

Story County  
Board of Supervisors Meeting  
Agenda  
6/30/20

1. Originating From Administration Building, Story County Public Access Provided Via "Zoom" Meeting

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 Zoom. **Members of the public can participate by using the information at the end of this agenda:**

2. CALL TO ORDER: 10:00 A.M.
3. PLEDGE OF ALLEGIANCE:
4. STATEMENT EXPLAINING WHY A MEETING IN PERSON IS IMPOSSIBLE OR IMPRACTICAL, PER CODE SECTION 21.8.1
5. ADOPTION OF AGENDA:
6. UPDATES ON COVID-19
  - a) Staff
  - b)Supervisors
7. PUBLIC COMMENT #1:  
This comment period is for the public to address topics on today's agenda
8. DISCUSSION AND CONSIDERATION OF ITEMS BROUGHT BEFORE THE BOARD WITH REQUEST FOR IMMEDIATE ACTION:
9. A Presentation For Official Designation Of Story County As A Bird Friendly County  
  
Department Submitting Conservation

10. AGENCY REPORTS:

- I. Friendship Ark Homes Annual Report - Submitted Report Only

Department Submitting Auditor

Documents:

[BOARD OF SUPERVISORS REPORT 2020.PDF](#)

11. CONSIDERATION OF MINUTES:

- I. 6/9/20, 6/12/20, 6/16/20, 6/19/20 Minutes

Department Submitting Auditor

12. CONSIDERATION OF PERSONNEL ACTIONS:

- I. Action Forms

1)pay adjustment, effective 7/5/20, in Information Technology for Barb Steinback @

\$4,300.37/bw; 2)pay adjustment FY21 Resolution Correction, effective 6/21/20, in Secondary Roads for Joe Bottorf @ \$28.87/hr; Jeff Zimmerman @ \$28.87/hr.

Department Submitting HR

13. CONSENT AGENDA:

(All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes on the motion.)

- I. Consideration Of Application For Permit To Use Or Explode Display Fireworks For Twin Anchors Golf Course, 32967 720th Ave., Colo, Ia., On 7/4/20 At 10 Pm With Rain Date On 7/5/20 At 9/10 Pm

Department Submitting Auditor

Documents:

[FIREWORKS.PDF](#)

- II. Consideration Of 28E Agreements Between Animal Control And The Following Cities: Collins, Kelley, Roland, Slater, Zearing, Effective Upon Signature Until 6/30/2021

Department Submitting Animal Control

Documents:

[28E AGREEMENT.PDF](#)  
[28E AGREEMENTS.PDF](#)

- III. Consideration Of FY21 Provider And Program Participation Agreement With Emergency Residence Project (The Shelter Housing Corporation Dba The Bridge Home) Effective 7/1/20-6/30/21

Emergency Residence Project (The Bridge Home)-Emergency Shelter(Not to exceed \$42,382)\$32.74/1 24 Hr Period of Food and Shelter; Transitional Housing(Not to exceed \$15,902)\$13.06/1 Day; Service Coordination/Rapid Rehousing(Not to exceed \$3,352)\$7.20/1 Client Hr

Department Submitting Board of Supervisors

Documents:

[EMERGENCY RESIDENCE PROJECT \(THE BRIDGE HOME\).PDF](#)  
[ERP NAME CHANGE.PDF](#)

- IV. Consideration Of FY21 Provider And Program Participation Agreement With MGMC Home Health Services Effective 7/1/20-6/30/21

MGMC Home Health Services - Clinics(Not to exceed \$111,930)\$99/1 Clinic Hr; In Home-Skilled Nursing(Not to exceed \$81,770)\$285/1 Visit; Homemaker/Home Health Aide(Not to exceed \$129,120)\$36.60/1 Hr; Hospice(Not to exceed \$49,930)\$270/1 Day (24 Hr)

Department Submitting Board of Supervisors

Documents:

[MGMC HOME HEALTH SERVICES.PDF](#)

- V. Consideration Of FY21 Provider And Program Participation Agreement With Central Iowa RSVP Effective 7/1/20-6/30/21  
Central Iowa RSVP-Volunteer Management(Not to exceed \$20,214)\$3.61/1 Volunteer Hr; Disaster Response Volunteers(Not to exceed \$1,329)\$37.65/1 Staff Hr; Transportation(Not to exceed \$5,798)\$14.28/One Way Trip

Department Submitting Board of Supervisors

Documents:

[CENTRAL IOWA RSVP.PDF](#)

- VI. Consideration Of Memorandum Of Agreement Between Iowa State University Of Science & Technology & Story County Animal Shelter Effective 6/30/20 - 6/18/2025

Department Submitting Animal Control

Documents:

[AGREEMENT.PDF](#)

- VII. Consideration Of Final Building Signage For Common Areas And Main Entries

Department Submitting Facilities Management

Documents:

[DISTANCE AND COVERS.PDF](#)  
[MAIN ENTRY.PDF](#)  
[SEATED AND DISTANCE.PDF](#)  
[TABLE TENT.PDF](#)  
[WELCOME.PDF](#)  
[WE ARE OPEN.PDF](#)  
[COVID-19 RESPONSE BUILDING SIGNS.PDF](#)

- VIII. Consideration Of Utility Permit: #20-5054

Department Submitting Engineer

Documents:

[UT 20 5054.PDF](#)

14. PUBLIC HEARING ITEMS:

- I. Discussion And Consideration Of Resolution #20-107, Amending The General Assistance Manual

Department Submitting Community Services

Documents:

[RESOLUTION GA MANUAL JUN 20.PDF](#)  
[GA MANUAL DRAFT JUN 20.PDF](#)

15. ADDITIONAL ITEMS:

I. Consideration Of Resolution #20-105, FY21 Appropriation Resolution - Lisa Markley

Department Submitting Auditor

Documents:

[RES 20105.PDF](#)

II. Consideration Of Resolution #20-106, FY21 Interfund Operating Transfer Resolution - Lisa Markley

Department Submitting Auditor

Documents:

[RES 20106.PDF](#)

III. Consideration Of Resolution #20-110, Un-Commitment Of Fund Balance - Lisa Markley

Department Submitting Auditor

Documents:

[RES 20110.PDF](#)

IV. Discussion And Consideration Of Authorization Of And Hiring Freeze Exemption Request For Auditor's Office Election Systems Technician Position - Lucy Martin And Alissa Wignall

Department Submitting Human Resources

Documents:

[ELECTION SYSTEMS TECHNICIAN.PDF](#)

V. Discussion And Consideration Of Hiring Freeze Exemption For Auditor's Office Temporary Election Help - Lucy Martin And Alissa Wignall

Department Submitting Human Resources

Documents:

[TEMP HELP.PDF](#)

VI. Discussion And Consideration Of Courthouse Security Committee's Requests For

Covid-19 Exposure Mitigation Measures And Modifications For The Iowa Court's Reopening For Non-Jury Trial Activities On July 13 - Lauris Olson

Department Submitting Board of Supervisors

Documents:

[COURTHOUSE SEC MEMO TO BOS.PDF](#)

VII. Discussion And Consideration Of Occupancy Limits For Meeting Rooms - Joby Brogden

Department Submitting Facilities Management

Documents:

[OCCUPANCY.PDF](#)

VIII. Discussion And Consideration Of Proposed Modifications To The Strategic Plan-Leanne Harter

Department Submitting Board of Supervisors

Documents:

[REVISIONS.PDF](#)

IX. Discussion And Consideration Of Board Of Health's Recommendations - Linda Murken

Department Submitting Board of Supervisors

Documents:

[BOH.PDF](#)

16. DEPARTMENTAL REPORTS:

17. OTHER REPORTS:

18. UPCOMING AGENDA ITEMS:

19. PUBLIC FORUM #2:

Comments from the Public on Items not on this Agenda. The Board may not take any Action on the Comments due to the Requirements of the Open Meetings Law, but May Do So In the Future.

20. LIAISON ASSIGNMENTS, COMMITTEE MEETINGS UPDATES, AND ANNOUNCEMENTS FROM THE SUPERVISORS:

21. ADJOURNMENT:

22. Instructions For Participation In Meeting Discussions

**Join Zoom Meeting**

[HTTPS://ZOOM.US/J/98170920243?](https://zoom.us/j/98170920243?)

[PWD=NGG0UUK1AGVXELL4UI9ORKVLDLRPDZ09](#)

Meeting ID: 981 7092 0243  
Password: 446094  
One tap mobile  
+13017158592,,98170920243#,1#,446094# US (Germantown)  
+13126266799,,98170920243#,1#,446094# US (Chicago)

Dial by your location  
+1 301 715 8592 US (Germantown)  
+1 312 626 6799 US (Chicago)  
+1 929 205 6099 US (New York)  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 669 900 6833 US (San Jose)

Meeting ID: 981 7092 0243  
Password: 446094

Find your local number: [HTTPS://ZOOM.US/U/AEP6HKSCHQ](https://zoom.us/j/98170920243)

**\*\*We ask that you mute your phone if possible. To request to speak when allowed on the agenda, participants must click “Raise Hand” if connected by smartphone or computer, or press \*9 if connected by telephone. All participants will be muted by the meeting host when not actually speaking. For additional information regarding How to Participate in Meeting Discussions, please visit Story County’s website at: <https://www.storycountyiowa.gov/92/Board-of-Supervisors>**

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.

### **How to Participate in Meeting Discussions**

If you would like to watch a meeting as it happens and participate in the discussion, you can do so via Zoom ([www.zoom.us](http://www.zoom.us)). Zoom is a videoconferencing platform that works across different internet-enabled devices and standard telephones. Meetings that are being held via Zoom will have information at the top of the agenda regarding how to find the meeting in Zoom. Each meeting is assigned a meeting ID (sometimes called a “webinar ID”) that you will need to use to access the meeting.

**Zoom video conferencing** – You can access the meeting by either clicking the link in the agenda, or by opening the Zoom application and entering the meeting ID number found on the agenda.

- Meeting participants will be able to watch and hear the meeting as it takes place. For portions of the meeting where public input is accepted, participants interested in speaking can press the button called “Raise Hand.” This will notify the staff that you wish to speak. When it is your turn, staff will announce your name and notify you it is your turn to speak.
- You will need to press the “unmute” button and provide your comments. Once you are complete, you will be muted again by the staff.

**Zoom phone conferencing** – As an alternative to video conferencing, participants may call in to a phone conference using their touch-tone phone. Call-in telephone numbers are

provided at the top of each meeting agenda (you can select from any of the phone numbers.) Unless otherwise indicated, the number is a long-distance phone number; charges may apply depending on your telephone provider. Once you have dialed the telephone number provided, you will be prompted to enter the Meeting ID number (found on the agenda).

- During the meeting, you will be able to hear the discussion live, but will not be able to see any content (e.g., maps, text, or other visual materials) that may be displayed for video conference users. For portions of the meeting where public input is accepted, participants interested in speaking can press \*9 on their phone.” This will notify the staff that you wish to speak. When it is your turn, staff will announce the last four digits of your phone number and notify you it is your turn to speak. You will hear an automated announcement that your line has been unmuted, then you can begin your comments. Once you are complete, you will be muted again by the staff.
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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.

## Friendship Ark Homes & Community Services

### FY'20 Report to the Story County Board of Supervisors

**Mission:** Friendship Ark celebrates the uniqueness of adults with intellectual disabilities by providing homes and community services. We help our core members reach their fullest potential through faith, family, and friendship.

**Organizational Highlights:** In FY'20, we continued to see modest growth in our overall numbers and continue to have a waiting list in all three programs (program specific numbers below). Growth has slowed primarily due to being short staffed, which is an issue for providers all across the state and even on a national level. We continue to work with legislators and State officials to work on solutions to address this workforce shortage of Direct Support Professionals.

We broke ground on our 6<sup>th</sup> home at 845 Dotson Place. The new house will be just west of the Ames Middle School. We are expecting construction to be complete in late summer or early fall and will be able to move 5 individuals from our waiting list into that home soon after construction is complete. Funds to complete this home were provided by private donations, a grant from United Way of Story County, and funds from the Story County Housing Trust.

We continued working with the Ames Public Library on our community advocacy project to install an adult changing table. We ran into some additional obstacles in identify a location within the library. Once an area was selected, there were additional costs such as bringing water to the location for hand washing. We applied for a grant through the Rotary Club of Ames and were awarded the additional funds needed to complete this project. The project is currently in process and we hope it will be finished and available for the public very soon.

Our annual 5 on the 4<sup>th</sup> will be virtual in 2020 for the first time ever due to COVID-19. We were also notified that Friendship Ark had been selected as the charity partner for the Georges Niang Golf Outing, which has been postponed to August 31<sup>st</sup>, 2020 and will be held at the Ames Golf and Country Club. Because we are partnering for this event, we will not be hosting our annual Fall Benefit in 2020 but are considering some new options for fundraising in FY'21.

We welcomed three new board members in FY'20: Jane Hallibuton, Jim Black, and Steve Prater. Heather Botine will also join the board starting in July, as Sarah Buck finishes her 2<sup>nd</sup> term. Sarah will be sincerely missed as she has held leadership positions on the board throughout her two terms and has been instrumental on the Major Gifts Committee. We wish Sarah the best and welcome our new board members.

**Challenges:** Iowa Total Care, a Managed Care Company, joined the state Medicaid system in July 2019. Each time there is a change with managed care or the companies that administer Medicaid funds, there is an impact to Friendship Ark and the members we serve. While we continue to work with our partners, there are still payment issues and delays. For example, we still have claims from the first quarter of FY'20 (July 2019-September 2019), which have yet to be paid in full by Iowa Total Care.

COVID-19 presented us with significant challenges in FY'20 as it did for everyone else. Our Day Hab program closed in mid-March and has yet to re-open. We began mitigation efforts, which included restricting visitors in our homes. We were able to retain all staff and transferred those that had primarily worked in the Day Hab program to fill in at the homes as our members were now there 24/7. We worked to provide activities that could be done virtually, in the home, or outside to try and keep our members occupied and engaged. We are slowly working through the challenges of re-opening but want to do so in a way that keeps our members and staff safe. We continue to monitor the cases of COVID-19 in and around Story County as we make plans, in addition to following the guidelines given to us by the State through the Iowa Department of Public Health and the Department of Human Services.

**Supported Community Living -24 hour (group homes) and 15 minute unit (individual's apartment/home)**

**Program Description:** Supported community living (SCL) services are provided within the member's home and community, according to the individualized member's needs as identified in the approved service plan. Core members work with staff on personal, home, and community skills, personal management skills, communication and advocacy skills, transportation skills, and socialization skills.

**Number Served:** We currently serve 25 core members living in our home, however three of those individuals have moved back in with family during the pandemic, because of the restrictions on visitors. We currently have 29 on our waiting list for a spot in one of our homes. We are serving 17 individuals in the 15 minute unit program. 6 of these individuals still live at home with family, while the other 11 live in their own apartments. We have 12 on the waiting list for this program.

**Outcomes:** Our core members made progress on their goals 82% of the time those goals were run throughout 2019/2020. We also began keeping track of how often attempt to run goals were done as apposed how often they could have been run. Goals were run an average of 61% of possible attempts. For example, if a goal was to be run daily or 7 times/week, it was run an average of just over 4 days/week. Many factors play into this such as choice of the member, health of the member, other activities or things happening in the household. We felt collecting this data gave us a better picture of the overall success rate on goals and can help us see trends that may be preventing members from learning skills.

**Successes:** Being able to continue with the planned construction of the 6<sup>th</sup> home and keeping our core members and staff healthy during the COVID pandemic have been significant successes this year. We anticipate that things will not be "back to normal" any time soon but continue to work hard to keep our core members happy during these challenging times.

## **Day Habilitation**

**Program Description:** Day Habilitation Services are provided outside a member's residential setting in the community and are designed to foster the acquisition of skills, building positive social behavior and interpersonal competence, greater independence, and personal choices. Supports are provided either in small groups or one on one for those that need that level of support. Activities include volunteering, participating in community events, and visiting local businesses or organizations.

**Number Served:** We were serving 39 core members in this program, 26 from our residential programs and 13 from other organizations or still living at home with their families. We have 12 on our waiting list. Most of these are needing one on one support, which we must hire additional staff to accommodate.

**Outcomes:** All Day Hab core members made progress on 90 % of the goals they were working on throughout FY'20. Each core member works on community integration, making choices, social skills and healthy relationships with peers, and many work on volunteering.

**Successes:** We have continued to grow the volunteer opportunities for our core members through the Day Hab program. This year our core members volunteered at the following organizations or events: United Way of Story County collecting food for the food drive and making May Day baskets and delivering them to local nursing homes, ringing bells for the Salvation Army, taking care of the flower bed at Daly Park and helping to fill the containers on Main Street, and returning cans for recycling from MGMC. In addition to volunteer opportunities, our members have participated in several community events and continue to enjoy spending time at local favorites like the Ames Public Library, Reiman Gardens, and the many parks and recreational areas. As you can see, our core members are a vital part of their community and enjoy participating in these various opportunities.

# STORY COUNTY APPLICATION FOR PERMIT TO USE OR EXPLODE DISPLAY FIREWORKS

**APPLICANT INFORMATION**

Name: *TWIN ANCHORS GOLF COURSE*  
 Address: *32967 720TH AVE. COLD, IA*  
 Phone: Day: *515-291-3239* Evening: *515-291-3259*  
 Operator's name and address (if different from applicant):

*SAM JURGENS*

**DESCRIPTION OF OPERATOR'S COMPETENCY**

*30+ YEARS*

**EVENT INFORMATION**

Date: *JULY 4TH* Time: *10:00 P.M.* Location: *GOLF COURSE*  
 Rain Date: *JULY 5TH - 9/10 PM*

**INSURANCE INFORMATION**

Are you insured?

Yes  No

Name, address, and phone number of insurance company and agent:

*ACORD*

**A certificate of insurance shall accompany the application.**

*[Signature]*  
 \_\_\_\_\_  
 SIGNATURE OF APPLICANT

*6-21-20*  
 \_\_\_\_\_  
 DATE

"Pursuant to Iowa Code §331.304(8) and §727.2, the Story County Board of Supervisors may grant a permit for the use or explosion of display fireworks upon a written application when the display fireworks will be handled by a competent operator. The operator shall handle and discharge the display fireworks according to applicable law and manufacturer's recommendations, and shall operate safely under all circumstances. The permittee/operator certifies that s/he has authority to operate display fireworks on and over the location listed in the permit where the display is to occur. Any such permit shall be void if the use occurs when a 'burn ban' is in effect or if conditions are conducive to fire. Any permit is valid only in the unincorporated areas of Story County, Iowa, and this permit is immediately void if any display fireworks are operated over any part of a city, airport, airstrip or outside of Story County (except non-nuisance airborne smoke that may drift from the display location). Any permit so issued does not immunize the applicant or operator from complying with all laws and regulations concerning the purchase, transportation, possession, storage, firing, and discharge of explosives and fireworks. The permittee/operator shall comply with lawful directives of any peace officer and emergency services worker and the permittee/operator shall produce the permit upon request of any peace officer or emergency services worker. The applicant/permittee and/or operator shall assume all liability and risk of loss, injury or death to any entity or person associated with the handling and/or discharge of the display fireworks, and agrees to indemnify and hold Story County, its agents and employees, harmless from any and all liability associated with the use or explosion of display fireworks. The permittee/operator specifically and voluntarily agrees to the foregoing and understands the granting or denial of this application is a matter of discretion resting solely with the Story County Board of Supervisors, its agents and/or assigns."

- Attach certificate of insurance to the application
- Submit completed application and insurance information to the following:

Story County Auditor's Office  
 900 6<sup>th</sup> St.  
 Nevada, Iowa 50201

The deadline for the Board of Supervisors' weekly meeting agenda is Thursday at 3 pm. Completed applications received by the deadline shall be placed on the agenda for the following Tuesday.

**OFFICIAL USE ONLY**

APPLICATION APPROVED  APPLICATION DENIED

\_\_\_\_\_  
 CHAIRPERSON, BOARD OF SUPERVISORS

\_\_\_\_\_  
 DATE

JUN 17 2020

BY: \_\_\_\_\_

Return to &amp;

Prepared by Sue McCaskey, Story County Animal Control, 975 West Lincoln Way, Nevada, IA 50201 515-382-3338

## ANIMAL RESCUE SERVICE CONTRACT

This contract and Agreement is entered into by and between Story County, Iowa and the City of Roland, Iowa pursuant to the authority, and by the procedures of Chapter 28E, Code of Iowa.

1. Purpose:

Under this contract, Story County shall provide said City with services of domestic animal rescue as set forth more specifically in succeeding paragraphs herein with the exception of 2(e) and (f). Story County will not provide service with regard to wild animals except as noted below in the Scope of Services, and in the sole discretion of Story County.

2. Scope of services (pursuant to Story County Code of Ordinances):

- a. Transportation of animals impounded by the contracting city.
- b. Shelter and board for the impounded animals.
- c. Issuance of applicable impoundment charges on impounded animals pursuant to Story County Code of Ordinances.
- d. Cat, dog, and other small domesticated animal adoption service for appropriately impounded animals.
- e. Investigation and disposition of rabid, sick or injured animals.
- f. Supervision of quarantine procedures and rabies testing.
- g. Collection and impounding of City trapped cats.
- h. Arrange for emergency veterinary care or provision of first-aid treatment.
- i. Provision of humane euthanasia of unclaimed cats and dogs pursuant to Iowa Code 351.37.
- j. Rescue of animals in unusual or emergency circumstances (i.e. flood waters, fire, etc., with permission from appropriate City Official).
- k. One letter sent to resident of said City when requested by said City and only after prior attempts at resolution by City.

Any other animal control related problem may be dealt with at the Animal Control Officer's discretion.

**\*The City understands that all service is subject to the Animal Control Officer's availability and discretion with the expressed approval of a City Official, except in emergencies.\***

JM Check and Initial here if City prefers to be notified prior to Animal Control Officer's response in non-emergency situations. If you checked the box, please provide a twenty-four (24) hour phone number: 515-460-4425.

3. Consideration: (Quarterly billing)

The City will pay Story County, Iowa, based on the following fee schedule:

(No trip charge will be assessed from 8:00 a.m. to 3:00 p.m., Monday – Friday)

- a. \$50.00 per officer involved, per trip between the hours of 3:00 p.m. and 8:00 a.m., Monday through Friday, all day Saturday, Sunday and holidays.
- b. \$25.00 per trip for investigations (regardless of whether or not an animal is detained), confining an animal, and other services as needed.
- c. \$6.50 per day up to a maximum of seven (7) days per unclaimed dog for boarding and transportation costs.
- d. \$5.50 per day up to a maximum of seven (7) days per unclaimed cat for boarding and transportation costs.
- e. \$5.50 per day up to a maximum of seven (7) days per unclaimed exotic animal for boarding and transportation costs.
- f. \$10.00 per day up to a maximum of seven (7) days per unclaimed head of livestock for boarding and transportation costs. Depending on animal size, if a trailer is needed to transport an animal, add an additional \$35.00.
- g. \$15.00 for euthanasia of each unclaimed or unwanted cat no held for seven (7) days, due to sickness, injury or rabies testing.
- h. \$25.00 for euthanasia of each unclaimed or unwanted dog not held for seven (7) days, due to sickness, injury or rabies testing.
- i. \$20.00 for euthanasia of each wild animal species such as opossum, raccoon, etc.
- j. \$5.00 per day for rental of cat box trap.
- k. \$8.00 per day for rental of dog box trap.
- l. \$10.00 per citation issued at the request of said City.
- m. \$10.00 handling/transportation charge for all domestic animals held less than seven (7) days.

- n. At the discretion of said City and Animal Control, an animal may be held and boarded for less than a minimum seven (7) days if the animal is:  
Significantly sick or injured, ill-tempered or vicious, feral/wild (not adoptable, applicable to cats and dogs only), believed to have been exposed to a disease infectious to animals or humans.

4. Rescue and removal charges:

For any animal in unusual or emergency circumstances - \$50.00 per trip, per Animal Control Officer needed, and any other applicable fees (which may include, but are not limited to, Sheriff's Office invoices for service).

All diagnostic and/or quarantine costs shall be paid by the City.

5. Recording requirements:

In Accordance with Iowa Code Chapter 28E, a copy of this agreement shall be filed with the Secretary of State and recorded with the Story County Recorder.

6. Termination:

Either party may terminate this agreement without penalty at any time by giving written notice at least thirty (30) days before the effective date of such termination.

7. Effective date:

This agreement shall become effective upon formal passage and execution of the Board of Supervisors above named and upon filing of this agreement with the Secretary of State of Iowa.

8. Duration and term:

The initial term of this agreement shall be for a period of one year commencing on July 1, 2020, and terminating on June 30, 2021. In the interim we will cover your animal control needs, but this agreement shall continue on a year to year basis unless terminated by any party hereto as provided below.

9. Amendment:

This agreement may not otherwise be amended or altered without a written, signed, and filed amendment to the agreement executed by the parties hereto.

In witness whereof the parties hereto have, by their authorized representatives, executed this agreement.

Story County, Iowa

By: \_\_\_\_\_  
Chairperson Date

City of Roland

By: [Signature] 6-17-2020  
Mayor Date

ATTEST

\_\_\_\_\_  
Auditor Date

[Signature] 6/17/2020  
Clerk Date

Story County Animal Control

By: [Signature]  
Animal Control Director Date

*[Faint circular stamp]*

Return to &

Prepared by Sue McCaskey, Story County Animal Control, 975 West Lincoln Way, Nevada, IA 50201 515-382-3338

## ANIMAL RESCUE SERVICE CONTRACT

This contract and Agreement is entered into by and between Story County, Iowa and the City of Collins, Iowa pursuant to the authority, and by the procedures of Chapter 28E, Code of Iowa.

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- d. Cat, dog, and other small domesticated animal adoption service for appropriately impounded animals.
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- k. One letter sent to resident of said City when requested by said City and only after prior attempts at resolution by City.

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\_\_\_ Check and Initial here if City prefers to be notified prior to Animal Control Officer's response in non-emergency situations. If you checked the box, please provide a twenty-four (24) hour phone number: \_\_\_\_\_.

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- g. \$15.00 for euthanasia of each unclaimed or unwanted cat not held for seven (7) days, due to sickness, injury or rabies testing.
- h. \$25.00 for euthanasia of each unclaimed or unwanted dog not held for seven (7) days, due to sickness, injury or rabies testing.
- i. \$20.00 for euthanasia of each wild animal species such as opossum, raccoon, etc.
- j. \$5.00 per day for rental of cat box trap.
- k. \$8.00 per day for rental of dog box trap.
- l. \$10.00 per citation issued at the request of said City.
- m. \$10.00 handling/transportation charge for all domestic animals held less than seven (7) days.

n. At the discretion of said City and Animal Control, an animal may be held and boarded for less than a minimum seven (7) days if the animal is:  
Significantly sick or injured, ill-tempered or vicious, feral/wild (not adoptable, applicable to cats and dogs only), believed to have been exposed to a disease infectious to animals or humans.

4. Rescue and removal charges:

For any animal in unusual or emergency circumstances - \$50.00 per trip, per Animal Control Officer needed, and any other applicable fees (which may include, but are not limited to, Sheriff's Office invoices for service).

All diagnostic and/or quarantine costs shall be paid by the City.

5. Recording requirements:

In Accordance with Iowa Code Chapter 28E, a copy of this agreement shall be filed with the Secretary of State and recorded with the Story County Recorder.

6. Termination:

Either party may terminate this agreement without penalty at any time by giving written notice at least thirty (30) days before the effective date of such termination.

7. Effective date:

This agreement shall become effective upon formal passage and execution of the Board of Supervisors above named and upon filing of this agreement with the Secretary of State of Iowa.

8. Duration and term:

The initial term of this agreement shall be for a period of one year commencing on July 1, 2020, and terminating on June 30, 2021. In the interim we will cover your animal control needs, but this agreement shall continue on a year to year basis unless terminated by any party hereto as provided below.

9. Amendment:

This agreement may not otherwise be amended or altered without a written, signed, and filed amendment to the agreement executed by the parties hereto.

In witness whereof the parties hereto have, by their authorized representatives, executed this agreement.

Story County, Iowa

By: \_\_\_\_\_  
Chairperson Date

City of Collins

By Brian G. [Signature] 6-11-20  
Mayor Date

ATTEST

\_\_\_\_\_  
Auditor Date

[Signature] 6-11-20  
Clerk Date

Story County Animal Control

By: [Signature]  
Animal Control Director Date  
6-22-20

Return to &

Prepared by Sue McCaskey, Story County Animal Control, 975 West Lincoln Way, Nevada, IA 50201 515-382-3338

## ANIMAL RESCUE SERVICE CONTRACT

This contract and Agreement is entered into by and between Story County, Iowa and the City of Kelley, Iowa pursuant to the authority, and by the procedures of Chapter 28E, Code of Iowa.

1. Purpose:

Under this contract, Story County shall provide said City with services of domestic animal rescue as set forth more specifically in succeeding paragraphs herein with the exception of 2(e) and (f). Story County will not provide service with regard to wild animals except as noted below in the Scope of Services, and in the sole discretion of Story County.

2. Scope of services (pursuant to Story County Code of Ordinances):

- a. Transportation of animals impounded by the contracting city.
- b. Shelter and board for the impounded animals.
- c. Issuance of applicable impoundment charges on impounded animals pursuant to Story County Code of Ordinances.
- d. Cat, dog, and other small domesticated animal adoption service for appropriately impounded animals.
- e. Investigation and disposition of rabid, sick or injured animals.
- f. Supervision of quarantine procedures and rabies testing.
- g. Collection and impounding of City trapped cats.
- h. Arrange for emergency veterinary care or provision of first-aid treatment.
- i. Provision of humane euthanasia of unclaimed cats and dogs pursuant to Iowa Code 351.37.
- j. Rescue of animals in unusual or emergency circumstances (i.e. flood waters, fire, etc., with permission from appropriate City Official).
- k. One letter sent to resident of said City when requested by said City and only after prior attempts at resolution by City.

Any other animal control related problem may be dealt with at the Animal Control Officer's discretion.

**\*The City understands that all service is subject to the Animal Control Officer's availability and discretion with the expressed approval of a City Official, except in emergencies.\***

Check and Initial here if City prefers to be notified prior to Animal Control Officer's response in non-emergency situations. If you checked the box, please provide a twenty-four (24) hour phone number: 515-231-1484.

3. Consideration: (Quarterly billing)

The City will pay Story County, Iowa, based on the following fee schedule:

(No trip charge will be assessed from 8:00 a.m. to 3:00 p.m., Monday – Friday)

- a. \$50.00 per officer involved, per trip between the hours of 3:00 p.m. and 8:00 a.m., Monday through Friday, all day Saturday, Sunday and holidays.
- b. \$25.00 per trip for investigations (regardless of whether or not an animal is detained), confining an animal, and other services as needed.
- c. \$6.50 per day up to a maximum of seven (7) days per unclaimed dog for boarding and transportation costs.
- d. \$5.50 per day up to a maximum of seven (7) days per unclaimed cat for boarding and transportation costs.
- e. \$5.50 per day up to a maximum of seven (7) days per unclaimed exotic animal for boarding and transportation costs.
- f. \$10.00 per day up to a maximum of seven (7) days per unclaimed head of livestock for boarding and transportation costs. Depending on animal size, if a trailer is needed to transport an animal, add an additional \$35.00.
- g. \$15.00 for euthanasia of each unclaimed or unwanted cat not held for seven (7) days, due to sickness, injury or rabies testing.
- h. \$25.00 for euthanasia of each unclaimed or unwanted dog not held for seven (7) days, due to sickness, injury or rabies testing.
- i. \$20.00 for euthanasia of each wild animal species such as opossum, raccoon, etc.
- j. \$5.00 per day for rental of cat box trap.
- k. \$8.00 per day for rental of dog box trap.
- l. \$10.00 per citation issued at the request of said City.
- m. \$10.00 handling/transportation charge for all domestic animals held less than seven (7) days.

- n. At the discretion of said City and Animal Control, an animal may be held and boarded for less than a minimum seven (7) days if the animal is:  
Significantly sick or injured, ill-tempered or vicious, feral/wild (not adoptable, applicable to cats and dogs only), believed to have been exposed to a disease infectious to animals or humans.

4. Rescue and removal charges:

For any animal in unusual or emergency circumstances - \$50.00 per trip, per Animal Control Officer needed, and any other applicable fees (which may include, but are not limited to, Sheriff's Office invoices for service).

All diagnostic and/or quarantine costs shall be paid by the City.

5. Recording requirements:

In Accordance with Iowa Code Chapter 28E, a copy of this agreement shall be filed with the Secretary of State and recorded with the Story County Recorder.

6. Termination:

Either party may terminate this agreement without penalty at any time by giving written notice at least thirty (30) days before the effective date of such termination.

7. Effective date:

This agreement shall become effective upon formal passage and execution of the Board of Supervisors above named and upon filing of this agreement with the Secretary of State of Iowa.

8. Duration and term:

The initial term of this agreement shall be for a period of one year commencing on July 1, 2020, and terminating on June 30, 2021. In the interim we will cover your animal control needs, but this agreement shall continue on a year to year basis unless terminated by any party hereto as provided below.

9. Amendment:

This agreement may not otherwise be amended or altered without a written, signed, and filed amendment to the agreement executed by the parties hereto.

In witness whereof the parties hereto have, by their authorized representatives, executed this agreement.

Story County, Iowa

By: \_\_\_\_\_  
Chairperson Date

City of Kelley  
By *Kenneth J. Fly*  
Mayor Date

ATTEST

\_\_\_\_\_  
Auditor Date

*Debra J. Jones* 6/11/20  
Clerk Date

Story County Animal Control

By: *Arsenio Clasper*  
Animal Control Director Date  
6-22-20

*[Faint, illegible text]*

Return to &

Prepared by Sue McCaskey, Story County Animal Control, 975 West Lincoln Way, Nevada, IA 50201 515-382-3338

## ANIMAL RESCUE SERVICE CONTRACT

This contract and Agreement is entered into by and between Story County, Iowa and the City of Slater, Iowa pursuant to the authority, and by the procedures of Chapter 28E, Code of Iowa.

1. Purpose:

Under this contract, Story County shall provide said City with services of domestic animal rescue as set forth more specifically in succeeding paragraphs herein with the exception of 2(e) and (f). Story County will not provide service with regard to wild animals except as noted below in the Scope of Services, and in the sole discretion of Story County.

2. Scope of services (pursuant to Story County Code of Ordinances):

- a. Transportation of animals impounded by the contracting city.
- b. Shelter and board for the impounded animals.
- c. Issuance of applicable impoundment charges on impounded animals pursuant to Story County Code of Ordinances.
- d. Cat, dog, and other small domesticated animal adoption service for appropriately impounded animals.
- e. Investigation and disposition of rabid, sick or injured animals.
- f. Supervision of quarantine procedures and rabies testing.
- g. Collection and impounding of City trapped cats.
- h. Arrange for emergency veterinary care or provision of first-aid treatment.
- i. Provision of humane euthanasia of unclaimed cats and dogs pursuant to Iowa Code 351.37.
- j. Rescue of animals in unusual or emergency circumstances (i.e. flood waters, fire, etc., with permission from appropriate City Official).
- k. One letter sent to resident of said City when requested by said City and only after prior attempts at resolution by City.

Any other animal control related problem may be dealt with at the Animal Control Officer's discretion.

**\*The City understands that all service is subject to the Animal Control Officer's availability and discretion with the expressed approval of a City Official, except in emergencies.\***

Check and Initial here if City prefers to be notified prior to Animal Control Officer's response in non-emergency situations. If you checked the box, please provide a twenty-four (24) hour phone number: 515-343-7306

3. Consideration: (Quarterly billing)

The City will pay Story County, Iowa, based on the following fee schedule:

(No trip charge will be assessed from 8:00 a.m. to 3:00 p.m., Monday – Friday)

- a. \$50.00 per officer involved, per trip between the hours of 3:00 p.m. and 8:00 a.m., Monday through Friday, all day Saturday, Sunday and holidays.
- b. \$25.00 per trip for investigations (regardless of whether or not an animal is detained), confining an animal, and other services as needed.
- c. \$6.50 per day up to a maximum of seven (7) days per unclaimed dog for boarding and transportation costs.
- d. \$5.50 per day up to a maximum of seven (7) days per unclaimed cat for boarding and transportation costs.
- e. \$5.50 per day up to a maximum of seven (7) days per unclaimed exotic animal for boarding and transportation costs.
- f. \$10.00 per day up to a maximum of seven (7) days per unclaimed head of livestock for boarding and transportation costs. Depending on animal size, if a trailer is needed to transport an animal, add an additional \$35.00.
- g. \$15.00 for euthanasia of each unclaimed or unwanted cat no held for seven (7) days, due to sickness, injury or rabies testing.
- h. \$25.00 for euthanasia of each unclaimed or unwanted dog not held for seven (7) days, due to sickness, injury or rabies testing.
- i. \$20.00 for euthanasia of each wild animal species such as opossum, raccoon, etc.
- j. \$5.00 per day for rental of cat box trap.
- k. \$8.00 per day for rental of dog box trap.
- l. \$10.00 per citation issued at the request of said City.
- m. \$10.00 handling/transportation charge for all domestic animals held less than seven (7) days.

n. At the discretion of said City and Animal Control, an animal may be held and boarded for less than a minimum seven (7) days if the animal is:  
Significantly sick or injured, ill-tempered or vicious, feral/wild (not adoptable, applicable to cats and dogs only), believed to have been exposed to a disease infectious to animals or humans.

4. Rescue and removal charges:

For any animal in unusual or emergency circumstances - \$50.00 per trip, per Animal Control Officer needed, and any other applicable fees (which may include, but are not limited to, Sheriff's Office invoices for service).

All diagnostic and/or quarantine costs shall be paid by the City.

5. Recording requirements:

In Accordance with Iowa Code Chapter 28E, a copy of this agreement shall be filed with the Secretary of State and recorded with the Story County Recorder.

6. Termination:

Either party may terminate this agreement without penalty at any time by giving written notice at least thirty (30) days before the effective date of such termination.

7. Effective date:

This agreement shall become effective upon formal passage and execution of the Board of Supervisors above named and upon filing of this agreement with the Secretary of State of Iowa.

8. Duration and term:

The initial term of this agreement shall be for a period of one year commencing on July 1, 2020, and terminating on June 30, 2021. In the interim we will cover your animal control needs, but this agreement shall continue on a year to year basis unless terminated by any party hereto as provided below.

9. Amendment:

This agreement may not otherwise be amended or altered without a written, signed, and filed amendment to the agreement executed by the parties hereto.

In witness whereof the parties hereto have, by their authorized representatives, executed this agreement.

Story County, Iowa

By: \_\_\_\_\_  
Chairperson Date

City of Slater  
By: [Signature] 6-11-20  
Mayor Date

ATTEST

\_\_\_\_\_  
Auditor Date

[Signature] 6/11/20.  
Clerk Date

Story County Animal Control

By: [Signature]  
Animal Control Director Date  
6-22-20

## ANIMAL RESCUE SERVICE CONTRACT

This contract and Agreement is entered into by and between Story County, Iowa and the City of Zearing, Iowa pursuant to the authority, and by the procedures of Chapter 28E, Code of Iowa.

1. Purpose:

Under this contract, Story County shall provide said City with services of domestic animal rescue as set forth more specifically in succeeding paragraphs herein with the exception of 2(e) and (f). Story County will not provide service with regard to wild animals except as noted below in the Scope of Services, and in the sole discretion of Story County.

2. Scope of services (pursuant to Story County Code of Ordinances):

- a. Transportation of animals impounded by the contracting city.
- b. Shelter and board for the impounded animals.
- c. Issuance of applicable impoundment charges on impounded animals pursuant to Story County Code of Ordinances.
- d. Cat, dog, and other small domesticated animal adoption service for appropriately impounded animals.
- e. Investigation and disposition of rabid, sick or injured animals.
- f. Supervision of quarantine procedures and rabies testing.
- g. Collection and impounding of City trapped cats.
- h. Arrange for emergency veterinary care or provision of first-aid treatment.
- i. Provision of humane euthanasia of unclaimed cats and dogs pursuant to Iowa Code 351.37.
- j. Rescue of animals in unusual or emergency circumstances (i.e. flood waters, fire, etc., with permission from appropriate City Official).
- k. One letter sent to resident of said City when requested by said City and only after prior attempts at resolution by City.

Any other animal control related problem may be dealt with at the Animal Control Officer's discretion.

**\*The City understands that all service is subject to the Animal Control Officer's availability and discretion with the expressed approval of a City Official, except in emergencies.\***

KMD Check and Initial here if City prefers to be notified prior to Animal Control Officer's response in non-emergency situations. If you checked the box, please provide a twenty-four (24) hour phone number: 641-352-0469.

3. Consideration: (Quarterly billing)

The City will pay Story County, Iowa, based on the following fee schedule:

(No trip charge will be assessed from 8:00 a.m. to 3:00 p.m., Monday – Friday)

- a. \$50.00 per officer involved, per trip between the hours of 3:00 p.m. and 8:00 a.m., Monday through Friday, all day Saturday, Sunday and holidays.
- b. \$25.00 per trip for investigations (regardless of whether or not an animal is detained), confining an animal, and other services as needed.
- c. \$6.50 per day up to a maximum of seven (7) days per unclaimed dog for boarding and transportation costs.
- d. \$5.50 per day up to a maximum of seven (7) days per unclaimed cat for boarding and transportation costs.
- e. \$5.50 per day up to a maximum of seven (7) days per unclaimed exotic animal for boarding and transportation costs.
- f. \$10.00 per day up to a maximum of seven (7) days per unclaimed head of livestock for boarding and transportation costs. Depending on animal size, if a trailer is needed to transport an animal, add an additional \$35.00.
- g. \$15.00 for euthanasia of each unclaimed or unwanted cat no held for seven (7) days, due to sickness, injury or rabies testing.
- h. \$25.00 for euthanasia of each unclaimed or unwanted dog not held for seven (7) days, due to sickness, injury or rabies testing.
- i. \$20.00 for euthanasia of each wild animal species such as opossum, raccoon, etc.
- j. \$5.00 per day for rental of cat box trap.
- k. \$8.00 per day for rental of dog box trap.
- l. \$10.00 per citation issued at the request of said City.
- m. \$10.00 handling/transportation charge for all domestic animals held less than seven (7) days.

n. At the discretion of said City and Animal Control, an animal may be held and boarded for less than a minimum seven (7) days if the animal is:  
Significantly sick or injured, ill-tempered or vicious, feral/wild (not adoptable, applicable to cats and dogs only), believed to have been exposed to a disease infectious to animals or humans.

4. Rescue and removal charges:

For any animal in unusual or emergency circumstances - \$50.00 per trip, per Animal Control Officer needed, and any other applicable fees (which may include, but are not limited to, Sheriff's Office invoices for service).

All diagnostic and/or quarantine costs shall be paid by the City.

5. Recording requirements:

In Accordance with Iowa Code Chapter 28E, a copy of this agreement shall be filed with the Secretary of State and recorded with the Story County Recorder.

6. Termination:

Either party may terminate this agreement without penalty at any time by giving written notice at least thirty (30) days before the effective date of such termination.

7. Effective date:

This agreement shall become effective upon formal passage and execution of the Board of Supervisors above named and upon filing of this agreement with the Secretary of State of Iowa.

8. Duration and term:

The initial term of this agreement shall be for a period of one year commencing on July 1, 2020, and terminating on June 30, 2021. In the interim we will cover your animal control needs, but this agreement shall continue on a year to year basis unless terminated by any party hereto as provided below.

9. Amendment:

This agreement may not otherwise be amended or altered without a written, signed, and filed amendment to the agreement executed by the parties hereto.

In witness whereof the parties hereto have, by their authorized representatives, executed this agreement.

Story County, Iowa

By: \_\_\_\_\_  
Chairperson Date

City of Zeairing

By: Mark Hen 6-8-20  
Mayor Date

ATTEST

\_\_\_\_\_  
Auditor Date

Karen Davis 6-8-20  
Clerk Date

Story County Animal Control

By: Priscilla Caskey  
Animal Control Director Date  
6-22-20

RECEIVED

JUN 19 2020

**Story County**  
**Provider and Program Participation Agreement** STORY COUNTY  
BOARD OF SUPERVISORS

**THIS AGREEMENT** (the Agreement), entered into this First day of July, 2020 is by and between **Story County** and **Emergency Residence Project** (Provider).

The statements and intentions of the parties, to this Agreement, are as follows:

Story County is a governmental entity organized under the Code of Iowa, governed by the Board of Supervisors. Story County is interested in contracting with Provider to purchase Covered Services for the benefit of Story County Individuals.

Provider is interested in contracting with Story County to provide Covered Services for the benefit of Story County Individuals.

In consideration of the premises and promises contained herein, it is mutually agreed by and between Story County and Provider as follows:

**SECTION 1**  
**Definitions**

**Co-payment:** The amount which may be charged to Story County Individual at the time services are rendered.

**Subcontract:** The act in which one party to the original contract enters into a contract with a third party to provide some or all of the services listed in the original contract.

**SECTION 2**  
**Duties of Provider**

**Section 2.1 Provision of Covered Services.** Provider shall provide Covered Services to each Story County Individual who is eligible to receive such services to the extent designated in Attachment A, Service Definitions and Rates. The programs or services must conform to the standardized definitions used by the Analysis of Social Services Evaluation team (ASSET). Such services shall be rendered in compliance with applicable laws and regulations. Provider shall also provide Covered Services in a manner which: (a) documents the services provided, in conformance with Federal (including the Health Insurance Portability and Accountability Act, HIPAA, if applicable), State and local laws and regulations, (b) protects the confidentiality of the Story County Individual's medical records, and (c) records and maintains specified program information and performance measures in Clear Impact Scorecard at <https://app.resultsscorecard.com> at the frequency defined through ASSET.

**Section 2.2 Access to Books and Records.** Unless otherwise required by applicable statutes or regulation, Provider shall allow Story County access to books and records, for purposes of appeals, utilization, grievance, claims payment review, individual medical records review or

financial audits, during the term of this contract and seven (7) years following its termination. Provider shall provide records or copies of records as requested.

### **SECTION 3**

#### **Claims Submission and Payment**

**Section 3.1 Claims Submission.** Provider agrees to submit all claims and supporting documentation for reimbursement no later than forty-five (45) days from the date Covered Services are rendered.

**Section 3.2 Claims Payment.** Story County will make monthly payments to the Provider based upon the reimbursement requests submitted by the Provider in accordance with Attachment A to this contract. The maximum total amount payable by Story County under this agreement is detailed on Attachment A, and no greater amount shall be paid.

**Section 3.3 Compensation to Provider.** Provider agrees to accept payment from Story County for Covered Services provided to Story County Individuals under this Agreement as payment in full, less any Co-payment or other amount which is due from Story County Individuals for such services. Compensation for Covered Services is included as Attachment A, Service Definitions and Rates.

For Providers accessing funding through the Story County ASSET process, an agency audit or IRS Form 990 shall be submitted within six months following the end of the agency's fiscal year. If an agency audit or IRS Form 990 is not submitted, Story County reserves the right to withhold payments until the audit and/or IRS Form 990 is submitted.

### **SECTION 4**

#### **Relationship Between the Parties**

**Section 4.1 Relationship Between Story County and Provider.** The relationship between Story County and Provider is solely that of independent contractor and nothing in this Agreement shall be construed or deemed to create any other relationship including one of employment, agency or joint venture. Provider shall maintain Social Security, worker's compensation and all other employee benefits covering Providers employees as required by law.

### **SECTION 5**

#### **Hold Harmless. Indemnification and Liability Insurance**

**Section 5.1 Provider Hold Harmless and Indemnification.** Provider shall defend, hold harmless and indemnify Story County against any and all claims, liability, damages or judgments asserted against, imposed or incurred by Story County that arise out of acts or omission of Provider or Provider's employees, agents or representatives in the discharge of its responsibilities under this Agreement.

**Section 5.2 Story County Hold Harmless and Indemnification.** Story County shall defend, hold harmless and indemnify Provider against any and all claims, liability, damages or judgments asserted against, imposed or incurred by Provider that arise out of acts or omission of Story County or Story County employees, agents or representatives in the discharge of its responsibilities under this Agreement.

**Section 5.3 Provider Liability Insurance.** Provider shall procure and maintain, at the Provider's own expense, insurance in amounts sufficient to provide coverage in the following areas, when applicable: (1) comprehensive general liability; (2) comprehensive motor vehicle liability and (3) professional liability. Provider shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsement for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The County reserves the right to require complete, certified copies of all required insurance policies, at any time.

## **SECTION 6**

### **Laws and Regulations**

**Section 6.1 Laws and Regulations.** Provider warrants that it is, and during the term of this Agreement will continue to be, operating in full compliance with all applicable federal (including the Health Insurance Portability and Accountability Act, HIPAA) and state laws.

**Section 6.2 Reports from State Authority or Agency.** The Provider will be expected to comply fully with all rules and regulations imposed by a State licensing authority. All written or verbal communications or reports from a State authority or agency, including but not limited to summaries of inspection reports or complaints of abuse or neglect resulting in investigation(s), shall be provided to Story County immediately upon receipt of same by the Provider.

**Section 6.3 Compliance with Civil Rights Laws.** Provider agrees not to discriminate or differentiate in the treatment of any individual based on sex, race, color, age, religion, national origin or otherwise qualified handicapped individual. Provider agrees to ensure services are rendered to Story County Individuals in the same manner, and in accordance with the same standards and with the same availability, as offered to any other individual receiving services from Provider.

**Section 6.4 Equal Opportunity Employer.** Story County is an equal employment opportunity employer. Story County supports a policy which prohibits discrimination against any employee or applicant for employment on the basis of age, race, sex, color, national origin, religion, physical or mental disability, veteran or any other classification protected by law or ordinance. Provider agrees that it is in full compliance with Story County's Equal Employment Policy as expressed herein.

**Section 6.5 Confidentiality of Records.** Story County and Provider agree to maintain the confidentiality of all information regarding Covered Services provided to Story County Individuals under this Agreement in accordance with any applicable laws and regulations. Provider acknowledges that in receiving, storing, processing, or otherwise dealing with

information from Story County about Individuals, it is fully bound by federal (including the Health Insurance Portability and Accountability Act, HIPAA, if applicable) and state laws and regulations governing the confidentiality of medical records and mental health records.

## **SECTION 7**

### **Term and Termination**

**Section 7.1 Term.** The term of this Agreement shall be for a period of one (1) year, commencing on the date first above written.

**Section 7.2 Termination of Agreement Without Cause.** Either party may terminate this Agreement without cause upon ninety (90) days prior written notice of termination to the other party.

**Section 7.3 Termination With Cause by Story County.** Story County shall have the right to terminate this Agreement immediately by giving written notice to Provider upon the occurrence of any of the following events: (a) restriction, suspension or revocation of Provider's license, certification or accreditation; (b) Provider's loss of any liability insurance required under this Agreement; (c) chapter 7 bankruptcy files by the Provider, or (d) Provider's material breach of any of the terms or obligations of this Agreement.

**Section 7.4 Termination With Cause by Provider.** Provider shall have the right to terminate this Agreement immediately by giving written notice to Story County upon the occurrence of Story County's material breach of any of the terms or obligations of this Agreement.

**Section 7.5 Information to Story County Individuals.** Provider acknowledges the right of Story County to inform Story County Individuals of Provider's termination and agrees to cooperate with Story County in deciding on the form of such notification.

**Section 7.6 Nonrenewal of Agreement.** Either party may choose not to renew this agreement upon ninety (90) days written notice to the other party prior to the expiration of the contract.

## **SECTION 8**

### **Amendments**

**Section 8.1 Amendment.** This Agreement may be amended at any time by the mutual written agreement of the parties. In addition, Story County may amend this Agreement upon sixty (60) days advance notice to Provider and if Provider does not provide written objection to Story County within the sixty (60) day period, then the amendment shall be effective at the expiration of the sixty (60) day period.

**Section 8.2 Regulatory Amendment.** Story County may also amend this Agreement to comply with applicable statutes and regulations and shall give written notice to Provider of such amendment and its effective date. Such amendment will not require sixty (60) days advance written notice.

**SECTION 9**  
**Other Terms and Conditions**

**Section 9.1 Non-Exclusivity.** This Agreement does not confer upon the Provider any exclusive right to provide services to Story County Individuals in Provider's geographical area. Story County reserves the right to contract with other providers. The parties agree that Provider may continue to contract with other organizations.

**Section 9.2 Assignment.** Provider may not assign any of its rights and responsibilities under this Agreement to any person or entity without the prior written approval of Story County.

**Section 9.3 Subcontracting.** Provider may not subcontract any of its rights and responsibilities under this Agreement to any person or entity without prior notification to Story County.

**Section 9.4 Entire Agreement.** This Agreement and attachments attached hereto constitute the entire agreement between Story County and Provider, and supersedes or replaces any prior agreements between Story County and Provider relating to its subject matter.

**Section 9.5 Rights of Provider and Story County.** Provider agrees that Story County may use Provider's name, address, telephone number, and description of Provider and Provider's care and specialty services in any promotional activities. Otherwise, Provider and Story County shall not use each other's name, symbol or service mark without prior written approval of the other party.

**Section 9.6 Invalidity.** If any term, provision or condition of this Agreement shall be determined invalid by a court of law, such invalidity shall in no way effect the validity of any other term, provision or condition of this Agreement, and the remainder of the Agreement shall survive in full force and effect unless to do so would substantially impair the rights and obligations of the parties to this Agreement.

**Section 9.7 No Waiver.** The waiver by either party of a breach or violation of any provisions of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach.

**Section 9.8 Notices to Story County.** Any notice, request, demand, waiver, consent, approval or other communication to Story County which is required or permitted herein shall be in writing and shall be deemed given only if delivered personally, or sent by registered mail or certified mail, or by express mail courier service, postage prepaid, as follows:

Story County Board of Supervisor's Office  
Story County Administration Building  
900 6<sup>th</sup> Street  
Nevada Iowa 50201  
Attention: Sandra King

**Section 9.9 Notices to Provider.** Any notice, request, demand, waiver, consent, approval or other communication to Provider which is required or permitted herein shall be in writing and shall be deemed given only if delivered personally, or sent by registered mail or certified mail, or by express mail courier service, postage prepaid, as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attention: \_\_\_\_\_

*This Agreement has been executed by the parties hereto, through their duly authorized officials.*

**COUNTY:**

**PROVIDER:**

By: \_\_\_\_\_

By: Jodi Stumbo

Print Name: \_\_\_\_\_

Print Name: Jodi Stumbo

Print Title: Story County Board of Supervisors

Print Title: Executive Director

Date: \_\_\_\_\_

Date: 6/11/20

**ATTACHMENT A  
SERVICE DEFINITIONS AND RATES  
FISCAL YEAR: 2021**

<b>Service Description</b>	<b>Unit of Service</b>	<b>Rate</b>
Emergency Shelter Not to Exceed \$42,382	1 24 Hour Period of Food and Shelter	\$32.74
Transitional Housing Not to Exceed \$15,902	1 Day	\$13.06
Service Coordination/Rapid Rehousing Not to Exceed \$3,352	1 Client Hour	\$7.20

## Sandra K. King

---

**From:** Erin Thompson <storycountyasset@gmail.com>  
**Sent:** Monday, June 15, 2020 10:29 PM  
**To:** Deb Schildroth; Jean Kresse; Karla K. Webb; Sandra K. King  
**Subject:** FW: ERP information on Name Change  
**Attachments:** Name Change Resolution.pdf; ERP Bylaws\_v002\_2020.pdf

[External Sender - Please Use Caution]

Deb/Jean/ Sandra/ Karla:

Here is the information on ERP's name change. I will get it changed on the Reference Manual, website, and budget forms. If there's anything else you can think of, let me know!

Thank you!

Erin

**From:** Jodi Stumbo [mailto:jodi@amesshelter.org]  
**Sent:** Monday, June 15, 2020 11:28 AM  
**To:** Erin Thompson  
**Subject:** ERP information on Name Change

Hi Erin,

Starting July 1, we will officially be Shelter Housing Corporation dba The Bridge Home. The documents we filed with the state are attached and our updated bylaws. Please share this with the ASSET funders and let me know if you have questions or need anything else.

Thanks - Jodi

Jodi Stumbo  
Executive Director  
Emergency Residence Project  
225 S. Kellogg  
Ames, IA 50010  
[jodi@amesshelter.org](mailto:jodi@amesshelter.org)  
515.232.8075

*Sheltering our neighbor to uplift our community*

ERP

ERP



Iowa Secretary of State  
321 East 12th Street  
Des Moines, IA 50319  
sos.iowa.gov

Date	<b>6/9/2020 10:04 AM</b>
Corp No	<b>101771</b>
Cert No	<b>FT0062939</b>

**FILED**

### Fictitious Name Resolution

**SHELTER HOUSING CORPORATION**

The name of the business entity is

**CODE 504 REVISED DOMESTIC NON-PROFIT**

The business entity subject to the provisions of

**The Bridge Home**

RESOLVED, that the business entity adopts the name

**Signature**

**Jean Nicol Jahren**  
Secretary

**6/8/2020 3:25:06 PM**  
Date

BYLAWS OF THE SHELTER HOUSING CORPORATION,  
dba THE BRIDGE HOME  
Revised 19 MAY 2020

1 Article I. The Corporation

2 Section 1.01 CORPORATE IDENTITY.

3 The SHELTER HOUSING CORPORATION (dba THE BRIDGE HOME) is an Iowa corporation that  
4 was registered as an Iowa Code Chapter 504 Revised Domestic Non-profit on April 23, 1985. The  
5 corporation is identified as Iowa business number 101771, and does business as an Internal Revenue Service  
6 (IRS) 501(c)(3) tax-exempt organization. The IRS classifies the corporation as a tax exempt public charity  
7 with the Employer Identification Number (EIN) 42-1252893. The corporation is operated by the volunteer  
8 board of Directors (henceforth the Board) and staffed by a salaried Executive Director, salaried Associate  
9 Director, and other salaried employees under the direction of the executive Director. The fiscal year of the  
10 corporation is July one (1) through June thirty (30) of the following year. The corporation does not issue  
11 stock. The corporation is primarily funded by donations, grants and public funding. The SHELTER  
12 HOUSING CORPORATION is not a membership organization.

13 Section 1.02 ACTIVITIES.

14 The Bridge Home is an organization that provides shelter and support to those experiencing homelessness  
15 while striving to prevent individuals from becoming homeless. Services provided include emergency shelter,  
16 a rapid re-housing program, transitional housing for families, and a homelessness prevention financial  
17 assistance program. THE BRIDGE HOME maintains close ties to a number of Supporting Organizations,  
18 some of which were involved in establishing the Corporation in 1985.

19 Section 1.03 SUPPORTING ORGANIZATIONS AND DEFINITIONS. (Revised 3-17-2020)

20 A Supporting Organization is defined as:

- 21 (a) any not-for-profit organization contributing significant, regular resources in the form of financial  
22 contributions, volunteer base, or specific expertise and service to the Corporation, and can provide  
23 individuals with interest, expertise, and commitment to fulfill the duties of Director or  
24 (b) any organization whose operations closely align with the mission, vision, and values of the  
25 corporation, and can provide individuals with interest, expertise, and commitment to fulfill the duties  
26 of Director.  
27 (c) The number and composition of Supporting Organizations is not fixed, and the list of Supporting  
28 Organizations shall be reviewed every five (5) years in years ending with a zero (0) or five (5). At such  
29 time, those organizations no longer meeting the criteria of a Supporting Organization shall be  
30 removed from the list and a replacement identified.  
31 (d) Any organization meeting the criteria of a Supporting Organization can have representation added to  
32 the Board by a two-thirds (2/3) affirmative vote of all seated Directors. The initial term of this  
33 representation shall be a partial term to expire at the next immediate Annual Meeting.

34 Article II. Directors

35 Section 2.01 BOARD OF DIRECTORS.

36 The Board of Directors is responsible for the overall management of the business and affairs of the  
37 Corporation, and has the authority to appoint and terminate the employment of the Executive Director, who  
38 has responsibility for managing the day-to-day operations of the Corporation.

39 Section 2.02 SIZE OF THE BOARD.

40 The number of Directors of the Corporation shall be no fewer than seven (7) nor shall exceed seventeen (17).  
41 No more than one-third (1/3) of the current Directors may represent an at-large constituency; the remainder  
42 of the Directors shall have been recruited from and represent a Supporting Organization.

43 Section 2.03 CONFLICT OF INTEREST.

44 When contemplating business transactions with an organization with which a Director has a financial or other  
45 interest, the Director shall declare that interest, and shall abstain from any motion related to such  
46 organization.

47 Section 2.04 TERMS.

48 The term for a Director shall be three fiscal years, with terms staggered to ensure that approximately the same  
49 number of Directors complete their terms each year. The assignment of three-year terms for Directors shall  
50 be arbitrary and shall involve mutual agreement, where approximately one-third of Directors complete a term  
51 in any given year. An attempt also should be made to ensure that a majority of at-large Directors terms do  
52 not expire at the same time.

53 Section 2.05 TERM LIMITS OF DIRECTORS.

54 Any Director may serve no more than two (2) consecutive three-year terms. In the event of serving a partial  
55 term of two (2) years, a Director may serve one (1) additional full three-year term. In the event of serving a  
56 one (1) year partial term, a Director may serve two (2) additional full three-year terms. Upon completion of  
57 two consecutive terms or any combination of full and partial terms, the individual may not serve another  
58 partial or full term for a period of one (1) year.

59 Section 2.06 ATTENDANCE.

60 Attendance is a critical component for Directors to ensure timely and thorough execution of the activities of  
61 the Board. While in person attendance is the preferred method for Directors to attend meetings, provisions  
62 may be made for Directors to attend meetings telephonically (e.g. phone call) or electronically (e.g. video call).

- 63 (a) Should a Director have an unavoidable conflict with attending a meeting in person or telephonically,  
64 they shall notify the President and Secretary in writing (print or electronic) no later than two days  
65 prior to the meeting.
- 66 (b) In the event of an emergency that prevents a Director from attending a board meeting, they shall  
67 notify the President and Secretary of their absence in writing at their earliest convenience.
- 68 (c) Excused absences shall include, but are not limited to: professional obligations, personal or family  
69 illness or emergency, accident, acts of God, or any other unforeseen occurrence that makes  
70 attendance impossible or unadvisable.
- 71 (d) Excused absences do not apply to attendance requirements in subparts (e) or (g)
- 72 (e) Directors shall attend at minimum seventy-five percent (75%) of board meetings in any fiscal year.
- 73 (f) Any Director failing to meet this threshold shall be subject to the provisions for removal in Section  
74 8.02.
- 75 (g) Any Director missing four (4) consecutive regular meetings of the Board shall be considered to have  
76 tendered resignation (refer to Section 8.01).

77 Section 2.07 COMPENSATION.

78 No compensation shall be paid to any regular member of the Board, except that reasonable reimbursement  
79 may be requested for travel or other expenses incurred on Board business.

80 Section 2.08 REPLACEMENT.

81 If a Director does not complete a three-year term the Nominating Committee shall proceed with the  
82 replacement of the Director as in Section 2.09(a) for those representing Supporting Organizations and as in  
83 Section 2.09(b) for at-large Directors. The term of any replacement Director shall be that of the Director  
84 they are replacing.

85 Section 2.09 RENEWAL.

86 Procedures for possible renewal of a Director's appointment, or replacement, are as follows:

- 87 (a) Supporting Organization Directors: In January of the final year of a Director's term, the Nominating  
88 Committee (see Section 6.04) shall notify the Supporting Organization in writing that the Director is  
89 in the third year of a current term of office, and ascertain if the Organization shall nominate a  
90 replacement or request renewal of this appointment for an additional three-year term. A formal  
91 written response must be received before the Nominating Committee makes a recommendation to  
92 the Board for renewal or consideration of a replacement nominee.
- 93 (b) At-large Directors: In January of the final year of an at-large Director's term, the Nominating  
94 Committee shall ascertain if the Director is interested in an additional three-year appointment.  
95 Should the Nominating Committee and the Director agree on a renewal, the Committee shall  
96 recommend a three-year renewal to the Board. If the mutual decision is not to request renewal, the  
97 Nominating Committee shall request the Board to suggest possible candidates for this Director  
98 position should the Board wish to fill the seat.

99 Section 2.10 QUALIFICATIONS.

100 Prospective Directors must demonstrate an interest in and contribution to the success of the corporation.  
101 Nominees must also commit to making time to attend Board meetings, be actively involved in the work of  
102 committees, and perform other functions, as required.

103 Section 2.11 QUID PRO QUO.

104 Board membership shall not be granted as a reward for services rendered to the corporation.

105 Article III. Meetings

106 Section 3.01 NOTICE. (Revised 05-19-2020)

107 Notice of time and place of both regular and special meetings shall be given by the secretary not less than  
108 seven (7) days before the date of the meeting. In the event of an emergency, the Executive Committee may  
109 waive the seven (7) days advance notice of a special meeting.

110 Section 3.02 VOTING RIGHTS.

111 Each Director shall be entitled to one (1) vote and, unless otherwise specified by these Bylaws, governing  
112 rules, or the Articles of Incorporation, a simple majority shall be required for approval of motions.

113 Section 3.03 QUORUM.

114 A quorum shall be deemed to be present when fifty percent plus one (50% + 1) of the sitting Directors and  
115 one Officer are present at Board meetings.

116 Section 3.04 ANNUAL MEETING.

117 The Annual Meeting shall be held each year during the month of May and shall include, but is not limited to:

- 118 (a) Election to the Board of Directors or the re-election to another term of those Directors already  
119 serving
- 120 (b) Election of the Officers
- 121 (c) Approval of the Annual Budget of the Corporation
- 122 (d) Review and modification of the roster of Supporting Organizations by the procedures outlined in  
123 Section 1.03

124 Section 3.05 REGULAR MEETINGS.

125 Regular meetings shall be held monthly. Regular meetings may be cancelled by a majority vote of the Board  
126 during the course of a regular meeting for the subsequent regular meeting. There shall be a minimum of six  
127 (6) regular meetings in any fiscal year.

128 Section 3.06 ATTENDANCE, EXECUTIVE DIRECTOR.

129 The Executive Director or their designee shall be present at all meetings of the Board, unless the Board  
130 requires closed session for a portion of a meeting to discuss sensitive personnel or other matters. Additional  
131 members of the staff may be invited by the Board to attend as appropriate.

132 Article IV. Officers

133 Section 4.01 OFFICERS.

134 The Officers of the corporation are: President, Vice President, Secretary, and Treasurer

135 Section 4.02 MEMBERSHIP.

136 Each Officer must be a current and continuing member of the Board.

137 Section 4.03 SLATING.

138 The Nominating Committee shall present a slate of nominees to the Board at the regular meeting immediately  
139 preceding the Annual Meeting, from which, with possible nominations from the floor, the Officers of the  
140 Corporation shall be elected by the Board during the course of the Annual Meeting for one year terms.

141 Section 4.04 TERM LIMITS.

142 An Officer shall not exceed three (3) consecutive years in any single office, nor shall serve more than five  
143 years as an Officer within full term limits as a Director. A Director may not serve as an Officer in their first  
144 year on the board.

145 Section 4.05 REPLACEMENT.

146 If an Officer is unable or unwilling to serve a complete term, the Officer shall be replaced by appointment of  
147 the President with approval of the Executive Committee for the remainder of the term.

148 Article V. Duties of Officers

149 Section 5.01 The President shall:

- 150 (a) preside at all meetings of the Board and of the Executive Committee,
- 151 (b) act as the public face of the Board of the Corporation,
- 152 (c) be an authorized signatory for bank accounts, and
- 153 (d) will be responsible for making recommendations for committee appointments.

154 Section 5.02 The Vice President shall:

- 155 (a) succeed the President upon completion of their term and after successful completion of term as Vice  
156 President,
- 157 (b) ensure the timely, accurate, and regular completion of the work of all committees,
- 158 (c) shall act as Chair of the Nominating Committee,
- 159 (d) shall be an authorized signatory for bank accounts, and
- 160 (e) perform the duties of the President, should the President be unable to act.

161 Section 5.03 The Secretary shall:

- 162 (a) keep the minutes of the Board meetings,
- 163 (b) circulate to the Board not less than one week prior to each regular meeting the Board packet  
164 containing the minutes of previous meeting(s), all applicable reports, financial statements, and the  
165 agenda,
- 166 (c) collect, file, and maintain record of all publications, distributions, and ephemera of the Corporation,
- 167 (d) shall be an authorized signatory for bank accounts, and
- 168 (e) in general, perform all duties incident to the office of the Secretary and such other duties as from  
169 time to time may be assigned by the President or by the board of Directors.

170 Section 5.04 The Treasurer shall:

- 171 (a) submit a written summary of the Corporation's financial situation to the Secretary at each Executive  
172 Committee meeting for inclusion in the monthly Board packet,  
173 (b) immediately notify all Directors and the Executive Director should the liquid assets of the  
174 Corporation reach or fall below a threshold set by the Finance Committee,  
175 (c) shall be an authorized signatory for bank accounts, and  
176 (d) perform other such duties as from time to time may be assigned by the President or by the Board of  
177 Directors.

## 178 Article VI. Committees

179 Section 6.01 COMMITTEES.

180 The Committees consist of the Executive Committee, the Nominating Committee, and the four Standing  
181 Committees: Personnel and Policies, Finance, Marketing and Development, and Property and Maintenance.

182 Section 6.02 COMPOSITION & APPOINTMENT.

183 Each committee (excluding the Executive Committee, Section 6.03) shall consist of at least three members.  
184 The President, with guidance from the Executive Committee, shall appoint annually the membership of the  
185 Nominating Committee, to include only Directors whose terms shall not expire in that fiscal year. The  
186 appointments of chairs and the membership of the Standing Committees shall be reviewed yearly by the  
187 President and the Executive Committee. The Executive Director and President shall be *ex officio* member(s)  
188 of all Standing Committees. Additionally, members of the general public may serve as non-voting advisors of  
189 the Personnel and Policies Committee, Finance Committee, Marketing and Development Committee, and  
190 Property and Maintenance Committee.

191 Section 6.03 The Executive Committee:

- 192 (a) consists of the President, Vice-President, Secretary, Treasurer and the Executive Director,  
193 (b) is responsible for the orientation to the organization and their duties of all new Directors within a  
194 reasonable time of their election to the Board,  
195 (c) regularly reviews items of compliance related to the operations of the Corporation,  
196 (d) discusses issues which are to be presented to the Board for discussion and action,  
197 (e) creates the agenda for Board meetings at least one week prior to all regular meetings, and  
198 (f) may be authorized by the Board to act on urgent issues which might arise.

199 Section 6.04 The Nominating Committee:

- 200 (a) shall be chaired by the Vice President,  
201 (b) shall endeavor to strategically recruit Directors experience and expertise to enhance the operations of  
202 the Corporation,  
203 (c) after consultation with the Board, shall prepare a slate of Officers for presentation to the Board at  
204 the regular meeting immediately preceding the Annual Meeting and voted upon at the Annual  
205 Meeting, and  
206 (d) shall manage the renewal and replacement of all directors as in Section 2.09.

- 207 Section 6.05 Personnel and Policies Committee:
- 208 (a) recommend policy revisions to the Board,
  - 209 (b) evaluate the Executive Director on an annual basis (limited only to elected Directors of the Board),
  - 210 (c) review staff job descriptions annually,
  - 211 (d) review annually staff salaries and make any recommendations for change to the Finance Committee
  - 212 for inclusion in the annual budget of the Corporation,
  - 213 (e) develop and review organizational policies,
  - 214 (f) maintain the operations manual for the Board, and
  - 215 (g) perform other duties as may be assigned by the President or the Board.
- 216 Section 6.06 Finance Committee:
- 217 (a) shall assure financial reports and reviews are made monthly and annually,
  - 218 (b) aide in the development of an annual budget for the Corporation,
  - 219 (c) review the monthly revenue and expense report and present recommendations to the Board, and
  - 220 (d) Perform other duties as may be assigned by the President or the Board.
- 221 Section 6.07 Marketing and Development Committee:
- 222 (a) shall initiate and coordinate fund raising efforts,
  - 223 (b) promote community awareness of the services and existence of the Corporation through use of any
  - 224 appropriate method,
  - 225 (c) develop and maintain the communications plan for the Corporation,
  - 226 (d) develop and maintain the brand standard of the Corporation, and
  - 227 (e) perform other duties as may be assigned by the President or the Board.
- 228 Section 6.08 Property and Maintenance Committee:
- 229 (a) shall conduct quarterly inspections of all properties with maintenance staff,
  - 230 (b) develop and maintain an approved contractor list which the staff can call upon as needed,
  - 231 (c) liaise with construction volunteers,
  - 232 (d) manage property related projects,
  - 233 (e) identify and prioritizes long-term facility needs, and
  - 234 (f) perform other duties as may be assigned by the Chair or the Board.

235 Article VII. Financial Instruments

- 236 Section 7.01 AUTHORIZATION.
- 237 The Board may authorize any Officer(s) or agent(s), to enter into any contract or execute and deliver any
- 238 instrument in the name of and on behalf of the Corporation, and such authority may be general or confined
- 239 to specific instances.
- 240 Section 7.02 LOANS.
- 241 No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued
- 242 in its name unless authorized by a resolution of the Board. Such authority may be general or confined to
- 243 specific instances.

244 Section 7.03 CHECKS.  
245 Checks written for the payment of money, notes or other evidences of indebtedness issued in the name of the  
246 Corporation, shall be signed by either the Treasurer, the President or the Vice-President, or other designee(s)  
247 to be determined by the Board of Directors. All individuals authorized to sign checks shall be reviewed  
248 annually by the Executive Committee.

249 Section 7.04 DEPOSITS.  
250 All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the  
251 Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

## 252 Article VIII. Resignation and Termination

253 Section 8.01 RESIGNATION.  
254 An Officer or Director of the corporation may resign at any time by delivering written or verbal notice to  
255 the Board of Directors, president or secretary. The resignation shall be immediate unless the presiding Officer  
256 determines an acceptable alternate effective date, such date not to exceed forty-five (45) days from the date of  
257 the resignation notice.

### 258 Section 8.02 REMOVAL OF DIRECTORS

- 259 (a) A Director may be removed without cause only by the vote of three-fourths of all current Directors  
260 (b) A Director may be removed with cause by a majority vote of the Board  
261 (c) One or more of the following shall be sufficient cause for removal of a Director:  
262 (i) *Embezzlement of funds or other criminal acts*  
263 (ii) *Abuse of office or Directorship for personal, professional, or political gain*  
264 (iii) *Acts which result in detriment to the Corporation*  
265 (iv) *Non-compliance with these Bylaws, standing rules and policies of the Corporation, or any applicable laws and*  
266 *regulations*  
267 (v) *Chronic disregard for the obligations of Directorship*  
268 (vi) *A demonstrated pattern of conduct contrary to the mission, vision, and values of the Corporation*  
269 (vii) *Defamation, slander, or libel towards the Corporation*  
270 (d) Notification of and Determination of Possible Violation  
271 (i) *Immediate notice of any instance which could result in removal for cause of a Director shall be given to the President*  
272 (ii) *The President, or most senior Officer available, shall investigate the claim and determine its validity within fourteen*  
273 *(14) days of notification*  
274 (iii) *The President shall report their finding to the Board upon completion of the investigation, and if found to be valid, the*  
275 *Board shall take action*  
276 (e) Procedure for removal of a Director  
277 (i) *The President, upon reporting the findings from Section 8.02d, shall call a special meeting of the Board for*  
278 *consideration of removal within fourteen (14) days of the findings. Should the next regularly scheduled meeting of the*  
279 *Board fall within this period, such business shall be conducted at the regular meeting.*  
280 (ii) *A vote shall be held, and should the majority support removal, the Director shall be removed immediately*  
281 (f) Removal of a Director does not absolve the individual of any liabilities or obligations, criminal or  
282 otherwise, for which they may be personally liable.  
283 (g) Replacement of a Director shall follow the procedure described in Section 2.08.

### 284 Section 8.03 REMOVAL OF OFFICERS

- 285 (a) An Officer may be removed without cause only by the vote of three-fourths of all current Directors.  
286 (b) An Officer may be removed with cause by a majority vote of the Board.

- 287 (c) The causes for removal of a Director listed in Section 8.02(c) shall be sufficient for the removal of an  
288 Officer.
- 289 (d) The determination and procedure for removal of an officer shall be the same as those in Section  
290 8.02(d) and 8.02(e).
- 291 (e) Removal of an Officer does not absolve the individual of any liabilities or obligations, criminal or  
292 otherwise, for which they may be personally liable.
- 293 (f) Upon removal of an Officer, the President shall appoint a replacement from the remaining body of  
294 Directors to serve until the next Annual Meeting.
- 295 (g) Removal of an Officer from office does not automatically remove the Officer from the Board.  
296 Should an Officer be removed, the Board must also consider if the infraction merits removal as a  
297 Director. This recommendation shall be determined as part of the procedure in Section 8.02(d).

## 298 Article IX. Records – Retention and Inspection

### 299 Section 9.01 RETENTION.

300 The Corporation shall retain certain written and electronic records pursuant to Iowa Code and federal law  
301 pertaining to record retention for non-profit organizations.

### 302 Section 9.02 ORIGINAL RECORDS.

303 Original records with original signature(s) shall be retained whenever possible.

### 304 Section 9.03 INSPECTION.

305 The records of the corporation shall be made available for inspection with reasonable advance notice subject  
306 to any regulatory restriction on the nature of the data with regards to personally identifying information, etc.

## 307 Article X. Bylaws of the Corporation

### 308 Section 10.01 CREATION, COMPOSITION & MAINTENANCE.

309 The President shall cause to be created, maintained and communicated a list of rules, the Bylaws of the  
310 corporation. Said Bylaws shall define:

- 311 (a) The legal identity, tax status, how the corporation is structured and certain other relevant business  
312 information,
- 313 (b) The size of the Board of Directors and the fundamental operations of the Board,
- 314 (c) The roles and duties of the Directors and Officers,
- 315 (d) The rules and procedures for holding meetings, electing Directors and the president, and appointing  
316 Officers,
- 317 (e) Procedures for removal and resignation of Officers and Directors, and
- 318 (f) Other essential governance and administrative matters.

### 319 Section 10.02 COMPLIANCE.

320 The Bylaws of the corporation shall be compliant with Chapter 504, Revised Iowa Nonprofit Corporation  
321 Act, of the Code of Iowa, and applicable federal IRS laws, rules and regulations. If any Bylaws are found to  
322 be deficient or in conflict with Chapter 504, the provisions in Chapter 504 shall prevail.

### 323 Section 10.03 MODIFICATION & REPEAL.

324 Any alteration, amendment or repeal of these By-laws shall be discussed at a regular meeting, and the  
325 proposed alterations, amendments or other action shall be circulated to the Board for information; no action  
326 shall be taken before the following regular meeting.

## 327 Article XI. Parliamentary Authority

328 Section 11.01 AUTHORITY.  
329 Meetings shall be governed by *Robert's Rules of Order, Newly Revised* (RROR) in its most current edition in all  
330 cases where they are applicable

331 Section 11.02 RESTRICTIONS.  
332 *Robert's Rules of Order, Newly Revised* shall not supersede any bylaw, Iowa Code, or any special rule the  
333 corporation may adopt.

334 Article XII. Seal

335 Section 12.01 This Corporation shall have no corporate seal.

336 \*\*\*\*\*

337 Be it so resolved and adopted, this 17th day of July, 2018 that these bylaws are adopted and entered  
338 into the official record of the SHELTER HOUSING CORPORATION (dba EMERGENCY  
339 RESIDENCE PROJECT).

340

341 Entered into record:

342

343 SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

344 Jean Nichol Jahren

345 SECRETARY OF THE CORPORATION

RECEIVED

JUN 22 2020

STORY COUNTY  
BOARD OF SUPERVISORS

**Story County  
Provider and Program Participation Agreement**

**THIS AGREEMENT** (the Agreement), entered into this First day of July, 2020 is by and between **Story County** and **MGMC Home Health Services** (Provider).

The statements and intentions of the parties, to this Agreement, are as follows:

Story County is a governmental entity organized under the Code of Iowa, governed by the Board of Supervisors. Story County is interested in contracting with Provider to purchase Covered Services for the benefit of Story County Individuals.

Provider is interested in contracting with Story County to provide Covered Services for the benefit of Story County Individuals.

In consideration of the premises and promises contained herein, it is mutually agreed by and between Story County and Provider as follows:

**SECTION 1  
Definitions**

**Co-payment:** The amount which may be charged to Story County Individual at the time services are rendered.

**Subcontract:** The act in which one party to the original contract enters into a contract with a third party to provide some or all of the services listed in the original contract.

**SECTION 2  
Duties of Provider**

**Section 2.1 Provision of Covered Services.** Provider shall provide Covered Services to each Story

County Individual who is eligible to receive such services to the extent designated in Attachment A, Service Definitions and Rates. The programs or services must conform to the standardized definitions used by the Analysis of Social Services Evaluation team (ASSET). Such services shall be rendered in compliance with applicable laws and regulations. Provider shall also provide Covered Services in a manner which: (a) documents the services provided, in conformance with Federal (including the Health Insurance Portability and Accountability Act, HIPAA, if applicable), State and local laws and regulations, (b) protects the confidentiality of the Story County Individual's medical records, and (c) records and maintains specified program information and performance measures in Clear Impact Scorecard at <https://app.resultsscorecard.com> at the frequency defined through ASSET.

**Section 2.2 Access to Books and Records.** Unless otherwise required by applicable statutes or regulation, Provider shall allow Story County access to books and records, for purposes of appeals, utilization, grievance, claims payment review, individual medical records review or

financial audits, during the term of this contract and seven (7) years following its termination. Provider shall provide records or copies of records as requested.

### **SECTION 3**

#### **Claims Submission and Payment**

**Section 3.1 Claims Submission.** Provider agrees to submit all claims and supporting documentation for reimbursement no later than forty-five (45) days from the date Covered Services are rendered.

**Section 3.2 Claims Payment.** Story County will make monthly payments to the Provider based upon the reimbursement requests submitted by the Provider in accordance with Attachment A to this contract. The maximum total amount payable by Story County under this agreement is detailed on Attachment A, and no greater amount shall be paid.

**Section 3.3 Compensation to Provider.** Provider agrees to accept payment from Story County for Covered Services provided to Story County Individuals under this Agreement as payment in full, less any Co-payment or other amount which is due from Story County Individuals for such services. Compensation for Covered Services is included as Attachment A, Service Definitions and Rates.

For Providers accessing funding through the Story County ASSET process, an agency audit or IRS Form 990 shall be submitted within six months following the end of the agency's fiscal year. If an agency audit or IRS Form 990 is not submitted, Story County reserves the right to withhold payments until the audit and/or IRS Form 990 is submitted.

### **SECTION 4**

#### **Relationship Between the Parties**

**Section 4.1 Relationship Between Story County and Provider.** The relationship between Story County and Provider is solely that of independent contractor and nothing in this Agreement shall be construed or deemed to create any other relationship including one of employment, agency or joint venture. Provider shall maintain Social Security, worker's compensation and all other employee benefits covering Providers employees as required by law.

### **SECTION 5**

#### **Hold Harmless. Indemnification and Liability Insurance**

**Section 5.1 Provider Hold Harmless and Indemnification.** Provider shall defend, hold harmless and indemnify Story County against any and all claims, liability, damages or judgments asserted against, imposed or incurred by Story County that arise out of acts or omission of Provider or Provider's employees, agents or representatives in the discharge of its responsibilities under this Agreement.

**Section 5.2 Story County Hold Harmless and Indemnification.** Story County shall defend, hold harmless and indemnify Provider against any and all claims, liability, damages or judgments asserted against, imposed or incurred by Provider that arise out of acts or omission of Story County or Story County employees, agents or representatives in the discharge of its responsibilities under this Agreement.

**Section 5.3 Provider Liability Insurance.** Provider shall procure and maintain, at the Provider's own expense, insurance in amounts sufficient to provide coverage in the following areas, when applicable: (1) comprehensive general liability; (2) comprehensive motor vehicle liability and (3) professional liability. Provider shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsement for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The County reserves the right to require complete, certified copies of all required insurance policies, at any time.

## **SECTION 6**

### **Laws and Regulations**

**Section 6.1 Laws and Regulations.** Provider warrants that it is, and during the term of this Agreement will continue to be, operating in full compliance with all applicable federal (including the Health Insurance Portability and Accountability Act, HIPAA) and state laws.

**Section 6.2 Reports from State Authority or Agency.** The Provider will be expected to comply fully with all rules and regulations imposed by a State licensing authority. All written or verbal communications or reports from a State authority or agency, including but not limited to summaries of inspection reports or complaints of abuse or neglect resulting in investigation(s), shall be provided to Story County immediately upon receipt of same by the Provider.

**Section 6.3 Compliance with Civil Rights Laws.** Provider agrees not to discriminate or differentiate in the treatment of any individual based on sex, race, color, age, religion, national origin or otherwise qualified handicapped individual. Provider agrees to ensure services are rendered to Story County Individuals in the same manner, and in accordance with the same standards and with the same availability, as offered to any other individual receiving services from Provider.

**Section 6.4 Equal Opportunity Employer.** Story County is an equal employment opportunity employer. Story County supports a policy which prohibits discrimination against any employee or applicant for employment on the basis of age, race, sex, color, national origin, religion, physical or mental disability, veteran or any other classification protected by law or ordinance. Provider agrees that it is in full compliance with Story County's Equal Employment Policy as expressed herein.

**Section 6.5 Confidentiality of Records.** Story County and Provider agree to maintain the confidentiality of all information regarding Covered Services provided to Story County Individuals under this Agreement in accordance with any applicable laws and regulations. Provider acknowledges that in receiving, storing, processing, or otherwise dealing with

information from Story County about Individuals, it is fully bound by federal (including the Health Insurance Portability and Accountability Act, HIPAA, if applicable) and state laws and regulations governing the confidentiality of medical records and mental health records.

## **SECTION 7**

### **Term and Termination**

**Section 7.1 Term.** The term of this Agreement shall be for a period of one (1) year, commencing on the date first above written.

**Section 7.2 Termination of Agreement Without Cause.** Either party may terminate this Agreement without cause upon ninety (90) days prior written notice of termination to the other party.

**Section 7.3 Termination With Cause by Story County.** Story County shall have the right to terminate this Agreement immediately by giving written notice to Provider upon the occurrence of any of the following events: (a) restriction, suspension or revocation of Provider's license, certification or accreditation; (b) Provider's loss of any liability insurance required under this Agreement; (c) chapter 7 bankruptcy files by the Provider, or (d) Provider's material breach of any of the terms or obligations of this Agreement.

**Section 7.4 Termination With Cause by Provider.** Provider shall have the right to terminate this Agreement immediately by giving written notice to Story County upon the occurrence of Story County's material breach of any of the terms or obligations of this Agreement.

**Section 7.5 Information to Story County Individuals.** Provider acknowledges the right of Story County to inform Story County Individuals of Provider's termination and agrees to cooperate with Story County in deciding on the form of such notification.

**Section 7.6 Nonrenewal of Agreement.** Either party may choose not to renew this agreement upon ninety (90) days written notice to the other party prior to the expiration of the contract.

## **SECTION 8**

### **Amendments**

**Section 8.1 Amendment.** This Agreement may be amended at any time by the mutual written agreement of the parties. In addition, Story County may amend this Agreement upon sixty (60) days advance notice to Provider and if Provider does not provide written objection to Story County within the sixty (60) day period, then the amendment shall be effective at the expiration of the sixty (60) day period.

**Section 8.2 Regulatory Amendment.** Story County may also amend this Agreement to comply with applicable statutes and regulations and shall give written notice to Provider of such amendment and its effective date. Such amendment will not require sixty (60) days advance written notice.

## **SECTION 9**

### **Other Terms and Conditions**

**Section 9.1 Non-Exclusivity.** This Agreement does not confer upon the Provider any exclusive right to provide services to Story County Individuals in Provider's geographical area. Story County reserves the right to contract with other providers. The parties agree that Provider may continue to contract with other organizations.

**Section 9.2 Assignment.** Provider may not assign any of its rights and responsibilities under this Agreement to any person or entity without the prior written approval of Story County.

**Section 9.3 Subcontracting.** Provider may not subcontract any of its rights and responsibilities under this Agreement to any person or entity without prior notification to Story County.

**Section 9.4 Entire Agreement.** This Agreement and attachments attached hereto constitute the entire agreement between Story County and Provider, and supersedes or replaces any prior agreements between Story County and Provider relating to its subject matter.

**Section 9.5 Rights of Provider and Story County.** Provider agrees that Story County may use Provider's name, address, telephone number, and description of Provider and Provider's care and specialty services in any promotional activities. Otherwise, Provider and Story County shall not use each other's name, symbol or service mark without prior written approval of the other party.

**Section 9.6 Invalidity.** If any term, provision or condition of this Agreement shall be determined invalid by a court of law, such invalidity shall in no way effect the validity of any other term, provision or condition of this Agreement, and the remainder of the Agreement shall survive in full force and effect unless to do so would substantially impair the rights and obligations of the parties to this Agreement.

**Section 9.7 No Waiver.** The waiver by either party of a breach or violation of any provisions of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach.

**Section 9.8 Notices to Story County.** Any notice, request, demand, waiver, consent, approval or other communication to Story County which is required or permitted herein shall be in writing and shall be deemed given only if delivered personally, or sent by registered mail or certified mail, or by express mail courier service, postage prepaid, as follows:

Story County Board of Supervisor's Office  
Story County Administration Building  
900 6<sup>th</sup> Street  
Nevada Iowa 50201  
Attention: Sandra King

**Section 9.9 Notices to Provider.** Any notice, request, demand, waiver, consent, approval or other communication to Provider which is required or permitted herein shall be in writing and shall be deemed given only if delivered personally, or sent by registered mail or certified mail, or by express mail courier service, postage prepaid, as follows:

MGMC Home Health Services  
1114 Duff Ave  
Ames, IA 50010

Attention: Les White

*This Agreement has been executed by the parties hereto, through their duly authorized officials.*

**COUNTY:**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: Story County Board of Supervisors

Date: \_\_\_\_\_

**PROVIDER:**

By:  \_\_\_\_\_

Print Name: Cory Gelfre

Print Title: Vice President

Date: 6-16-2020

**ATTACHMENT A**  
**SERVICE DEFINITIONS AND RATES**  
**FISCAL YEAR: 2021**

<b>Service Description</b>	<b>Unit of Service</b>	<b>Rate</b>
Clinics Not to Exceed \$111,930	1 Clinic Hour	\$99.00
In Home-Skilled Nursing Not to Exceed \$81,770	1 Visit	\$285.00
Homemaker/Home Health Aide \$129,120	1 Hour	\$36.60
Hospice Not to Exceed \$49,930	1 Day (24 Hour)	\$270.00

RECEIVED

JUN 25 2020

STORY COUNTY  
BOARD OF SUPERVISORS

**Story County  
Provider and Program Participation Agreement**

**THIS AGREEMENT** (the Agreement), entered into this First day of July, 2020 is by and between **Story County** and **Central Iowa RSVP** (Provider).

The statements and intentions of the parties, to this Agreement, are as follows:

Story County is a governmental entity organized under the Code of Iowa, governed by the Board of Supervisors. Story County is interested in contracting with Provider to purchase Covered Services for the benefit of Story County Individuals.

Provider is interested in contracting with Story County to provide Covered Services for the benefit of Story County Individuals.

In consideration of the premises and promises contained herein, it is mutually agreed by and between Story County and Provider as follows:

**SECTION 1**

**Definitions**

**Co-payment:** The amount which may be charged to Story County Individual at the time services are rendered.

**Subcontract:** The act in which one party to the original contract enters into a contract with a third party to provide some or all of the services listed in the original contract.

**SECTION 2**

**Duties of Provider**

**Section 2.1 Provision of Covered Services.** Provider shall provide Covered Services to each Story

County Individual who is eligible to receive such services to the extent designated in Attachment A, Service Definitions and Rates. The programs or services must conform to the standardized definitions used by the Analysis of Social Services Evaluation team (ASSET). Such services shall be rendered in compliance with applicable laws and regulations. Provider shall also provide Covered Services in a manner which: (a) documents the services provided, in conformance with Federal (including the Health Insurance Portability and Accountability Act, HIPAA, if applicable), State and local laws and regulations, (b) protects the confidentiality of the Story County Individual's medical records, and (c) records and maintains specified program information and performance measures in Clear Impact Scorecard at <https://app.resultsscorecard.com> at the frequency defined through ASSET.

**Section 2.2 Access to Books and Records.** Unless otherwise required by applicable statutes or regulation, Provider shall allow Story County access to books and records, for purposes of appeals, utilization, grievance, claims payment review, individual medical records review or

financial audits, during the term of this contract and seven (7) years following its termination. Provider shall provide records or copies of records as requested.

### **SECTION 3**

#### **Claims Submission and Payment**

**Section 3.1 Claims Submission.** Provider agrees to submit all claims and supporting documentation for reimbursement no later than forty-five (45) days from the date Covered Services are rendered.

**Section 3.2 Claims Payment.** Story County will make monthly payments to the Provider based upon the reimbursement requests submitted by the Provider in accordance with Attachment A to this contract. The maximum total amount payable by Story County under this agreement is detailed on Attachment A, and no greater amount shall be paid.

**Section 3.3 Compensation to Provider.** Provider agrees to accept payment from Story County for Covered Services provided to Story County Individuals under this Agreement as payment in full, less any Co-payment or other amount which is due from Story County Individuals for such services. Compensation for Covered Services is included as Attachment A, Service Definitions and Rates.

For Providers accessing funding through the Story County ASSET process, an agency audit or IRS Form 990 shall be submitted within six months following the end of the agency's fiscal year. If an agency audit or IRS Form 990 is not submitted, Story County reserves the right to withhold payments until the audit and/or IRS Form 990 is submitted.

### **SECTION 4**

#### **Relationship Between the Parties**

**Section 4.1 Relationship Between Story County and Provider.** The relationship between Story County and Provider is solely that of independent contractor and nothing in this Agreement shall be construed or deemed to create any other relationship including one of employment, agency or joint venture. Provider shall maintain Social Security, worker's compensation and all other employee benefits covering Providers employees as required by law.

### **SECTION 5**

#### **Hold Harmless, Indemnification and Liability Insurance**

**Section 5.1 Provider Hold Harmless and Indemnification.** Provider shall defend, hold harmless and indemnify Story County against any and all claims, liability, damages or judgments asserted against, imposed or incurred by Story County that arise out of acts or omission of Provider or Provider's employees, agents or representatives in the discharge of its responsibilities under this Agreement.

**Section 5.2 Story County Hold Harmless and Indemnification.** Story County shall defend, hold harmless and indemnify Provider against any and all claims, liability, damages or judgments asserted against, imposed or incurred by Provider that arise out of acts or omission of Story County or Story County employees, agents or representatives in the discharge of its responsibilities under this Agreement.

**Section 5.3 Provider Liability Insurance.** Provider shall procure and maintain, at the Provider's own expense, insurance in amounts sufficient to provide coverage in the following areas, when applicable: (1) comprehensive general liability; (2) comprehensive motor vehicle liability and (3) professional liability. Provider shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsement for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The County reserves the right to require complete, certified copies of all required insurance policies, at any time.

## **SECTION 6**

### **Laws and Regulations**

**Section 6.1 Laws and Regulations.** Provider warrants that it is, and during the term of this Agreement will continue to be, operating in full compliance with all applicable federal (including the Health Insurance Portability and Accountability Act, HIPAA) and state laws.

**Section 6.2 Reports from State Authority or Agency.** The Provider will be expected to comply fully with all rules and regulations imposed by a State licensing authority. All written or verbal communications or reports from a State authority or agency, including but not limited to summaries of inspection reports or complaints of abuse or neglect resulting in investigation(s), shall be provided to Story County immediately upon receipt of same by the Provider.

**Section 6.3 Compliance with Civil Rights Laws.** Provider agrees not to discriminate or differentiate in the treatment of any individual based on sex, race, color, age, religion, national origin or otherwise qualified handicapped individual. Provider agrees to ensure services are rendered to Story County Individuals in the same manner, and in accordance with the same standards and with the same availability, as offered to any other individual receiving services from Provider.

**Section 6.4 Equal Opportunity Employer.** Story County is an equal employment opportunity employer. Story County supports a policy which prohibits discrimination against any employee or applicant for employment on the basis of age, race, sex, color, national origin, religion, physical or mental disability, veteran or any other classification protected by law or ordinance. Provider agrees that it is in full compliance with Story County's Equal Employment Policy as expressed herein.

**Section 6.5 Confidentiality of Records.** Story County and Provider agree to maintain the confidentiality of all information regarding Covered Services provided to Story County Individuals under this Agreement in accordance with any applicable laws and regulations. Provider acknowledges that in receiving, storing, processing, or otherwise dealing with

information from Story County about Individuals, it is fully bound by federal (including the Health Insurance Portability and Accountability Act, HIPAA, if applicable) and state laws and regulations governing the confidentiality of medical records and mental health records.

## **SECTION 7**

### **Term and Termination**

**Section 7.1 Term.** The term of this Agreement shall be for a period of one (1) year, commencing on the date first above written.

**Section 7.2 Termination of Agreement Without Cause.** Either party may terminate this Agreement without cause upon ninety (90) days prior written notice of termination to the other party.

**Section 7.3 Termination With Cause by Story County.** Story County shall have the right to terminate this Agreement immediately by giving written notice to Provider upon the occurrence of any of the following events: (a) restriction, suspension or revocation of Provider's license, certification or accreditation; (b) Provider's loss of any liability insurance required under this Agreement; (c) chapter 7 bankruptcy files by the Provider, or (d) Provider's material breach of any of the terms or obligations of this Agreement.

**Section 7.4 Termination With Cause by Provider.** Provider shall have the right to terminate this Agreement immediately by giving written notice to Story County upon the occurrence of Story County's material breach of any of the terms or obligations of this Agreement.

**Section 7.5 Information to Story County Individuals.** Provider acknowledges the right of Story County to inform Story County Individuals of Provider's termination and agrees to cooperate with Story County in deciding on the form of such notification.

**Section 7.6 Nonrenewal of Agreement.** Either party may choose not to renew this agreement upon ninety (90) days written notice to the other party prior to the expiration of the contract.

## **SECTION 8**

### **Amendments**

**Section 8.1 Amendment.** This Agreement may be amended at any time by the mutual written agreement of the parties. In addition, Story County may amend this Agreement upon sixty (60) days advance notice to Provider and if Provider does not provide written objection to Story County within the sixty (60) day period, then the amendment shall be effective at the expiration of the sixty (60) day period.

**Section 8.2 Regulatory Amendment.** Story County may also amend this Agreement to comply with applicable statutes and regulations and shall give written notice to Provider of such amendment and its effective date. Such amendment will not require sixty (60) days advance written notice.

## **SECTION 9**

### **Other Terms and Conditions**

**Section 9.1 Non-Exclusivity.** This Agreement does not confer upon the Provider any exclusive right to provide services to Story County Individuals in Provider's geographical area. Story County reserves the right to contract with other providers. The parties agree that Provider may continue to contract with other organizations.

**Section 9.2 Assignment.** Provider may not assign any of its rights and responsibilities under this Agreement to any person or entity without the prior written approval of Story County.

**Section 9.3 Subcontracting.** Provider may not subcontract any of its rights and responsibilities under this Agreement to any person or entity without prior notification to Story County.

**Section 9.4 Entire Agreement.** This Agreement and attachments attached hereto constitute the entire agreement between Story County and Provider, and supersedes or replaces any prior agreements between Story County and Provider relating to its subject matter.

**Section 9.5 Rights of Provider and Story County.** Provider agrees that Story County may use Provider's name, address, telephone number, and description of Provider and Provider's care and specialty services in any promotional activities. Otherwise, Provider and Story County shall not use each other's name, symbol or service mark without prior written approval of the other party.

**Section 9.6 Invalidity.** If any term, provision or condition of this Agreement shall be determined invalid by a court of law, such invalidity shall in no way effect the validity of any other term, provision or condition of this Agreement, and the remainder of the Agreement shall survive in full force and effect unless to do so would substantially impair the rights and obligations of the parties to this Agreement.

**Section 9.7 No Waiver.** The waiver by either party of a breach or violation of any provisions of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach.

**Section 9.8 Notices to Story County.** Any notice, request, demand, waiver, consent, approval or other communication to Story County which is required or permitted herein shall be in writing and shall be deemed given only if delivered personally, or sent by registered mail or certified mail, or by express mail courier service, postage prepaid, as follows:

Story County Board of Supervisor's Office  
Story County Administration Building  
900 6<sup>th</sup> Street  
Nevada Iowa 50201  
Attention: Sandra King

**Section 9.9 Notices to Provider.** Any notice, request, demand, waiver, consent, approval or other communication to Provider which is required or permitted herein shall be in writing and shall be deemed given only if delivered personally, or sent by registered mail or certified mail, or by express mail courier service, postage prepaid, as follows:

Central Iowa RSVP  
503 Elm Avenue  
Story City, IA 50248  
Attention: Kalen Petersen

*This Agreement has been executed by the parties hereto, through their duly authorized officials.*

**COUNTY:**

**PROVIDER:**

By: \_\_\_\_\_

Central Iowa RSVP  
By: Kalen Petersen  
Kalen Petersen

Print Name: \_\_\_\_\_

Print Name: Kalen Petersen

Print Title: Story County Board of Supervisors

Print Title: Director

Date: \_\_\_\_\_

Date: 6-11-2020

**ATTACHMENT A**  
**SERVICE DEFINITIONS AND RATES**  
**FISCAL YEAR: 2021**

<b>Service Description</b>	<b>Unit of Service</b>	<b>Rate</b>
Volunteer Management Not to Exceed \$20,214	1 Volunteer Hour	\$3.61
Disaster Response Volunteers Not to Exceed \$1,329	1 Staff Hour	\$37.65
Transportation Not to Exceed \$5,798	One Way Trip	\$14.28

**Memorandum of Agreement Between  
Iowa State University of Science and Technology And  
Story County Animal Shelter**

This Memorandum of Agreement ("Agreement") is entered into by Iowa State University of Science and Technology ("ISU") and the Story County Animal Shelter ("the Shelter") as of the date last signed below (the "Effective Date") to create a program for the adoption of ISU research and teaching animals in accordance with the following terms and conditions:

1. Initiation of Adoption Procedures. When ISU identifies an animal owned by ISU that has no monetary value and has been deemed eligible for adoption they will contact the Shelter.
2. Adoption Application and Screening. Upon being contacted by ISU the Shelter will assess the animal in accordance with its customary practices. The Shelter will notify ISU whether they accept the animal for adoption.
3. ISU Obligations Upon Approval of Adoption. ISU shall complete the Adoption Information Form attached to this Agreement as Exhibit A. If applicable, ISU will complete the USDA APHIS Record of Disposition of Dogs and Cats Form or any other required documentation to donate the animal to the Shelter. If not already spayed or neutered, ISU will, at its expense, spay or neuter any cat or dog to be adopted through this program. ISU will determine in its sole discretion whether other animals to be adopted through this program should be neutered and if so perform such procedures at its expense. The foregoing does not prohibit the Shelter from neutering an animal that ISU determined did not need to be neutered.
4. Donation of Animal from ISU to Shelter. A Shelter representative will meet with an ISU representative at ISU to sign the Adoption Information Form, the USDA APHIS Record of Disposition of Dogs and Cats Form (if applicable) and or any other required documentation to donate the animal to the Shelter. Upon signing the documents, all right, title and ownership of the animal will transfer from ISU to the Shelter. Unless the parties mutually agree otherwise, the Shelter will transport the animal to its facilities. ISU provides any animal on an "AS IS" basis and makes no warranty of any kind including warranty of merchantability or fitness for particular purpose. The Shelter will collect any adoption fees associated with any animal donated pursuant to this agreement. The Shelter will retain the adoption fees and ISU will not be entitled to any portion of the adoption fees.
5. Representatives. Each party appoints the following representative to be the point of contact for adoptions being handled through the process set forth in this Agreement:  
  
For ISU: Kathleen Mullin  
  
For Shelter: Story County Animal Control Director
6. Liability. To the extent permitted by Iowa law, each party shall indemnify and hold harmless the other party and its officers, directors, employees, agents, affiliates, successors and assigns for all liabilities, claims, damages, fines, and expenses arising out of the acts or omissions of the indemnifying party relating to, arising out of, or in connection with this Agreement.
7. Effective Date, Term, and Termination. This MOU shall be effective upon Effective Date and shall remain in effect for a term of five (5) years. The parties shall mutually agree in writing to renew the Agreement for

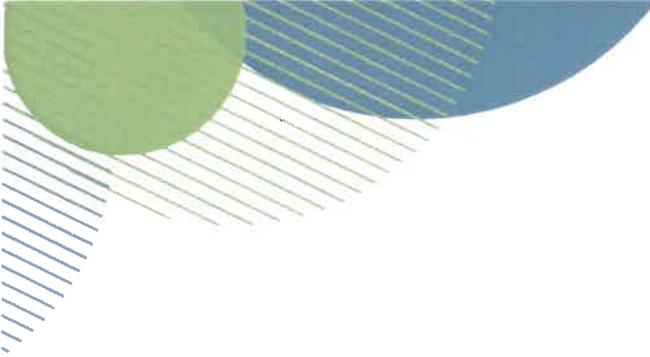
another five-year term or to change any terms of the Agreement. Either party may terminate this Agreement by giving the other party thirty days prior written notice. Notices shall be deemed duly given: (1) upon delivery if delivered personally with a signed receipt evidencing delivery, (2) three business days following deposit in the US Mail if mailed by certified mail, return receipt requested, postage prepaid, or (3) one business day after being sent if delivered by duly recognized overnight courier service, in each case to the address indicated under the applicable party's signature line below.

8. Miscellaneous.

- a. **Assignment.** This Agreement may not be assigned or transferred by either party without the prior written consent of the other party. Such consent shall not be unreasonably withheld.
- b. **Relationship of Parties.** ISU and the Shelter are independent contractors, and nothing in this Agreement creates any partnership or joint venture.
- c. **Modifications and Waiver.** The Agreement shall not be changed, modified, altered, or amended in any respect without the mutual consent of the parties, which consent shall be evidenced by a written amendment to the Agreement executed by both parties. The failure of either party to require performance of any term or condition of this Agreement by the other party shall not constitute a waiver to subsequently enforce such term or condition.
- d. **Governing Law and Forum.** This Agreement shall be construed in accordance with the laws of the State of Iowa, and any litigation or actions commenced in connection with this Agreement shall be instituted in an appropriate court in the State of Iowa.
- e. **Entire Agreement; Severability; Survivability.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, whether written, oral, or implied. The invalidity or illegality of one or more provisions of this Agreement shall not affect the enforceability of the remaining provisions.

This Agreement may be executed in any number of counterparts and delivered by electronic transmission in PDF format. Each party represents and warrants that the person executing this Agreement on its behalf is authorized to do so.

Iowa State University	Story County Animal Shelter
<p>Name of Signatory Representative: Dr. Sarah Nusser  Title: Vice President for Research  Address: 515 Morrill Road  2610 Beardshear Hall  Ames, Iowa 50011</p> <p><i>Sarah M Nusser</i>                      June 18, 2020</p> <hr/> <p>Signature of Representative                      Date</p>	<p>Name of Signatory Representative: Linda Murken  Title: Chair, Story County Board of Supervisors  Address: 900 Sixth St  Nevada, IA 50201</p> <hr/> <p>Signature of Representative                      Date</p>
<p>Name of Signatory Representative: Pam Cain  Title: Senior Vice President for Operations and Finance  (interim)  Address: 515 Morrill Road  1350 Beardshear Hall  Ames, IA 5001</p> <p><i>Pamela Elaine Cain</i>                      6/18/2020</p> <hr/> <p>Signature of Representative                      Date</p>	<p>Name of Signatory Representative: Sue McCaskey  Title: Animal Control Director  Address: 975 Lincoln Highway  Nevada, IA 50201</p> <p><i>Sue McCaskey</i>                      6-25-20</p> <hr/> <p>Signature of Representative                      Date</p>



**6 Feet Apart**

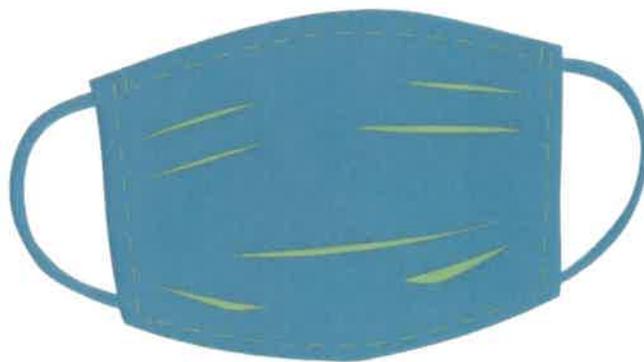


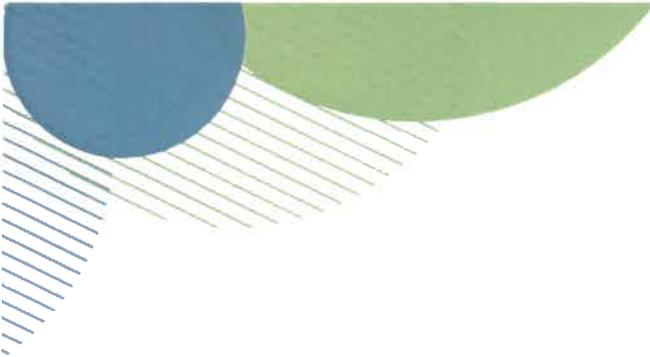
**Please  
Maintain  
Social  
Distancing  
and Wear a  
Face  
Covering**



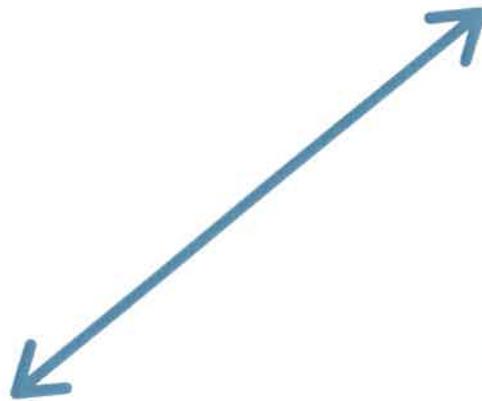
**Following CDC  
guidelines,  
and to help reduce  
the spread of  
COVID-19,  
Story County  
is requiring a  
face covering  
be worn while in  
the building.**

**\*For ADA accommodations or to request a  
pediatric face covering please contact the  
county's ADA coordinator at (515) 382-7204.**



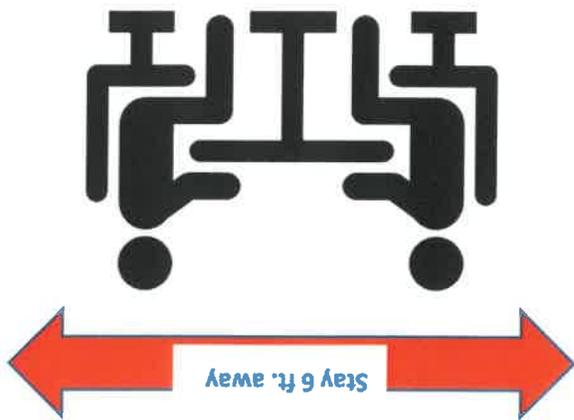


**6 Feet Apart**

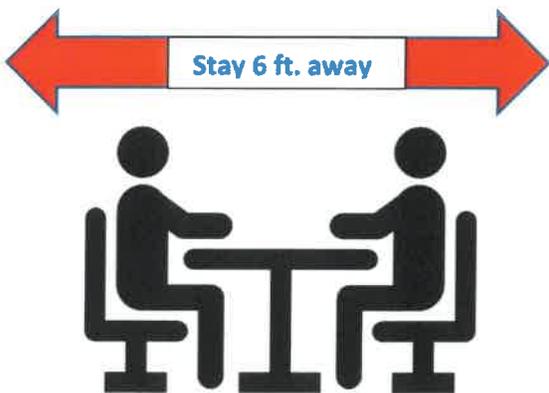


**PLEASE  
MAINTAIN  
SOCIAL  
DISTANCING  
WHILE SEATED**





**Let's protect ourselves  
and one another.**  
Please remember to  
stay at least 6' ft. from  
each other while  
eating, drinking or  
chatting.  
**Thank you!**



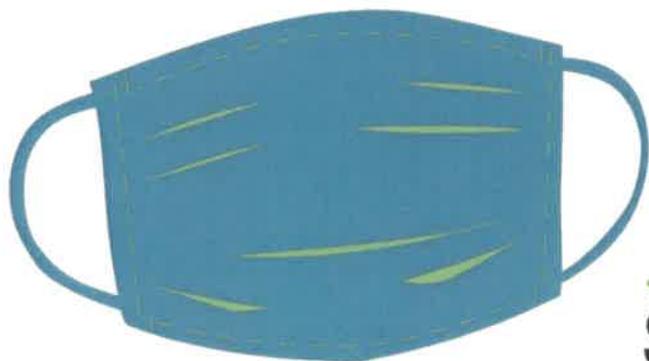
**Let's protect ourselves  
and one another.**  
Please remember to  
stay at least 6' ft. from  
each other while  
eating, drinking or  
chatting.  
**Thank you!**



**Welcome!**

**Please utilize  
hand sanitizer stations  
and  
disposable face covering  
dispensers.**

**Due to limited supply, please only  
take the needed face coverings.**



# WE ARE OPEN!

JUST A FEW HOUSEKEEPING ITEMS.



## FACE COVERINGS REQUIRED

Don't have a face covering? We have one for you!



## SANITIZE

Please use our hand sanitizer inside.



## SOCIAL DISTANCING

Please be considerate of others and keep your distance.



## DO BUSINESS ONLINE

We continue to offer services online.



## SAFETY FIRST

Employees are keeping safety practices top of mind to give you peace of mind.



Thank you for your cooperation and continued support!

# Human Services Center

126 S. Kellogg Avenue  
Ames - Iowa



All county services remain operational and available to the public.

We are currently serving citizens via phone, email, and/or appointment. Offices and departments are making every effort to ensure minimal disruption to public services during this time.

Listed below are the Offices and Departments located in this building.

Community Services (515) 663-2930  
County Attorney's Office (515) 382-7255  
Veteran's Affairs (515) 956-2626  
Iowa Department of Human Resources (525) 292-2035  
Juvenile Court Services (515) 233-3346  
Boost (515) 268-2276

COVID-19 Response and Updates  
[www.storycountyiowa.gov](http://www.storycountyiowa.gov)  
Questions about COVID-19? Dial 211

# McFarland Park

56461 180th Street

Ames - Iowa



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We are currently serving citizens via phone, email, and/or appointment. Offices and departments are making every effort to ensure minimal disruption to public services during this time.

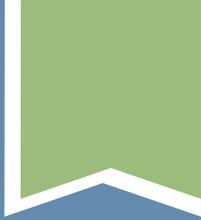
Listed below are the Offices and Departments located in this building.

**McFarland  
(Conservation Center)  
(515) 232-2516**

**COVID-19 Response and Updates**

**[www.storycountyiowa.gov](http://www.storycountyiowa.gov)**

**Questions about COVID-19? Dial 211**



# Story County Animal Shelter

975 W Lincoln Hwy  
Nevada - Iowa



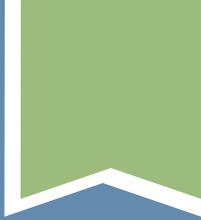
All county services remain operational and available to the public.

We are currently serving citizens via phone, email, and/or appointment. Offices and departments are making every effort to ensure minimal disruption to public services during this time.

Listed below are the Offices and Departments located in this building.

**Story County Animal  
Control and Shelter  
(515) 382-3338**

**COVID-19 Response and Updates**  
[www.storycountyiowa.gov](http://www.storycountyiowa.gov)  
**Questions about COVID-19? Dial 211**



# Story County Secondary Roads

837 N Avenue  
Nevada - Iowa



All county services remain operational and available to the public.

We are currently serving citizens via phone, email, and/or appointment. Offices and departments are making every effort to ensure minimal disruption to public services during this time.

Listed below are the Offices and Departments located in this building.

**Story County Engineer  
and Secondary Roads  
(515) 382-7355**

**COVID-19 Response and Updates  
[www.storycountyiowa.gov](http://www.storycountyiowa.gov)  
Questions about COVID-19? Dial 211**

# Story County Justice Center

1315 S. Avenue  
Nevada - Iowa



All county services remain operational and available to the public.

We are currently serving citizens via phone, email, and/or appointment. Offices and departments are making every effort to ensure minimal disruption to public services during this time.

Listed below are the Offices and Departments located in this building.

County Attorney's Office (515) 382-7255

Sheriff's Office (515) 382-6566

Administration (515) 382-6566

Support Services (515) 382-7473

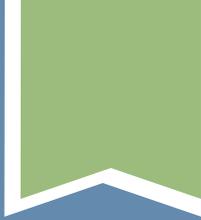
Jail (515) 382-7464

Clerk of Court (515) 382-7410

COVID-19 Response and Updates

[www.storycountyiowa.gov](http://www.storycountyiowa.gov)

Questions about COVID-19? Dial 211



# Story County Administration



## Building

900 6th Street  
Nevada - Iowa

All county services remain operational and available to the public.

We are currently serving citizens via phone, email, and/or appointment. Offices and departments are making every effort to ensure minimal disruption to public services during this time.

Listed below are the Offices and Departments located in this building.

Auditor's Office (515) 382-7210  
Board of Supervisors (515) 382-7200  
County Assessor (515) 382-7320  
Emergency Management (515) 382-7316  
Environmental Health (515) 382-7240  
Facilities Management (515) 382-7400  
GIS (515) 382-7327  
Recorder's Office (515) 382-7230  
Human Resources (515) 382-7204  
Planning and Development (515) 382-7245  
Treasurer (515) 382-7340

COVID-19 Response and Updates

[www.storycountyiowa.gov](http://www.storycountyiowa.gov)

Questions about COVID-19? Dial 211

## STORY COUNTY UTILITY PERMIT

Date \_\_\_\_\_

To the Board of Supervisors, Story County, Iowa:

The Consumers Energy Company, incorporated under the laws of Iowa, authorize to do business within the State of Iowa, with its principal place of business at 2074 242<sup>nd</sup> St, Marshalltown, IA 50158, does hereby make application requesting permission to occupy certain portions of public right-of-way and that the County Engineer be directed to establish the location of lines of transmission of electric on secondary route .290<sup>th</sup> St from a pole going east 65ft along the ROW then south to a new house a distance of 215 ft..

Agreements: The utility company, corporation, applicant, permittee, or licensee, (hereinafter referred to as the permittee) agrees that the following stipulations shall govern under this permit.

1. The Permittee will file a plat setting out the location of proposed line on the secondary route and that the description of the proposed installation including type, height, and spacing of poles, maximum voltage, lengths of cross arms, minimum clearance and number of wires, type, size and capacity of underground cables, conduits, tile lines, and pipe lines, maximum working pressures for pipe lines carrying gas or flammable petroleum products are described as follows:
2. The installation shall meet the requirements of county, state, and federal laws, franchise rules, and of the Iowa State Commerce Commission Regulations and Directives, Utilities Division, the Iowa State Department of Health, and any other laws or regulations applicable.
3. The Permittee shall be fully responsible for any future adjustments of its facilities within the established highway right-of-way caused by highway construction or maintenance operations.
4. Story County assumes no responsibility for damages to the Permittee's property occasioned by any construction or maintenance operations on said highways.
5. The Permittee shall take all reasonable precautions during the construction and maintenance of said installation to protect and safeguard the lives and property of the traveling public and adjacent property owners.
6. The Permittee, and its contractors, shall carry on the construction or repair of the accommodated utility with serious regard to the safety of the public. Traffic protection shall be in accordance with Part VI of the current Iowa Department of Transportation Manual on Uniform Control Devices for Streets and Highways.
7. The Permittee shall be responsible for any damage resulting to said highways because of the construction operation, or maintenance of said utility, and shall reimburse Story County for any expenditure the County may have to make on said highways because of said permittee's utility having been constructed, operated, and maintained thereon.
8. The Permittee shall indemnify and save harmless Story County from any and all causes of action, suits at law or in equity, or losses, damages, claims, or demands, and from any and all

liability and expense of whatsoever nature for, on account of or due to the acts or omissions of said Permittee's officers, members, agents, representatives, contractors, employees or assigns arising out of or in connection with its (or their) use or occupancy of the public highway under this permit.

9. Noncompliance with any of the terms of permit, or agreement, may be considered cause for shut down of utility construction operations, or revocation of the permit.

10. The following special requirements, if applicable, shall apply to this permit:

Whenever the route of the proposed cable line runs along a paved secondary highway, the location of said cable shall be constructed on top of the road shoulder so as to be within approximately two-feet of the pavement edge.

Whenever the route of the proposed cable line runs along a dirt or gravel surfaced highway, the location of said cable shall be constructed on top of the road surface and as near possible to the shoulder line

Whenever a cross road culvert or bridge is encountered along the route of the proposed cable lines, said cable shall be constructed around the ends of said cross road culvert or bridge even though this looping is not designated on the situation plans attached hereto.

The crossing of the cable line from one side of the highway to the other shall be accomplished at a near right angle rather than diagonally so as to disturb the roadbed of the traveled way as little as possible.

Whenever the route of the proposed cable line is to cross a paved highway, such crossing shall be in a bored hole rather than open cuttrench.

Date 6-19-20

Consumers Energy  
Name of Company (Applicant - Permittee)



641-485-4064

by \_\_\_\_\_ Phone no.

Recommended for Approval:

Date \_\_\_\_\_

\_\_\_\_\_  
County Engineer Phone no. 515-382-7355

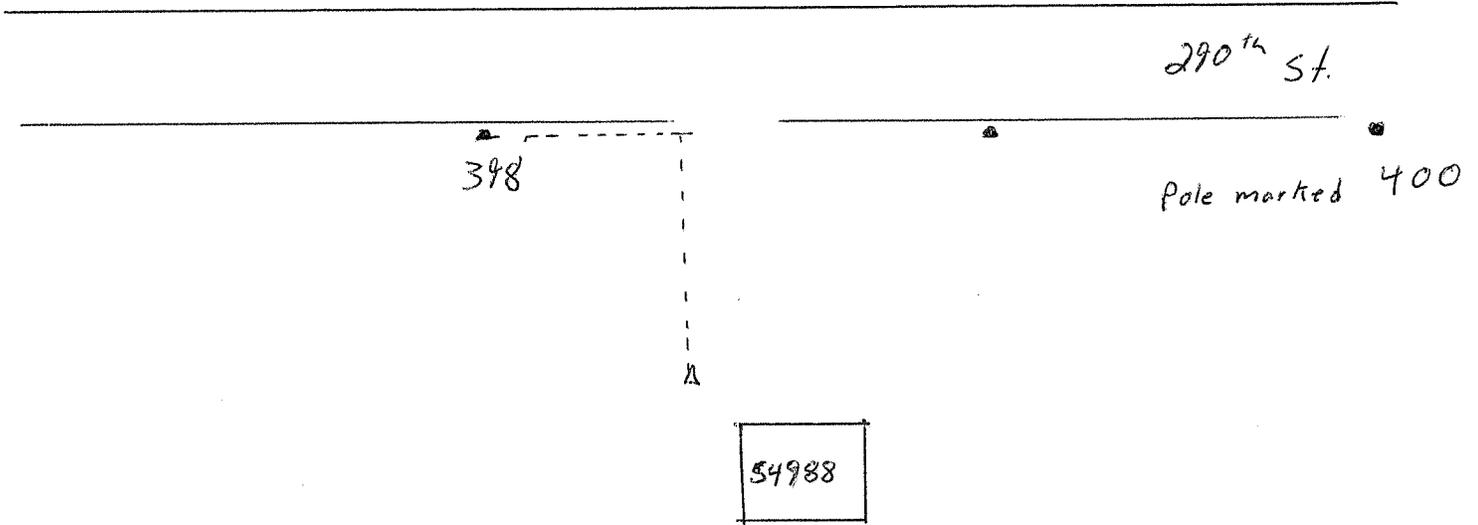
Approved:

Date \_\_\_\_\_

\_\_\_\_\_  
Chair, Board of Supervisors  
Story County, Iowa

**Three (3) copies of this form will be required for each installation. A plat shall be attached to each copy submitted.**

1  
N



Trench along the county ROW for 65ft then head south 150ft to a new transformer to a new house.

Install single phase dip to ITC pole to feed the new house.

**STORY COUNTY IOWA  
RESOLUTION OF THE BOARD OF SUPERVISORS  
RESOLUTION NUMBER #20-107**

**RESOLUTION BY STORY COUNTY BOARD OF SUPERVISORS  
CONSIDERING AMENDMENTS TO THE GENERAL ASSISTANCE MANUAL**

**WHEREAS**, Chapter 20 – General Assistance Program, of the *Story County, Iowa Code of Ordinances* establishes the General Assistance Program with the stated purpose as: “20.01 PURPOSE. It is the position of the County that provision of assistance to needy persons is a matter of public benefit as well as a statutory duty of the County, and to that end general assistance, as defined herein, shall be administered to needy families and individuals, as identified by General Assistance Manual guidelines, promptly, humanely, and equitably, in order to assure those persons decent, healthful living situations. Together, this chapter and the Story County General Assistance Manual fulfill the duties imposed upon the County by Chapter 252 of the Code of Iowa”; and

**WHEREAS**, General Assistance is emergency assistance for low-income and indigent residents of Story County; and

**WHEREAS**, General Assistance can assist eligible persons with items such as: burial assistance, emergency medical treatment, food vouchers, prescription drugs, rent, utilities; and other basic needs on a case-by-case basis; and

**WHEREAS**, Section 20.04 GENERAL ASSISTANCE MANUAL specifies that “Amendments to the General Assistance Manual shall be made by resolution pursuant to Section 331.302 of the Code of Iowa, following publication of notice of the proposed change and opportunity for the public to be heard;” and

**WHEREAS**, legal notice of the proposed public hearing regarding Resolution No. 20-107 Considering Amendments to the General Assistance Manual in accordance with Section 20.04 of the *Story County, Iowa Code of Ordinance* was published in the official newspapers of Story County on Thursday, June 25, 2020; and

**WHEREAS**, a summary of the proposed amendments outlined in Resolution No 20-107 is outlined below and the complete text of the proposed amendments attached to this Resolution:

- Removed language regarding legal settlement
- Added language regarding computation of income for Burial Assistance
- Added language regarding General Assistance income and resource guidelines will be reviewed annually and amended per Board of Supervisor approval
- Rent and utility assistance maximum amounts increased for single and family households
- Removed language regarding maximum rent and utility assistance in one unit for roommates; and

**WHEREAS**, the Story County Board of Supervisors of Story County, Iowa held a public meeting on this matter on the 30<sup>th</sup> day of June, 2020.

**BE IT RESOLVED, THEREFORE**, by approving Resolution No. 20-107 Considering Amendments to the General Assistance Manual in accordance with Section 20.04 of the *Story County, Iowa Code of Ordinance*, that the Story County Board of Supervisors approves the proposed amendments as outlined in the attached.

**IT IS FURTHER RESOLVED** that the Chairperson of the Board of Supervisors and the Clerk to the Board of Supervisors are authorized and they are hereby directed to certify a copy of this Resolution as the voluntary act and deed of the Board of Supervisors of Story County, Iowa.

Dated this 30<sup>th</sup> day of June 2020.

\_\_\_\_\_  
Chairperson, Board of Supervisors

Attest:

\_\_\_\_\_  
County Auditor

ROLL CALL  
FOR ALLOWANCE

Lauris Olson Yea\_\_\_ Nay\_\_\_ Absent\_\_\_  
Lisa Heddens Yea\_\_\_ Nay\_\_\_ Absent\_\_\_  
Linda Murken Yea\_\_\_ Nay\_\_\_ Absent\_\_\_

ALLOWED BY VOTE  
OF BOARD

Yea\_\_\_ Nay\_\_\_ Absent\_\_\_

\_\_\_\_\_  
CHAIRPERSON Above tabulation made by \_\_\_\_\_

STORY COUNTY

GENERAL

ASSISTANCE

MANUAL

## SECTION I - GENERAL PROVISIONS

- A. LEGAL AUTHORIZATION: The guidelines and procedures set out in this manual implement the provisions of the General Assistance Ordinance of Story County. Together the Ordinance and this manual carry out the duties imposed upon the County by Chapter 252 of the Code of Iowa.
- B. DEFINITIONS: Terms used in this manual shall have the same meanings as provided in the Story County General Assistance Ordinance.
- C. ELIGIBILITY: To be eligible for General Assistance, an applicant and their family members must comply with the following established requirements:
1. Agree to use the applicant and their family members own potential resources as specified in Section IV (C) of this manual. Exhaust the resources of those persons charged by law to provide for the applicants support. (See 252.2 and 252.5, Code of Iowa.)
  2. Complete a job search if deemed appropriate by the Director or designee.
  3. Accept available work if health and other circumstances permit as determined by the Director.
  4. Complete an application form.
  5. Apply for all other public assistance programs (i.e. Supplemental Nutrition Assistance Program (SNAP), FIP, SSI, SSDI, Medicaid ~~Title XIX~~, Iowa Health and Wellness Plan, state insurance exchange, etc.)

## SECTION II - ADMINISTRATION

- A. PERSONNEL: The General Assistance program shall be administered by the Community Services Director who is appointed by and responsible to the Board of Supervisors. The Community Services Director may designate qualified and trained Community Services staff to help administer the program and carry out General Assistance duties. Community Services staff are appointed by and responsible to the Community Services Director.

B. DUTIES OF PERSONNEL: The Director or designee shall:

1. Accept applications for General Assistance from persons residing in Story County and shall supply standard application forms for this purpose.
2. Investigate the factual statements presented on each application for General Assistance to determine their accuracy and reliability as appears necessary to the Director under the guidelines of Section III of this manual.
3. Determine eligibility of each applicant according to the guidelines set out in this manual.
4. Arrange vendor payments for the applicants determined to be eligible for General Assistance.
5. Assist applicants to attain self-sufficiency.

SECTION III - GUIDELINES FOR INVESTIGATION AND  
DETERMINATION OF ELIGIBILITY

The Director or designee shall investigate the factual statements made on an application if it reasonably appears from either the application or from other information made available that the:

1. Applicant's situation indicates potential unused resources.
2. Applicant's property or cash reserves are near or equal to the limitation allowed.
3. Applicant knowingly provides false information on an application for assistance or provides false information during the determination of the applicant's request for assistance.
4. Applicant is transient or someone who changes his/her address frequently, or who has no permanent place of residence, or temporarily relocated for employment purposes.
5. Applicant fails to secure and maintain employment.

General Assistance may then be denied.

## SECTION IV - ELIGIBILITY CRITERIA

A. LOCATION: Applicant must be a resident of Story County to be considered for assistance. A resident is defined as a person who maintains a domicile (home) such as an apartment, townhome, duplex, house, etc where the person can document that they are the lawful renter/owner and that they have paid rent or have possessed a lease, deed or title for a minimum of six (6) consecutive months.

~~An applicant located in Story County who has legal settlement in another county of the State of Iowa may receive such General Assistance as the Director or designee deems appropriate. The Director may bill the applicant's county of legal settlement for any assistance provided.~~

B. ALTERNATE SOURCES OF ASSISTANCE: General Assistance funds shall not be utilized until all other sources of public assistance have been applied for. Applicants shall be referred to programs as appropriate.

C. PERSONAL AND FAMILY RESOURCES: All real and personal resources of the family, including net income from any source, shall be considered in making determinations for granting General Assistance with the following exceptions:

1. The applicant's family homestead.
2. Personal possessions and household furniture.
3. Tools and equipment used for home and family maintenance or support.
4. One motor vehicle and any additional vehicle more than ten years old.

D. EMPLOYMENT SEARCH: Applicants and adult members of the applicant's family shall complete a job search and accept employment when available. This requirement shall not be enforced when, in the determination of the Director or designee, any of the following conditions exists:

1. The applicant suffers from mental or physical illness which prevents gainful employment.
2. The applicant is disabled or otherwise unemployable.
3. The applicant is caring for a dependent family member who required home care and supervision.

An applicant and their adult family member(s) are not eligible for assistance if unemployed for the purpose of seeking post high school training or education unless that person is participating in a vocational program that is part of an ICP (Individual Comprehensive Plan) developed by their social worker or case manager.

An applicant and their adult family member(s) who are unemployed due to voluntarily quitting a job or are justifiably discharged from a job are not eligible for General Assistance for a period of three months after leaving the job.

If the applicant and their adult family members through action or inaction, has created an ineligibility for assistance or a reduced level of assistance from any federal/state financial assistance programs they will be ineligible for General Assistance until they are eligible for federal/state financial assistance programs.

E. COMPUTATION OF INCOME: Net income shall be the aggregate of all income including child support received of household members minus all medical expenses or child support actively paid out of household during the same thirty day period of income eligibility.

Single persons living in a roommate situation shall be eligible for their proportionate share of the rent or utilities based on their own income. If the roommate needs help, that person must make an application for General Assistance in their own name.

For burial assistance, Social Security income is disregarded and if the applicant or applicant's household is over resources, the funds may be applied toward the burial assistance costs outlined under Burial Assistance in this Manual. Any funds applied shall be disregarded in the determination of resources.

General Assistance income and resource guidelines will be reviewed annually and amended per Board of Supervisor approval.

F. FREQUENCY: An individual and their family members are eligible to receive General Assistance once in a six month period.

Medical exceptions will be allowed if a physician's statement is provided that exempts the applicant and/or adult family member from any work. The maximum assistance for a medical exemption is three months for the applicant and adult family member.

## SECTION V - DISBURSEMENT OF GENERAL ASSISTANCE

After eligibility is established and verified, disbursement of General Assistance may be granted according to the following categories of need and their listed guidelines:

A. RENT:

1. Rent payment shall only be made to owners of property. Rent shall not be paid to a relative.
2. Rent shall only be paid for housing that is currently being occupied by the applicant and their family.
3. The total amount of rent allowed for a single person is limited to ~~\$400.00~~ \$450.00 or ~~\$450.00~~ \$500.00 if utilities are included in

rent.

The total amount of rent that General Assistance will pay for a family is ~~\$500.00~~ \$550.00, or ~~\$550.00~~ \$600.00 if utilities are included in the rent. A family unit will be the same as a multi-person household.

When a single person has a roommate who pays their portion of the rent and utilities, each person must apply to General Assistance for their portion of the rent. ~~The total amount of rent allowed for any one unit cannot exceed \$500.00, or \$550.00 if utilities are included in the rent.~~

Rent will be paid for the current month only. If there are months that have been unpaid, verification will be needed to show that the past due amounts have either been paid or resolved with the landlord before a county voucher will be issued.

B. UTILITIES:

1. Utility assistance includes vendor payments to gas companies, light companies, water companies, fuel oil companies and merchants who may provide another type of fuel needed for heating or cooking.

2. The maximum amount authorized will be ~~\$350.00~~ \$385 for any type of utility. If rent is being authorized also, the maximum amount authorized will not exceed ~~\$450~~ \$500 for a single household or ~~\$550~~ \$600 for a family.

3. Utilities are paid on a current basis, and it is not necessary to have a shut-off notice.
4. Utilities must be in the name of the applicant or another member of the household. If utilities are being shared with a non-applicant, the payment will be pro-rated.

Payment for utilities will be for current usage only. If a shut off notice has been received, verification will be needed of payment of past due amount before payment of current amount will be made.

### C. FOOD

Applicants will be referred to food pantries or other sources before issuing a voucher for food. Story County would be funder of last resort.

1. This category includes food and non-food expendable household items such as soap and paper products, household cleaning supplies and personal grooming supplies.
2. A food voucher may be given to an applicant for an amount of \$40 for a single person and an additional \$10 for each additional person, made out to the grocery store of the applicant's choice.
3. A food voucher will purchase staple food items only. Luxury items such as pop, candy, potato chips, etc. are not authorized.
4. Food vouchers will not be used as a supplement for the applicant and their family who are eligible for the Supplemental Nutrition Assistance Program.

### D. MEDICAL ASSISTANCE

1. Prior authorization from the Director or designee must be obtained before obtaining medical assistance. In case of an emergency, when it is impossible to obtain prior authorization, the General Assistance Office must be contacted the first working day following the emergency.
2. Vendor payment may be made for prescriptions and also for some medical needs that require no prescription, such as insulin needles, bandages or gauze, etc. Payment for prescription or

nonprescription drugs shall be limited to \$200.00 per eligible family member.

3. Payment may be made for dental work necessary to alleviate pain. Payment for necessary dental work may include dentures and denture repair or replacement. Dental vendor payments are limited to \$200.00 for extractions or restoration and cost of dentures not to exceed \$600.00 for full plate or \$300.00 for a partial set.
4. Vendor payment may be made for exam, refraction and glasses. (Limited to Medicaid frames and lenses only)
5. Vendor payment may be made for medical supplies not available through other resources, such as hearing aids, special shoes, etc.

E. MISCELLANEOUS

1. Transportation assistance for transients may be in the form of voucher payments not to exceed fifteen (15) gallons of gasoline and 1 qt. of oil OR a voucher payment for bus tickets to the closest designated bus stop across the Iowa border. This assistance will be limited to one time only.
2. Any other type of General Assistance found by the Director to be appropriate may be disbursed under this subsection. Under no circumstances shall the Director find taxes, interest, carrying charges, mortgage payment or any other type of debt to be a current need for which General Assistance may be disbursed.

F. BURIAL ASSISTANCE

1. Covered Funeral Home Expenses for Traditional Burial Include :  
Removal from place of death to funeral facility  
Embalming  
Cloth covered casket  
Outer Burial Container (concrete grave liner, non-protective)  
Tent/vault set up and delivery  
Private viewing (one hour of private family visitation)  
Graveside Service – Monday through Friday  
Transportation to local cemetery
2. Covered Cemetery Expenses Include:  
Opening and Closing of gravesite

3. Covered Funeral Home Expenses for Cremation Include:  
Removal from place of death to funeral facility  
Cremation of remains/cremation process  
Basic alternative cremation container  
Private viewing (one hour of private family visitation)  
Memorial service at church, funeral home, or graveside – Monday through Friday  
Transportation to local cemetery  
Fees and permits (incl. medical examiner cremation permit)

*\*\*The amount to cover the above expenses will be determined on a fiscal year basis through the Board of Supervisor's budget process\*\**

4. Additional funding may be supplied by the family in an amount up to the same amount as approved by the Story County Board of Supervisors (note: this is optional and must be agreed to in writing by the next of kin or officially designated representative and the Funeral Home and must be paid to the Funeral Home before the time of service.) for the following:
- a. Printed materials – register book, service folders
  - b. Clergy or music honorariums
  - c. Hairdresser/Barber
  - d. Flowers
  - e. Certified death certificates
  - f. Luncheon or reception charges
  - g. Obituaries
  - h. Other cash advance items

5. Conditions:

- a. The assistance available through the Story County General Assistance program is intended to help cover costs of funeral home services associated with burial or cremation, as well as expenses related to the interment of remains (i.e. cemetery fees). The funeral home will work with next of kin or officially designated representative to limit the services to meet the guidelines of this policy.

- b. The funeral home shall furnish complete invoices to Story County General Assistance as well as the next of kin or officially designated representative. If the total cost of services exceeds the amount approved by the county plus the amount contributed by the family then the burden for any cost in excess of this total is the responsibility of the funeral home, cemetery, or participating vendors.
- c. Payment for out of county or out of state funerals will not be provided.

## SECTION VI – DISBURSEMENTS AND RECORDS

Eligibility and need shall be determined and any resulting disbursements made as soon as possible after an application is properly completed and all supporting documentation has been received. Disbursement of General Assistance shall be by payment to the vendor.

Adequate records of all disbursements shall be tracked by applicant and by category, together with documentation that supports General Assistance payments.

## SECTION V - APPEAL

The applicant may appeal denial of benefits by the director under the procedure set out in Sections 8 and 9 of the Story County General Assistance Ordinance.

**RESOLUTION NO. 20-105**  
**APPROPRIATIONS RESOLUTION**

WHEREAS, it is desired to make appropriations for each different officer or department for the fiscal year beginning July 1, 2020, in accordance with section 331.434, subsection 6, Code of Iowa,

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Story County, Iowa, as follows:

*Section 1.* The following amounts are hereby appropriated from the resources of the county to the department or office listed:

<u>Dept# &amp; Name</u>	<u>\$ Amount</u>	<u>Dept# &amp; Name</u>	<u>\$ Amount</u>
01-Bd of Supervisors	542,683	02-Auditor	620,748
03-Treasurer	456,986	04-Attorney	1,558,750
05-Sheriff	4,950,696	07-Recorder	232,081
08-Animal Control	277,492	20-Engineer	4,569,325
10-General Betterment	1,034,313	21-Veteran Affairs	59,570
22-Conservation Bd	2,780,209	23-Environmental Hlth	171,845
24-IRVM	163,510	25-Community Services	208,137
26-Comm. Life	49,125	50-Human Serv. Center	230,363
51-Facilities Mngmt	751,976	52-Information Tech	639,158
53-Planning & Development	164,475	54-Justice Cntr Fac.	693,133
59-Dept. Human Serv	32,600	60-Mental Health	1,614,158
61-Juvenile Ct. Serv	50,025	99-Countywide Serv	7,758,400

*Section 2.* Subject to the provisions of other county procedures and regulations, and applicable state law, the appropriations authorized under Section 1 shall constitute authorization for the department or officer listed to make expenditures or incur obligations, effective July 1, 2020

*Section 3.* In accordance with Section 331.434, Code of Iowa, no department or officer shall expend or contract to expend any money or incur any liability, or enter into any contract which by its terms involves the expenditure of money for any purpose in excess of the amounts appropriated pursuant to the resolution.

*Section 4.* If at any time during the 2020-2021 budget year the auditor shall ascertain that the available resources of a fund for that year will be less than said fund's total appropriations, she shall immediately so inform the board and recommend appropriate corrective action.

*Section 5.* The auditor shall establish separate accounts for the appropriations authorized in Section 1, each of which account shall indicate the amount of the appropriations, the amounts charged thereto, and the unencumbered balance. The auditor shall report the status of such accounts to the applicable departments and officers monthly during the 2020-2021 budget year.

*Section 6.* All appropriations authorized pursuant to this resolution lapse at the close of business June 30, 2021.

Approved this 30th day of June 2020.

\_\_\_\_\_  
Chairperson, Board of Supervisors

Attest:

\_\_\_\_\_  
County Auditor

ROLL CALL	Lauris Olson	Yea	Nay	Absent
FOR ALLOWANCE	Lisa Heddens	Yea	Nay	Absent
	Linda Murken	Yea	Nay	Absent

ALLOWED BY VOTE  
OF BOARD    Yea \_\_\_\_\_ Nay \_\_\_\_\_ Absent \_\_\_\_\_

\_\_\_\_\_  
Above tabulation made by \_\_\_\_\_  
CHAIRPERSON

**RESOLUTION NO. 20-106**

**RESOLUTION FOR INTERFUND OPERATING TRANSFERS**

WHEREAS, it is desired to authorize the auditor to periodically transfer money from the general basic fund to the general supplemental fund, secondary roads fund and capital projects fund; and from the rural services basic fund to secondary roads fund; and from the TIF fund to the urban renewal projects fund during Fiscal Year 2021 and

WHEREAS, said operating transfers are in accordance with section 331.429 and 331.432, 2019 Code of Iowa,

NOW, THEREFORE BE IT RESOLVED by the Board of Supervisors of Story County Iowa as follows:

Section 1. The total maximum transfer from the general basic fund to the secondary roads fund shall not exceed \$ 640,000 ;

Section 2. The total maximum transfer from the general basic fund to the general supplemental fund shall not exceed \$ 400,000 ;

Section 3. The total maximum transfer from the rural services fund to the secondary roads fund shall not exceed \$ 2,325,000 ;

Section 4. The total maximum transfer from the TIF fund to the urban renewal projects fund shall not exceed \$ 161,700 ;

Section 5. The total maximum transfer from the County Attorney fine collection fund to the capital projects fund shall not exceed \$ \_\_\_\_\_ ;

The amount of any transfer shall not exceed available fund balances in the transferring fund.

The auditor is directed to correct her books when said operating transfers are made and to notify the treasurer of the amounts.

Approved this 30th day of June, 2020

\_\_\_\_\_  
Chairperson, Board of Supervisors

Attest:

\_\_\_\_\_  
County Auditor

ROLL CALL FOR ALLOWANCE	Lauris Olson	Yea	Nay	Absent
	Lisa Heddens	Yea	Nay	Absent
	Linda Murken	Yea	Nay	Absent

ALLOWED BY VOTE  
OF BOARD Yea \_\_\_\_\_ Nay \_\_\_\_\_

\_\_\_\_\_ Absent \_\_\_\_\_

\_\_\_\_\_ Above tabulation made by

\_\_\_\_\_  
CHAIRPERSON

**RESOLUTION NO. 20-110**

**UN-COMMITMENT OF FUND BALANCE**

WHEREAS Resolution No 17-36 committed funds intended to offset conservation impacts to Story County, and

WHEREAS Resolution No 19-23 un-committed funds, and

WHEREAS Resolution No 19-69 un-committed funds, and

WHEREAS Resolution No 20-08 un-committed funds, and

WHEREAS Resolution No 20-84 un-committed funds, and

WHEREAS the Story County Conservation Board and the Story County Board of Supervisors have identified projects/purchases that qualify, and

WHEREAS, it is desired to un-commit an amount for use of fund balances for certain purposes, in accordance with the Governmental Accounting Standards Board (GASB) 54 instructions,

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Story County, Iowa, as follows:

**UN-COMMIT:**

General funds in the amount of \$89,857.50 shall be un-committed for HOINT, Hannums Mill, Wicks land purchase

Approved this 30<sup>h</sup> day of June, 2020

\_\_\_\_\_  
Chairperson, Board of Supervisors

Attest:

\_\_\_\_\_  
County Auditor

ROLL CALL	Lauris Olson	Yea	Nay	Absent
FOR ALLOWANCE	Lisa Heddens	Yea	Nay	Absent
	Linda Murken	Yea	Nay	Absent

ALLOWED BY VOTE  
OF BOARD    Yea \_\_\_\_\_ Nay \_\_\_\_\_ Absent \_\_\_\_\_

\_\_\_\_\_  
Above tabulation made by \_\_\_\_\_  
CHAIRPERSON

## Hiring Freeze Exemption Request

Position Title: Election Sys Tech Date Submitted: 6.30.20

Division/Department: Auditor Preferred Start Date: ASAP

Requestor: Auditor Board Approval: \_\_\_\_\_

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What job function will this position serve?

Please see attached job description.

Why do you consider this position to be essential?

Please see attached memo.

What are the consequences if this position is not filled?

Please see attached memo.

Is it possible for the job responsibilities to be performed by other staff?

Please see attached memo.

What are the funding sources for this position?

General Fund. Funding is included in the FY21 budget.

How will the department/office manage its work if this position is not authorized?

Please see attached memo.



**LUCY MARTIN**  
**Story County Auditor**  
**and**  
**Commissioner of Elections**

December 18, 2019

Members of the Board of Supervisors:

Please find attached a proposed job description for an additional position in the Auditor's Office. Another staff member is necessary to accommodate the increasingly labor-intensive and technically challenging task of holding elections.

The Auditor's Office has functioned with ten FTEs (including the elected official) since December of 2008; two and a half are dedicated to election work (not including myself). Compared to counties with similar populations, we have fewer FTEs assigned to elections.

<b>County</b>	<b>FTEs</b>	<b>Notes</b>
Johnson	5	UI enrollment: 32,535
Black Hawk	3	UNI enrollment: 11,981
Linn	4.58	3 FTES, plus 1 person assigned 83% to elections and 1 at 75%
Dubuque	3	
Woodbury	4	
Pottawatomie	4	

In the last decade, election administration has changed significantly due to annual legislative updates coupled with increased security measures and heightened media attention. While I have an excellent staff with a wealth of technical expertise and we have consistently kept pace with every legislative change and new administrative rules, continued success is unlikely with the current staffing level.

Prior to 2008, the two-year election cycle contained time for staff development, and updates to equipment and training materials. Such interludes no longer exist; the election cycle has rapidly accelerated and now makes a high-pitched whirring noise. Story County's growth, its mobile population, and the large increases in enrollment at Iowa State University (currently 36,001) keep the staff busy throughout the year. I do not have the capacity with my existing personnel to add the duties of the attached description to any permanent employee without sacrificing effectiveness elsewhere. If the pattern of the last ten years is any prediction, Story County will see historic voter turnout in FY21. I believe this position is crucial to performing my statutory duties and to best serve the people.

I am happy to answer any and all questions about my request. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Lucy Martin", with a horizontal line extending to the right.

Lucy Martin

## General Definition of Work

Performs intermediate administrative work overseeing the information and technology related to voter registration and election management systems, and related work as apparent or assigned. Work is performed under the limited supervision of the Deputy Auditor of Elections.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Essential Functions

- 1) Develops and maintains database, spreadsheet and other resources for analysis and reporting purposes; provides reports and data analysis as requested by the Auditor or Deputy of Elections.
- 2) Participates in researching new predictive analytics methods, reporting and data visualization approaches to facilitate information sharing and decisions making; makes recommendations concerning such methods to County Auditor and/or Deputy Auditor of Elections.
- 3) Enters data into various election software; establishes and updates files; retrieves information and prepares documents; keys and verifies election history including election changes, additions, deletions; processes NVRA forms and reports.
- 4) Analyzes technological needs, evaluates problems and provides solutions for current and future election systems; installs software and hardware as needed; runs stats program updates; coordinates deployment, provides technical support and training to system users in the Auditor's Office; performs voting machine testing; serves as liaison to external agencies and entities in regards election software and hardware.
- 5) Assists with various election processes such as candidate filing; voter registration, absentee voting and election official training; establishes and maintains written procedures and documentation for various election processes.
- 6) Acts as technical liaison with the County IT Department, system vendors and the Secretary of State's Office.
- 7) Provides reports and data exports as requested by the public, media, candidates and political parties; answers public inquiries by mail, phone, email and in-person; provides specialized voter and election information regarding services and operations of the Auditor's Office to other staff members, elected officials, candidates and to the general public.
- 8) Assists with managing the office's website, intranet and other technological solutions.

### Knowledge, Skills and Abilities

Thorough knowledge of federal, state and local election laws and policies; thorough knowledge of election hardware and software; thorough knowledge of database systems and security concepts; thorough knowledge in math and statistics; general knowledge of standard office practices, procedures, equipment and office assistance techniques; thorough knowledge of business English and spelling; some knowledge of county and department programs and policies; ability to analyze computer system needs and troubleshoot hardware and software; ability to read technical instructions, procedures manuals and charts; ability to operate standard office and computer equipment and perform word processing and/or data entry; ability to operate standard office software systems; ability to establish and maintain effective working relationships with staff and the general public.

### Education and Experience

Associates/Technical degree in Business, Public Administration, Management Information Systems, Computer Science or related field and moderate experience in database administration, voter registration or election management system administration, or equivalent combination of education and experience.

### Special Requirements

Valid driver's license in the State of Iowa.

Iowa State Election Administrator Training Certificate within two years of hire.

Applicable position, department, organization and professional training will be provided and must be completed upon hire and on an ongoing basis.

### **Physical Requirements**

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

### **Environmental Conditions**

This work occasionally requires exposure to outdoor weather conditions and exposure to blood-borne pathogens which may require specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Revised: 12/17/2019

## Hiring Freeze Exemption Request

Position Title: Temp. election help Date Submitted: June 30, 2020

Division/Department: Auditor Preferred Start Date: mid-August & later

Requestor: Lucy Martin Board Approval: \_\_\_\_\_

---

What job function will this position serve?

For the 2020 General Election, the Auditor's Office needs to hire approximately 30+ temporary workers. Duties include processing voter registration and absentee ballot requests, testing election equipment, and processing in-person absentee voters.

Why do you consider this position to be essential?

For any large election, the volume of work exceeds the capacity of the permanent staff. The Auditor's Office regularly hires temporary personnel for elections of this type.

What are the consequences if this position is not filled?

Numerous and catastrophic. The amount of daily work plus the numerous Code-mandated deadlines require additional seasonal staff.

Is it possible for the job responsibilities to be performed by other staff?

No.

What are the funding sources for this position?

General Fund. Extra help is a budgeted line item for FY21.

How will the department/office manage its work if this position is not authorized?

A successful General Election is not possible without additional temporary workers. The volume of work is simply too enormous.

**TO: Story County Board of Supervisors**  
**FROM: Story County Courthouse Security Committee**  
**DATE: June 26, 2020**  
**RE: Courthouse safety requests due to COVID-19**

Dear Supervisors,

As you may know, the courthouses all over Iowa have been directed to reopen for non-emergency, in-person hearings on or before July 13, 2020. The Story County Courthouse Security Committee met on June 26, 2020, and approved a variety of measures to be taken at the Story County Justice Center in Nevada in order to minimize the risks associated with reopening the courthouse for in-person hearings due to the novel coronavirus causing COVID-19 in the community.

Several of the measures are cost-free and require court participants to handle cases in new ways in order to minimize the number of people in the courtrooms and common areas, like staggering courtroom schedules and holding certain types of hearings by telephone rather than in-person even after the courthouse reopens. Attorneys will be responsible to ask their clients and witnesses if they have an elevated risk of transmitting the virus, and will also have an affirmative duty to notify opposing counsel and the judge if someone has an elevated risk. Jail staff will also question anyone in custody about their elevated risk of transmitting COVID-19 before transporting those individuals to hearings. When the judge is notified that someone who is scheduled to participate in a court hearing has an elevated risk of transmission, the judge will decide whether the person needs to appear in person (so the hearing will be continued to a new date) or whether the person can participate by telephone.

Furthermore, some assistance has been provided by state court administration. Story County has received from court administration some paper face coverings, hand sanitizer, disinfectant wipes, and gloves. Court administration expects to replenish Story County's supplies in the future, although the exact amounts and availability are unknown.

In addition to all of the steps being taken by the court, court administration, and the security committee, the committee also needs assistance from the Board of Supervisors in order to maximize the safety of court participants. The committee appreciates the Board's consideration of the following requests to be considered at its meeting on June 30th.

1. We request the county provide some face coverings at the Story County Justice Center immediately. This may have already begun, but we want to ensure the request is made. We anticipate the stock of county supplies and court supplies will be commingled so both parties provide face coverings to anyone entering the building who does not already have a face covering.
2. Related to item 1, when restocking face coverings for the Justice Center, we request the Board consider a cost-sharing arrangement with court, whether that means each party adds more supplies separately, or that one entity purchase the items and the court and the county divide the cost.

3. We have created and approved of a sign to be placed at the front entry of the Justice Center that lists the criteria to be used to determine whether an individual has an elevated risk of transmitting COVID-19. We request the county's facilities management be authorized to create and place the sign.
4. We request facilities management be approved to order and install Plexiglas in limited areas of courtrooms where less than 6' of space is available between individuals. All of the courtrooms have been measured and the minimum number of barriers are requested to be purchased and placed.
5. We request facilities management be authorized to create and place signs in the five courtroom galleries to encourage social distancing among observers. We understand facilities management has already made similar signs for other county buildings and this would not involve much additional work.
6. We request facilities management be approved to provide disinfectant spray and spray bottles for each of the five courtrooms, and to restock the spray as needed. The judge will direct the attorneys or self-represented litigants to spray their table, chair, and area at the end of each hearing. No additional cleaning of common areas is requested (beyond the normal schedule of routine cleaning).
7. We request the Board make a small investment of funds (up to \$1,500) for a joint print/radio/social media news campaign (to be done jointly with other local entities and paid for by the county) to educate the public about the courthouse reopening and the safety precautions being taken. We further request the Board involve the public information officer to manage the public awareness campaign.

Thank you for your time and consideration.



# STORY COUNTY

## Facilities Management

**JOBY BROGDEN**

Director  
515.382.7401

**JON EICKHOLT**

Assistant  
515.382.7402

Story County Administration  
900 6<sup>th</sup> St.

Nevada, Iowa 50201  
515.382.7404 FAX

DATE: June 30, 2020  
TO: Board of Supervisors  
FROM: Joby J. Brogden *JB*  
RE: Assigning occupancy limits to meeting rooms

With Story County's continued effort to help slow the spread of the COVID-19 virus, Facilities Management would like the Board of Supervisors to consider assigning occupancy limits to the common area meeting rooms and post signage stating the number of persons allowed. The method currently being used is limiting all gatherings to no more than ten people. This was a recommendation from the Governor of Iowa but the most recent proclamation from the Governor's office no longer includes the no more than ten people recommendation. The current recommendation states to use social distancing guidelines which are currently to maintain six feet of separation between each person.

The meeting rooms Facilities Management is referencing are those that are accessible from the common areas of the public buildings and are utilized by multiple offices and departments for internal and external uses. This is not a representation of all meeting rooms within the Story County owned and operated facilities; listed rooms are only those located within the common areas of the buildings and that are utilized by multiple agencies and the public.

Utilizing the guidance of a minimum of six feet of separation between all persons, recommended occupancy loads and locations are as follows;  
Story County Administration Building, Nevada Iowa;

- Public Meeting Room – Standard occupancy- 75 persons, proposed occupancy load for general seating would be- 20 persons, if using tables it would be- 17 persons.
- Conference room A (AKA BOS conference room) – Standard occupancy- 8 persons, proposed occupancy- 3 persons.
- Assessor's conference room – Standard occupancy- 22 persons, proposed occupancy- 11 persons.

Story County Human Services Center, Ames Iowa;

- Multipurpose room – Standard occupancy- 37 persons, proposed occupancy- 24 persons.
- Conference room east – Standard occupancy- 13 persons, proposed occupancy- 11 persons.
- Conference room west – Standard occupancy- 20 persons, proposed occupancy- 9 persons.

Story County Conservation McFarland Park, Ames Iowa;

- Multipurpose room – Standard Occupancy- 194 persons, proposed occupancy- 33 persons in the upper section and 15 persons on the theater seating area, total of 48 persons

The other option would be to post signage at each meeting room, stating the requirement to maintain the six foot social distancing guideline between each person. This is currently what is posted at all the smaller internal individual Office/department meeting rooms.



County Outreach and Special Projects Manager  
 Story County, Iowa  
 Administration Building  
 900 6<sup>th</sup> Street, Nevada, Iowa 50201

Ph. 515-382-7247 Email: [lharter@storycountyiowa.gov](mailto:lharter@storycountyiowa.gov)  
[www.storycountyiowa.gov](http://www.storycountyiowa.gov)

**TO:** Story County Board of Supervisors  
**FROM:** Leanne Lawrie Harter, AICP, CFM  
**RE:** Discussion and Consideration of Proposed Revisions to Strategic Plan  
**DATE:** June 25, 2020

Attached is the current Strategic Plan with proposed modifications identified. In addition, if changes to the priorities, based on input outlined in the summary table below, are to be considered, it is noted such in the box to the right of the original priority.

To calculate the priorities, numbers were assigned as follows:

- Low = 1
- Medium = 2
- High = 3

The three scores assigned as above were added and then that sum divided by 3. Following general rules for rounding, any numbers equal to and above .5 were rounded up and those below .5 rounded down. Those priorities that increased a level are color-coded orange below (also colored in green are those scores that were affected by the exercise but did not change in priority.)

Also, below please note that I highlighted the task regarding the 911 (StoryComm) project so that the Board can provide guidance whether modifications to this are necessary.

<b>Task</b>	<b>CURRENT LISTED PRIORITIES</b>	<b>AVERAGE FROM BOS REVIEW</b>	<b>PROPOSED PRIORITIES</b>
Expand public education and raise awareness of Story County programs and offerings	M	2.0	M
Identify key topic areas to update or create new resource materials and training.	M	2.0	M
Identify best practices to promote and incentivize affordable housing.	M	2.3	M
Identify barriers to public and private affordable housing development in Story County.	M	2.3	M
Identify resources and tools to help leverage the Story County Housing Trust Fund.	M	2.3	M





County Outreach and Special Projects Manager

Story County, Iowa

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[www.storycountyiowa.gov](http://www.storycountyiowa.gov)

Continue involvement in the ASSET funding process to help determine human service gaps.	M	2.3	M
Update and expand broadband connectivity needs assessment throughout Story County and explore options for expansion of services.	H	3.0	H
Continue offering technical assistance to smaller communities to support growth opportunities.	H	3.0	H
Provide staff with training and tools to deliver the best services to Story County residents.	M	2.0	M
Develop and implement a plan to elevate Story County's Mission and Core Values.	H	3.0	H
Conduct annual review of compensation and benefits.	L	1.0	L
Conduct formal salary survey/comparisons on five-year cycle.	L	1.3	L
Assess and develop opportunities to train staff to adapt to new situations and change.	H	3.0	H
Enhance ways to provide existing services efficiently and effectively.	H	3.0	H
Enhance options for Story County residents and other customers to conduct business with the County through electronic means.	M	2.7	H
As a component of the annual Communications Plan, develop targeted media strategies.	M	2.0	M
Review and prioritize capital improvement projects outlined in the Story County Conservation Board's Current Strategic Plan report.	H	3.0	H
Continue to research and seek a variety of funding sources including contracts, gifts, grants, and other outside resources to leverage Story County Conservation funds.	H	3.0	H
Evaluate the long-term mechanical equipment needs for all Story County facilities.	M	2.0	M
Assess existing and future space needs of Story County Offices and Departments.	M	2.7	H
Conduct study to assess needs for enhanced security, both personnel and facility improvements.	H	2.7	H
Review and update metrics to determine when to make repairs or recommend full replacement of county-owned bridges.	H	3.0	H
Research alternative funding streams to leverage bridge replacement funding.	H	3.0	H





County Outreach and Special Projects Manager

Story County, Iowa

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Develop metrics to determine which roads get improved and which ones remain unpaved.	H	3.0	H
Develop a plan to address internal technology improvements and upgrades.	H	3.0	H
Continue planning for the new 911 system.	H	2.7	H
Estimate costs to extend network service to unserved departments/facilities.	L	1.3	L
Develop, implement, and monitor strategies and partnerships to build upon the county-wide watershed assessments.	H	3.0	H
Under the guidance of the Board of Health, review and consider regulatory and programmatic changes regarding aging and unlicensed on-site septic systems.	M	2.3	M
Acting as the Drainage District Trustees, proactively seek out innovative solutions to develop realistic and sustainable drainage solutions that positively affect water quality while acknowledging and operating under the antiquated drainage district law and practices.	L	1.7	M
Review, and amend as necessary, current regulations including non-conforming uses, home businesses, and mobile home parks.	M	2.0	M
Continue to coordinate planning and land development decisions between Story County and incorporated communities.	L	1.7	M

Following Tuesday's meeting, staff will put together a final draft and bring back for approval by the Board of Supervisors.

Please let me know if you have any questions. I will be at the Board meeting on June 30<sup>th</sup>.



# STRATEGIC PLAN

In Support of the Cornerstone to Capstone (C2C) Plan



STORY COUNTY, IOWA

FISCAL YEARS 2019—2023

**ADOPTED**

October 30, 2018

**October 2018**

Story County Board of Supervisors  
900 6th Street  
Nevada, Iowa 50201

[www.storycountyiowa.gov](http://www.storycountyiowa.gov)

# STRATEGIC PLAN

STORY COUNTY, IOWA

FISCAL YEARS 2019—2023

## STRATEGIC PLAN

**Introduction 1**

**Challenges 2**

**Values 3**

**Goals 4**

**Action Plan 5**

As a comprehensive plan prepares Story County for future growth and development, a county's Strategic Plan helps identify and prioritize the specific projects that will assist the County to reach its ultimate destination. These projects do not happen overnight, nor are they accomplished by one person. Careful planning and consideration should be given to each. The County should rely on staff, appointed officials, elected officials, community groups, and other organizations to help achieve these identified priority projects for the benefit of the entire county.

The Story County Strategic Plan identifies the top five (5) goals of the County and list objectives, tasks or action steps, timelines, responsible groups/agencies, potential resources, and measurable outputs for each goal. The intent of the projects or goals is to maintain and further enhance the quality of life and economic vitality for Story County residents. This Strategic Plan, adopted by the Story County Board of Supervisors in October 2018, guides decisions through Fiscal Year 2023 (ending June 30, 2023.)

This Strategic Plan identifies specific programs and policies towards which staff time and resources will be dedicated to achieve their successful implementation. The Plan serves as a communication tool between citizens and county government. Reviewed annually, the Plan is edited as needed in response to changing priorities, new funding opportunities, and highlighting project accomplishments.



The Strategic Plan is guided by the foundational principle that decisions are carried out in a sound budgetary and fiscally-prudent manner. Story County is committed to high standards of quality service, respectful engagement, and responsible resource management. Every aspect of the Story County Strategic Plan serves to fulfill these standards.

October 2018

Approved by the Story County Board of Supervisors

# STRATEGIC PLAN

STORY COUNTY, IOWA

FISCAL YEARS 2019—2023

## STRATEGIC PLAN

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### PLANNING PROCESS

JEO Consulting Group facilitated the planning process with assistance from Story County staff members. The first round of input was solicited through an internal survey of key staff members, elected officials, and County Board and Commission members. These stakeholders were asked to complete this survey via Survey Monkey to share thoughts on their office or department as well as County operations overall. A total of 19 staff members, elected officials, and Board and Commission members completed this survey.

The survey findings were then categorized by topic area and reviewed by the Board of Supervisors as well as the Director of Internal Operations and Human Resources and the Director of External Operations and County Services. Each hour-long interview with these individuals helped clarify the context of the survey feedback while offering an opportunity to share their own strategic priorities for Story County.

From these interviews, JEO was able to consolidate the many priorities identified and establish action steps for each one. Further refining of these issues was performed through an internal review process with Story County staff. The final plan as presented in this document was the result of further refinement by the consultant team, Story County staff, elected officials, and the Board of Supervisors.



October 2018

Approved by the Story County Board of Supervisors

# STRATEGIC PLAN

STORY COUNTY, IOWA

FISCAL YEARS 2019—2023

## STRATEGIC PLAN

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This Strategic Plan is intended to guide and strengthen the County's ability to address public investments in economic development, workforce, quality of life amenities, county services, and community needs. The following challenges were identified through the Strategic Planning process.

### *INTERNAL CHALLENGES*

- Sustain a competitive wage and benefit package for current and future employees.
- Implement security and safety measures for public County buildings.
- Continue to update technology.
- Continue to make all public data available on the County website and the Beacon website, an online portal to access maps, real estate data, and tax information.

### *EXTERNAL CHALLENGES*

- Influences on water quality and addressing the Iowa Nutrient Reduction Strategy, conservation practices on agricultural land, watershed education, and septic systems.
- Stagnant transportation funding with higher costs.
- Changes in State/Federal funding.
- Recreational opportunity demand.
- Sustainable funding for conservation (IWILL).

By identifying these challenges—both internal and external— County stakeholders can develop projects and initiatives that allow decision-makers to focus energies and resources for maximum public benefit. These help frame the objectives that logically carry forth into identified projects.



October 2018

Approved by the Story County Board of Supervisors

# STRATEGIC PLAN

STORY COUNTY, IOWA

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The Cornerstone to Capstone (C2C) Plan – Story County’s comprehensive, long-range plan, sets forth a foundation guiding the County through 2036. Within it, the vision establishes a framework for how the County moves forward based on the following shared values.

- Sense of community, volunteering, individual philanthropy, dedication to family, a safe environment, and social gatherings/connections.
- Natural environment, protecting resources and recreational opportunities, and the ongoing contributions of agriculture to the County’s shared heritage and future, self-reliance, partnerships, strong work ethic, and economy.
- Planned growth with policies, infrastructure, and other resources that strengthen the County’s strong, shared values for the future.
- Excellent educational opportunities and cultural, social, outdoor recreational and entertainment opportunities for all ages.
- Collaborative and transparent government, fiscal responsibility, the recognition of individual rights, taking responsibility through participation, self-reliance, involvement, and participation in decision-making and action.
- Economic opportunities for businesses, innovation, agribusiness and technology.

These values serve as the guiding principles, setting the foundation for all future planning endeavors such as the Capital Improvements Plan, this Strategic Plan, and more.



October 2018

Approved by the Story County Board of Supervisors

# STRATEGIC PLAN

STORY COUNTY, IOWA

FISCAL YEARS 2019—2023

The focus of the Story County Strategic Plan is to provide services efficiently and effectively that continually meet the needs of Story County citizens. This Strategic Plan embraces these values, establishing goals and related objectives towards which County stakeholders will collectively work over the next five years. This Plan complements the C2C Implementation Matrix, both working in concert to highlight directions and steps to achieve the C2C Plan vision.

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### QUALITY OF LIFE

Story County has unique attributes when it comes to quality of life. It has excellent educational opportunities; access to natural amenities; rich, productive soil supporting Story County's agricultural heritage; diverse and engaged citizens; strong economic foundation; recreational opportunities and geographic proximity to other economic opportunities found in the metropolitan area. In terms of pride and marketing, these features can be of almost immeasurable value to the County. However, Story County is not without challenges. To enhance the quality of life for all residents, Story County will continue to need to recognize those challenges and turn them into opportunities. Story County will continue to invest in quality of life amenities for continued prosperity and success.

### COUNTY OPERATIONS

Story County exists to serve its citizens. For this reason, all County operations – whether internal or external, present or future – must function as effectively and efficiently as possible. The objectives in this section strive to enhance the delivery of County services.

### FACILITIES & INFRASTRUCTURE

Story County residents benefit from having an efficient transportation network and bridges with appropriate roadways for traffic patterns and behaviors. Not only is it how residents move about Story County, it is how the County attracts economic development opportunities to build and maintain a strong economy. Furthermore, Story County is committed to ongoing investment in its facilities and infrastructure systems to better serve the public and provide a sense a pride for staff and citizens. Story County must continue to be fiscally-responsible while financially supporting the ongoing needs to maintain and improve public facilities and infrastructure systems.



October 2018

Approved by the Story County Board of Supervisors

# STRATEGIC PLAN

STORY COUNTY, IOWA

FISCAL YEARS 2019—2023

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### TECHNOLOGY

Technology is the heart of how Story County efficiently serves its citizens. As technology changes rapidly, the expectations on how the County delivers services must change accordingly. Story County will continue to plan its technological and related infrastructure needs over the next five years.

### POLICY & REGULATIONS

Story County has long been a leader in looking towards regulations and policies that actively promote alternate ways of accomplishing goals - not just writing static black and white words on a page, but instead enforcing ordinances that accomplish the goal. Story County will continue that practice to address valid concerns as they arise. Over the next five years, Story County will comprehensively audit regulations and policies to ensure the values defined in the C2C Plan are achievable and not at odds with what is currently being implemented.



October 2018

Approved by the Story County Board of Supervisors

# STRATEGIC PLAN

STORY COUNTY, IOWA

FISCAL YEARS 2019—2023

## STRATEGIC PLAN

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**Action Plan 5**

Over the next few pages, specific action steps are identified that serve to guide progress towards the goals and increase efficiency and accountability within Story County.

The Action Plan is organized by a "Targeted Goal" followed by "Objectives" to achieve that goal. "Action Steps" for each Objective, are outlined. In addition, all Offices and Departments involved are identified, and priorities are assigned to the Action Step. If "Additional Partners" (beyond Story County offices and departments) are identified, those are listed as well.

As outlined in the Code of Iowa, the Board of Supervisors:

- Serves as the executive branch of county government.
- Are the policy makers for the county and administer the various county programs, including reviewing budget requests, appropriating funds, establishing county tax levies, enacting ordinances, filling employee vacancies, and hearing reports from county officers.

While the Board plays this unique role and they are the entity to officially adopt this Strategic Plan, the overall success of this Plan requires the continual involvement of all elected officials and departments in the process. The steps to achieve success only begin with this Plan's adoption. It is imperative that projects are brought forth through the budgeting and capital improvements planning processes.



October 2018

Approved by the Story County Board of Supervisors

**Quality of Life**



**TARGETED GOAL**

Over the next five years, Story County will continue to invest in quality of life amenities for continued prosperity and success.

**OBJECTIVE 1:** To increase community engagement and expand public education and outreach programs to raise awareness of resources, opportunities, programs, and services provided by Story County and its non-profit partners.

Step #	Action	Office or Department	Priority
1	Identify organizations and other key stakeholders that can help Expand public education and raise awareness of Story County programs and offerings.	All	Medium <b>M</b>
2	Identify key topic areas to update or create new resource materials and training.	All	Medium <b>M</b>
<b>Additional Partners</b>	Outside consultants as necessary.		

**OBJECTIVE 2:** To continue collaborating with public/private partners to facilitate housing opportunities attainable across all income levels.

Step #	Action	Office or Department	Priority
1	Identify best practices to promote and incentivize affordable housing.	Board of Supervisors, Community Services, Veterans Affairs, Planning and Development	Medium <b>M</b>
2	Identify barriers to public and private affordable housing development in Story County.		Medium <b>M</b>
3	Identify resources and tools to help leverage the Story County Housing Trust Fund.		Medium <b>M</b>
<b>Additional Partners</b>	Story County Housing Trust Fund; Story County Economic Development Group; Ames Economic Development Commission; ASSET; Elected leaders and staff of municipalities, non-profit agencies, and other local governments.		

**Quality of Life**



**TARGETED GOAL**

Over the next five years, Story County will continue to invest in quality of life amenities for continued prosperity and success.

**OBJECTIVE 3:** To evaluate partnerships to provide services, planning, and growth to all of Story County.

Step #	Action	Office or Department	Priority
1	Identify partnership opportunities through State and Federally mandated improvements.	Board of Supervisors, Conservation	Medium
2	Research and identify infrastructure funding opportunities to help aid municipalities and unincorporated communities.	Board of Supervisors, Secondary Roads, Planning and Development	Medium
3	Continue involvement in the ASSET funding process to help determine human service gaps.	Board of Supervisors, Community Services	Medium <b>M</b>
4	Assess <u>Update and expand broadband connectivity needs assessment throughout Story County and explore options for expansion of services.</u>	Board of Supervisors, Planning and Development, Conservation	High <b>H</b>
5	Continue offering technical assistance to smaller communities to support growth opportunities.	Board of Supervisors, Planning and Development	High <b>H</b>
<b>Additional Partners</b>	Elected leaders and staff of municipalities, non-profit agencies, and other local governments.		

**County Operations**



**TARGETED GOAL**

Over the next five years, Story County will strive to improve all County operations – whether internal or external, present or future – so that each office, department, board, or commission can function with maximum efficiency, effectiveness, and transparency to the constituents they serve.

**OBJECTIVE 1:** To establish succession plans to ensure the smooth transition of leadership positions and continued success of Story County.

Step #	Action	Office or Department	Priority
1	Work to identify key, top level positions that may become available within the next five years.	Board of Supervisors	Medium
2	Explore training and mentor opportunities to allow staff members to develop and prepare for advancement. <u>Provide staff with training and tools to deliver the best services to Story County residents.</u>	Board of Supervisors	Medium <b>M</b>
<b>Additional Partners</b>	All offices/departments will be involved.		

**OBJECTIVE 2:** Purposefully promote Story County's value and vision. Use the work already completed as a starting point to develop a comprehensive mission statement for Story County.

Step #	Action	Office or Department	Priority
1	Create task force of key staff members to create an overall central mission (statement) for Story County. <u>Develop and implement a plan to elevate Story County's Mission and Core Values.</u>	All	High <b>H</b>
<b>Additional Partners</b>	Outside consultants (if necessary)		

**County Operations**



**TARGETED GOAL**

Over the next five years, Story County will strive to improve all County operations – whether internal or external, present or future – so that each office, department, board, or commission can function with maximum efficiency, effectiveness, and transparency to the constituents they serve.

**OBJECTIVE 3:** To continue monitoring compensation and benefit strategies to attract and retain highly qualified employees.

Step #	Action	Office or Department	Priority
1	Conduct annual review of compensation and benefits.	Board of Supervisors	Low L
2	Conduct formal salary survey/comparisons on five-year cycle.	Board of Supervisors	Low L
<b>Additional Partners</b>	Outside consultants (if necessary)		

**OBJECTIVE 4:** To continue to offer professional development opportunities to unleash the full potential of County employees and increase employee engagement to continue to create efficiencies among services and willingness to accept unforeseen circumstances.

Step #	Action	Office or Department	Priority
1	Identify opportunities to train staff members to improve interactions with customers.	Board of Supervisors	High
2	Assess and develop opportunities to train staff to adapt to new situations and change.	Board of Supervisors	High H
<b>Additional Partners</b>	Outside consultants (if necessary)		

**County Operations**



**TARGETED GOAL**

*Over the next five years, Story County will strive to improve all County operations – whether internal or external, present or future – so that each office, department, board, or commission can function with maximum efficiency, effectiveness, and transparency to the constituents they serve.*

**OBJECTIVE 5:** *To continue seeking public/private partnerships whenever possible and where mutually beneficial.*

Step #	Action	Lead Office or Department	Priority
1	Explore new opportunities to establish formalized partnerships such as 28E Agreements to <u>Enhance</u> ways to provide existing services efficiently and effectively.	All	High <b>H</b>
<b>Additional Partners</b>	Elected leaders and staff of municipalities, non-profit agencies, and other local governments.		

**OBJECTIVE 6:** *To assess ways to engage, inform, and serve the public through online opportunities.*

Step #	Action	Lead Office or Department	Priority
1	<u>Assess the means and effectiveness of existing online tools and services. Enhance options for Story County residents and other customers to conduct business with the County through electronic means.</u>	All	Medium <b>H</b>
2	As a component of the annual Communications Plan, develop targeted media strategies.	Board of Supervisors	Medium <b>M</b>
<b>Additional Partners</b>	Outside consultants (if necessary)		

**Facilities & Infrastructure**



**TARGETED GOAL**

Over the next five years, Story County will continue to be fiscally-responsible while financially supporting the ongoing needs to maintain and improve public facilities and infrastructure systems.

**OBJECTIVE 1:** To continue to enhance park facilities throughout Story County.

Step #	Action	Office or Department	Priority
1	Review and prioritize capital improvement projects outlined in the Story County Conservation Board's Current Strategic Plan report.	Conservation	High <b>H</b>
2	Continue to research and seek a variety of funding sources including contracts, gifts, grants, and other outside resources to leverage Story County Conservation funds.	Conservation	High <b>H</b>
<b>Additional Partners</b>	To be determined by the Story County Conservation Board.		

**OBJECTIVE 2:** To assess and provide for the ongoing operation and maintenance of existing facilities throughout Story County.

Step #	Action	Office or Department	Priority
1	Evaluate the long-term mechanical equipment needs for all Story County facilities.	Facilities Management	Medium <b>M</b>
2	Assess existing and future space needs of Story County Offices and Departments.	Facilities Management	Medium <b>H</b>
<b>Additional Partners</b>			

**Facilities & Infrastructure**



**TARGETED GOAL**

*Over the next five years, Story County will continue to be fiscally-responsible while financially supporting the ongoing needs to maintain and improve public facilities and infrastructure systems.*

**OBJECTIVE 3:** *To continue to review facility access points and security for all Story County buildings.*

Step #	Action	Office or Department	Priority
1	Conduct study to assess needs for enhanced security, both personnel and facility improvements.	All	High H
<b>Additional Partners</b>			

**OBJECTIVE 4:** *To properly maintain a safe and reliable road network by identifying ongoing funding streams, and assessing policies, procedures, and effectiveness of road maintenance programs on an annual basis.*

Step #	Action	Office or Department	Priority
1	Review current processes to achieve efficiencies of 5-Year Secondary Road Construction Program.	Secondary Roads	High
<b>Additional Partners</b>	Ames Area Metropolitan Planning Organization (MPO); Iowa Department of Transportation		

**Facilities & Infrastructure**



**TARGETED GOAL**

Over the next five years, Story County will continue to be fiscally-responsible while financially supporting the ongoing needs to maintain and improve public facilities and infrastructure systems.

**OBJECTIVE 5:** To maximize funding for Story County’s bridge replacement program, and reduce the number of load posted and inadequate bridges throughout Story County.

Step #	Action	Office or Department	Priority
1	Review and update metrics to determine when to make repairs or recommend full replacement of county-owned bridges.	Secondary Roads	High H
2	Research alternative funding streams to leverage bridge replacement funding.	Secondary Roads	High H
<b>Additional Partners</b>	Ames Area Metropolitan Planning Organization (MPO); Iowa Department of Transportation		

**OBJECTIVE 6:** To expand the paved road network to encourage economic development opportunities and enhance transportation corridors.

Step #	Action	Office or Department	Priority
1	Identify key corridors of unpaved roads with economic development opportunities.	Secondary Roads, Board of Supervisors	High
2	Develop metrics to determine which roads get improved and which ones remain unpaved.	Secondary Roads, Planning and Development	High H
3	Seek out public-private partnerships to improve transportation networks, where possible.	Secondary Roads, Board of Supervisors, Planning and Development	High
<b>Additional Partners</b>	Story County Economic Development Group; Ames Economic Development Commission, Ames Area Metropolitan Planning Organization (MPO); Iowa Department of Transportation		

**Technology**



**TARGETED GOAL**

Over the next five years, Story County will continue to make strategic investments in critical Information Technology (IT) infrastructure to enhance the delivery of County services and programs to its constituents.

**OBJECTIVE 1:** To conduct a needs assessment evaluating hardware, software and IT infrastructure opportunities and challenges.

Step #	Action	Office or Department	Priority
1	Assess and create <u>Develop</u> a plan to address internal technology needs improvements and upgrades.	All	High H
<b>Additional Partners</b>	Outside consultants (if necessary)		

**OBJECTIVE 2:** To examine the comprehensive multi-media/communications technology needs and outreach strategies for Story County, including deployment within courtrooms and public meeting rooms.

Step #	Action	Office or Department	Priority
1	Conduct internal multi-media technology needs assessments of the Story County facilities.	All	Low
2	Continue planning for the new 911 system.	Sheriff, Board of Supervisors, Emergency Management Agency	High H
<b>Additional Partners</b>	Elected leaders and staff of municipalities, non-profit agencies, and other local governments. Outside consultants (if necessary)		

**Technology**



**TARGETED GOAL**

*Over the next five years, Story County will continue to make strategic investments in critical Information Technology (IT) infrastructure to enhance the delivery of County services and programs to its constituents.*

**OBJECTIVE 3:** *To identify necessary steps to complete network connectivity to all Story County facilities.*

Step #	Action	Lead Office or Department	Priority
1	Estimate costs to extend network service to unserved departments/facilities.	Information Technology	Low L
2	Determine alternatives to accomplish similar goals of network connectivity.	Information Technology	Low
<b>Additional Partners</b>	Elected leaders and staff of municipalities, non-profit agencies, and other local governments. Private service providers.		

**Policy & Regulations**



**TARGETED GOAL**

Over the next five years, Story County will comprehensively audit regulations and policies to ensure the values defined in the C2C Plan are achievable and not at odds with what is currently being implemented.

**OBJECTIVE 1:** To continue to address water quality issues throughout Story County and consider strengthened regulations for stormwater and wastewater management.

Step #	Action	Office or Department	Priority
1	Develop, implement, and monitor strategies and partnerships to build upon the county-wide watershed assessments.	Board of Supervisors, Conservation, Planning and Development	High <b>H</b>
2	Under the guidance of the Board of Health, review and consider regulatory and programmatic changes regarding aging and unlicensed on-site septic systems.	Environmental Health, Board of Supervisors	Medium <b>M</b>
3	Acting as the Drainage District Trustees, pro-actively seek out innovative solutions to develop realistic and sustainable drainage solutions that positively affect water quality while acknowledging and operating under the antiquated drainage district law and practices.	Board of Supervisors	Low <b>M</b>
<b>Additional Partners</b>	Iowa Department of Agriculture and Land Stewardship (IDALS); Iowa Department of Natural Resources (IDNR); Prairie Rivers of Iowa.		

**OBJECTIVE 2:** To review land use regulations to address conflicts and encourage the creation of new public and private services and businesses to benefit Story County's citizens.

Step #	Action	Office or Department	Priority
1	Review, and amend as necessary, current regulations including non-conforming uses, home businesses, and mobile home parks.	Board of Supervisors, Planning and Development	Medium <b>M</b>
2	Continue to coordinate planning and land development decisions between Story County and incorporated communities.	Board of Supervisors, Planning and Development	Low <b>M</b>
<b>Additional Partners</b>	Elected leaders and staff of municipalities, non-profit agencies, and other local governments.		

# STRATEGIC PLAN

STORY COUNTY, IOWA FISCAL YEARS 2019—2023

## Board of Supervisors



**Linda Murken**



**Lauris Olson**

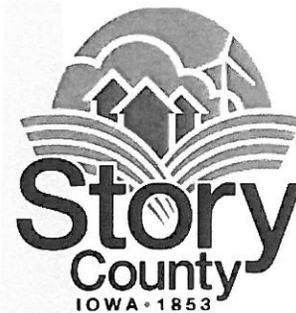


**Lisa Heddens**

We are committed to supporting our Strategic Plan. It defines our priorities for the future of Story County and increases our accountability, transparency and performance.

We will continually track our progress towards the goals and projects identified in this Strategic Plan and update and revise as necessary.

**Story County Board of Supervisors**



**October 2018**

Approved by the Story County Board of Supervisors



## **COVID-19 Mitigation Guidance for Story County- Recommendations from the Story County Board of Health**

With the current surge of COVID-19 that the county is experiencing, as well as the anticipation of the return of university students from all over the country, it is important that everyone in the county should continue to practice mitigation to prevent the spread of COVID-19. We recommend the following based on published standards and guidance from the Centers for Disease Control and Prevention (CDC) and the Iowa Department of Public Health (IDPH), as well as common sense. Detailed guidance from these entities are available and should be followed; the information below is meant to share minimum guidelines and emphasize key points important in our community. Anyone reading this will notice the emphasis on wearing face coverings. We cannot emphasize enough the importance of wearing properly fitted face coverings, including cloth face coverings and face shields, worn over the nose and mouth when out in public or around people. Surgical grade masks and N-95 respirators are also effective but should be reserved for healthcare workers and other medical first responders. Individuals who should not wear face coverings include children under the age of two or anyone who has trouble breathing or is unable to remove the face covering without assistance.

**1. Daycare.** Face coverings in young children are hard to keep on and not recommended by the CDC for children under 2 years old. However, face coverings should be worn by all providers of care as well as staff and others occupying the daycare space such as parents. Hand cleansing stations should be plentiful and frequently used. Children should be kept in as small of groups as possible and the groups should not mix at playtime, outings and lunch. Temperature screening of all entering children, staff, and other individuals with a contactless thermometer is highly recommended. We recommend this guidance for both institutional and small, in-home daycares.

**2. Pre-K to 12 schools.** When schools resume in the fall we recommend the following minimum measures. All staff should be required to wear face coverings at all times when they are around students or other staff. Face coverings should be considered on students as applicable. Social distancing in classes, minimizing classroom changes, staggered lunches and recesses as well as temperature screenings should be followed. Hand cleansing should be frequently practiced and encouraged.

**3. Events/gatherings and religious services.** Social distancing (at least 6 feet—or about 2 arms' length) should be practiced. People who have already been in contact with each other and feel comfortable that they are all practicing social isolation (such as families) can be grouped together. Groups less than ten are recommended. Face coverings should be required for all present. Hand cleansing stations should be plentiful and encouraged to be used. We recommend individually, pre-packaged foods rather than communal foods. We recommend that the event organizers make sure mitigation measures such as use of face coverings continue to be practiced after the event if participants continue to congregate in the area. Contactless temperature screening should be implemented when feasible.

**4. Sporting events and athletic teams.** While we understand that wearing a face covering during the strenuous activity of sports may be very difficult, at a minimum, all coaches, officials, support staff, spectators, and athletes who are not playing should wear a face covering at all times while other people are present. Sporting events should practice social distancing for spectators as well as athletes when they are not playing. Screening of athletes and staff daily with a contactless thermometer is indicated. Group meetings and/or meals should be put on hold at this time and remote meetings should be used. Exercise sessions, such as weightlifting and/or swimming, should be staggered to allow social distancing.

Restrooms should be monitored to limit crowding. Concession stands should be closed. Hand cleansing should be frequently practiced and encouraged.

**5. Iowa State University.** Detailed guidance from Iowa State University is available and should be followed; to supplement these guidelines and emphasize key points, we recommend the following minimum measures. Face coverings should be required for all students in classes and when in university buildings. University sponsored gatherings should be cancelled unless the recommended practices (see events/gatherings and sporting events above) can be followed. Hand cleansing stations should be plentiful and encouraged.

Students should be encouraged, in the strongest language the university can legally use, to practice mitigation principles when off campus and when using mass transit.

Group living situations, such as dormitories and fraternities/sororities are a special and difficult situation. However, certain practices can be used to mitigate risks. Face coverings should be worn at all times except when in sleeping chambers with roommates. Dining should be staggered to allow social distancing. Hand cleansing should be encouraged. Social events should be cancelled unless the principles outlined in events/gatherings and/or sporting events, as applicable, can be followed. All group living situations need to develop a plan of how to isolate a resident who is found to be COVID-19 infected.

We strongly recommend that Iowa State University prohibit spectators at sporting events this fall. Please only broadcast them. We cannot think of any way these events can be made even remotely safe with the masses of people from throughout Iowa, and other states, who routinely attend these events. Please do it for the health of our community.

**6. Shared or congregate housing facilities.** These facilities should continue to follow published CDC guidelines.

**7. Businesses.** Businesses should require their staff to wear face coverings, and practice social distancing when possible. We also strongly encourage businesses to require that customers wear face coverings. Sick employees should be allowed to stay home.

With the current rise in cases in Story County, we strongly recommend these guidelines are followed. We fully understand that what we are proposing is difficult and also that no mitigation plan is foolproof. However, if these principles are followed we can get and keep this virus under control until the availability of a vaccine. As a County Board of Health, our duties include the protection of public health of the residents of Story County; thus, our recommendations are made in light of what is best for the public's health, and we stand by our recommendations.