg in Ames to be used by staff for field work. Facilities has been informed that the staff will be parked there when the county vehicle is in use.
- All staff will have a VPN.
- Stephanie Jones has forwarded the EH phone calls to her land-line at home and will send messages to the proper contacts.
- Time sheets should be printed/filled in on pink paper if possible, signed in ink, and scanned or photographed and forwarded to Margaret. Margaret will submit them to the Auditor's office. Keep track of any work time or expenses associated with this pandemic for possible FEMA reimbursement.

As per Lisa Heddens' recommendation, the BOH should consider the suspension of the following programs:

- Water sampling (IDPH recommended this be suspended for social distancing)
  - Pool inspections (IDPH closed pools)
  - Tattoo inspections (IDPH closed tattoo parlors)
  - Pumper inspections (this contract is through DNR, and I am waiting on an extension on the deadline; if not, I will practice social distancing)
  - Nuisance investigations unless an emergency (social distancing will be practiced)
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Staff assignments:

Cathy

- Research and formulate a plan to better communicate and track maintenance agreements. Write up a policy.
- Conduct final septic inspections as needed without other people onsite. Before inspection, call installer, get system details (including depth of trenches), and request pictures of system (thorough coverage). Tell the installer to cover the system and leave. You can then go on site to get measurements.
- Issue well permits (social distancing).
- Online learning for septic, tattoos, pools, wells.
- Special projects as you see fit.
- TOT report reviews.
- Review Groundwater Hazard Reports
- PIP data management (refer to email dated 3/27/2020 for specific assignment)
- Report to EOC if necessary.

Matt

- Provide staff support for IT needs.
- Provide pumper information upon request.
- Conduct final septic inspections as needed without other people onsite. Before inspection, call installer, get system details (including depth of trenches), and request pictures of system (thorough coverage). Tell the installer to cover the system and leave. You can then go on site to get measurements. Online learning for septic, tattoos, pools, wells.
- Special projects as you see fit.
- PIP data management (refer to email dated 3/27/2020 for specific assignment)
- Work on tracking program ideas for mandatory pumping.
- TOT report reviews.
- Septic diagrams.
- Report to EOC if necessary.

Stephanie

- Monitor social media for information pertinent to our Department.
- Scan large maps with your phone scanner, upload to PIP.
- Manage email and phone messages. Assign env health emails to individuals so we avoid multiple people responding to the same message.
- Schedule employee's trips to office (only when essential) so as to practice social distancing.
- Online learning for Office products.

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- Mail.
  - Payments.
  - For final septic inspections, assign the inspections to Matt or Cathy and have them call the contractor prior to the inspection. Assignment should be based on location in relation to Maxwell and Ames.
  - Special projects as you see fit.

Margaret

- Conduct site reviews for septic applications using social distancing.
- Issue septic permits.
- Respond to information requests.
- Create file for water quality results (old Leopold Grant).
- Online learning for septic, tattoos, pools, wells.
- Special projects as you see fit.
- Review website for necessary updates.
- Research and develop a septic education outreach plan.
- COOP/COG reports and teleconferences.
- Report to EOC if necessary.
- IOWWA board work.
- Send email to septic installers.
- Email staff any directives from the BOS, BOH, IDPH and DNR that affect our Department

If you are sick, obviously you cannot work. Please let me know if you will not be working (report each day). If you need to pick up something from the office, contact all staff to see if anything needs to be done at the office. A time will be scheduled (Steph will develop) so that P&D staff will not be in the office at the same time. This COOP/COG plan for our Department is fluid, and updates will be sent as needed. If the Governor orders Iowa to shelter in place, all field work is immediately suspended.

Keep your spirits up and your energy high, as we will have lots to do when we return to the office when the pandemic has passed. Please let me know if something is missing from this list. Thank you everyone.

## Story County Telework Agreement

This agreement is effective between \_\_\_\_\_(employee) and the \_\_\_\_\_ Office/department.  
The parties agree to the following:

1. This agreement shall be effective on \_\_\_\_\_ and shall remain in force until \_\_\_\_\_ or the department/office rescinds or modifies the agreement.
2. The employee agrees to perform his/her assigned duties for the department/office as a teleworker. The employee agrees that the teleworking arrangement is for a temporary time period in response to the COVID-19 pandemic and may be terminated at any time at the discretion of the department/office.
3. The employee's salary and benefits shall remain unchanged so long as the hours worked remain unchanged.
4. The employee's participation as a teleworker is available only to employee's deemed eligible at the department's discretion. There exists no right to telework. The department may terminate the employee's agreement to telework upon written notice of five (5) calendar days. Story County will not be held responsible for costs, damages or losses resulting from terminating this agreement. This agreement is not a contract of employment and will not be construed as such.
5. The employee agrees that work hours and leave requests will conform to current Story County policies and procedures. The employee will be paid in accordance with state law, Story County policies and applicable bargaining agreements. The employee will not be entitled to any additional compensation for the use of the employee's home, furniture, use of supplies within the home, transportation to and from the worksite to pick up or deliver work materials, or any home costs for utilities incurred in the performance of the employee's work-related duties.
6. The employee (if non-exempt) shall not work overtime for which additional compensation might be due without supervisory approval in advance. By signing this agreement, the employee acknowledges that failing to get proper approval for overtime work may result in removal from telework or appropriate disciplinary action.
7. Teleworkers must report to the official worksite on scheduled telework days if requested by management within the timeframe specified by the supervisor. Travel time and mileage to the office will be considered normal commute and not compensable.
8. The employee is responsible for the safekeeping of county-owned equipment and supplies located in the off-site work location.
9. The employee agrees that all equipment, software and supplies provided by Story County are only to be used for County business.
10. The employee agrees to abide by all County IT and confidentiality policies while teleworking.
11. The employee will not modify or alter any County owned equipment without prior approval from the department/office.
12. The employee agrees to return all county-owned equipment and supplies upon termination of employment or at the request of the department/office.

13. The employee agrees to designate a worksite within the employee's telework site that is free from hazards, and other dangers to the employee, free from distractions and disturbances during work hours.
14. The department/office shall set forth communication needs and expectations with the employee.
15. The employee is responsible for maintaining availability, appropriate levels of productivity, and quality of work while teleworking. Inadequate availability, work production or quality may result in modification or termination of the telework agreement. In such instance the employee may be required to return to the original worksite.
16. The employee is responsible for the following
  - a. Informing management when unable to work due to illness or other circumstances.
  - b. Requesting permission from management to access County buildings while teleworking.
  - c. Accurately report time and attendance. The employee must submit his/her timesheet to the supervisor in accordance with current policy.
  - d. Protect all county physical and electronic information in a manner that ensures confidentiality and immediate report any security incidents to management.
17. The employee remains obligated to comply with all department rules, policies and procedures and understands that violation of such may result in the termination of the telework agreement and/or disciplinary action up to and including termination of employment.
18. The employee's and the department/office's liability and obligation shall be governed by Iowa law.
19. Nothing contained in the agreement shall be construed as a contract of employment.

Term and Conditions of Telework Agreement

Name of Employee: \_\_\_\_\_

Department/Office \_\_\_\_\_

This telework agreement has been made in accordance with the Temporary Employment Policies and Procedures in response to the COVID-19 pandemic. The employee's duties shall be consistent with those required at the worksite with any modification to those duties be made and communicated by management.

Telework Site: \_\_\_\_\_

Work days and hours at the telework site: \_\_\_\_\_

I affirm by my signature below that I have read this entire agreement and that I understand and agree to its entirety. I also affirm that I have been made aware and agree to the following: the responsibilities for documenting time, attendance, and approval of leave requests; approval of overtime and compensatory time; performance requirement and measurements; proper use and safeguard of County equipment and information; maintenance of records and standards of conduct.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employer Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department/Office Approval

\_\_\_\_\_  
Printed Name of Approver

\_\_\_\_\_  
Date



**STORY COUNTY  
BOARD OF SUPERVISORS**

**LINDA MURKEN  
LAURIS OLSON  
LISA HEDDENS**

Story County Administration  
900 Sixth Street  
Nevada Iowa 50201  
515-382-7200  
515-382-7206 (fax)

March 25, 2020

Story County Board of Supervisors  
900 6<sup>th</sup> Street  
Nevada, IA 50201

Dear Board of Supervisors,

I am requesting the Board of Supervisors temporarily increase the maximum accrual amounts for vacation leave due to the COVID-19 pandemic and employees being denied vacation requests. Employees would be able to accrue vacation above the maximum accrual limits set forth in the Vacation Policy (adopted on April 24, 2018). Any accrued vacation above the limits set forth in the Vacation Policy will need to be used by December 31, 2020. If an employee is separated from employment (voluntarily or involuntarily) prior to December 31, 2020 vacation leave will only be paid out to the limits set for in the Vacation Policy. This request only applies to employees that are covered by the provisions of the Vacation Policy and does not apply to bargaining unit employees that have vacation articles in the contract. If the request is approved, the temporary accumulation of vacation time will be as follows:

- Up to five years of employment – 80 hours above current year vacation allowance (maximum accrual = 160 hours)
- Up to ten years of employment – 80 hours above current year vacation allowance (maximum accrual = 200 hours)
- After fifteen years of employment – 120 hours above current year vacation allowance (maximum accrual = 280 hours)

I would like to thank the Board in advance for their consideration.

Sincerely,

*Alissa Wignall*

Alissa Wignall  
Director of Internal Operations and Human Resources