

The Board of Supervisors met on 5/8/20 at 10:00 a.m. in the Story County Administration Building. Members present: Linda Murken, Lisa Heddens and Lauris Olson, with Murken presiding. (all audio of meetings available at storycountyia.gov). Murken read the special note to the public: due to recommendations to limit gatherings to no more than ten (10) people in order to help slow the spread of the COVID-19 virus, public access to the meeting will be provided via conference call originating from the Story County Administration Building.

ADOPTION OF AGENDA: Heddens moved, Olson seconded adopting the agenda with as presented. Motion carried unanimously (MCU) on a roll call vote.

STATEMENT EXPLAINING WHY A MEETING IN PERSON IS IMPOSSIBLE OR IMPRACTICAL, PER CODE OF IOWA §21.8(1) – In order to slow community spread of COVID-19, no more than ten people can attend a Board meeting; anyone may join via conference call.

STATEMENT OF NECESSITY OF MEETING TO BE HELD ON LESS THAN 24 HOUR'S NOTICE PER CODE OF IOWA §21.4(2)(b) (IF NECESSARY) – 24-hour notice was given for this meeting.

UPDATES ON COVID-19 – Murken reported on email from State Senator Herman Quirnbach requesting the Board set guidelines and rules for Story County in addition to those set by the Governor. Murken stated legal counsel recommended against such action. Olson commented the Ames Economic Development Committee Executive Group and the Chamber had meetings with restaurants to come up with uniform expectations and communication.

UPDATE OF COVID-19 IMPACT ON COUNTY REVENUES – Ted Rasmusson, Story County Treasurer, reported on Governor's proclamation extending the date of assessing late payment of property taxes; approximately 2% of property taxes remain unpaid. The annual tax sale is also delayed. Murken asked Rasmusson to provide revenue updates when available. Discussion took place.

ANALYSIS OF SOCIAL SERVICES EVALUATION TEAM (ASSET) JOINT FUNDER PRIORITIES – Karla Webb, Community Services Director, reported on identifying five themes based on the 2020 Community Needs assessment, and the FY21 funding priorities. Discussion took place. Olson moved, Heddens seconded the approval of the ASSET Joint Funder Priorities as presented, Alternative #1, modify the County Priority and Service Priority Areas and direct staff to convey the Board's action to ASSET funders, staff, and volunteers in the continued work toward shared priorities. Roll call vote. (MCU)

ASSET FUNDING ALLOCATIONS – Sandra King, External Operations and County Services Director, reported on background information, COVID-19 challenges, and feedback from agencies. King reported on changes since last week, including external funding sources. Discussion took place. Murken suggested the Board adopt options 1-4 and language including the public purpose. Heddens moved the approval of the ASSET Funding Allocations, Options 1-4 including a change in item #3, in response to COVID-19 pandemic; this is for a public purpose, and staff are directed to work with agencies. Second by Olson. Roll call vote. (MCU)

WEB-BASED TOOLS FOR PUBLIC MEETINGS – Barb Steinback, Information Technology Director, reported on plans available from WebEx and Zoom. Discussion took place. Olson moved, Heddens seconded approval of the Zoom for Business plan at \$19.99 per month for 200 participants; staff to work out details. Roll call vote. (MCU)

FACE COVERING POLICY (WAIVING SEVEN-DAY REVIEW) – Todd Lundvall, Risk Manager, reported on face coverings and Center for Disease Control (CDC) recommendations; this is an extension of the discussion from Wednesday's COOP-COG Management Team (CCMT) meeting. Lundvall reported on where face coverings are necessary as well as hand washing and sanitizing. Discussion took place. Heddens asked about the availability of face coverings. Alissa Wignall, Human Resources and Internal Operations Director, reported on delivery date of ordered face coverings. Additional discussion took place. Olson moved, Heddens seconded the approval of Face Covering Policy, in response to COVID-19 pandemic, with the effective date of 5/11/20. Roll call vote. (MCU)

RE-OPENING GUIDELINES – Todd Lundvall, Risk Manager, reported on the necessary steps. Heddens moved, Olson seconded the approval of the Re-Opening Guidelines for County office as related to COVID-19 as presented. Heddens amended her motion, seconded by Olson, that this is a guidance document. Roll call vote. (MCU)

CLOSED SESSION PURSUANT TO CODE OF IOWA §21.5(1)(i) – Murken read the relevant Code section. Olson moved, Heddens seconded to go into closed session at 11:27 a.m. Roll call vote. (MCU)

Murken reconvened the Board in open session at 1:22 p.m.

BOARD OF SUPERVISOR CHAIR RECOMMENDATION OF THE DIRECTOR OF EXTERNAL OPERATIONS AND COUNTY SERVICES SIX-MONTH PERFORMANCE REVIEW – Heddens moved to complete the six-month review as discussed in closed session. Second by Olson. Roll call vote. (MCU)

Olson moved, Heddens seconded to adjourn at 1:23 p.m. Roll call vote. (MCU)

Story County Board of Supervisors
Agenda for Special Meeting
5/8/20

1. Originating From Administration Building, Story County Public Access Provided Via Conference Call

SPECIAL NOTE TO THE PUBLIC: Due to recommendations to limit gatherings to no more than ten (10) people in order to help slow the spread of the COVID-19 virus, public access to the meeting will be provided via conference call to listen to the meeting.

Members of the public who would like to call in:

- Dial 515-603-3144
- Enter 895791# when prompted for the access code

**We ask that you mute your phone if possible.

Audio recordings of all Board meetings will be posted on our website www.storycountyiowa.gov 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.

**If you have called to listen to the Board of Supervisors meeting and you have a question or comment, You can now text us during the meeting at 515-451-7293

2. CALL TO ORDER: 10:00 A.M.

3. ADOPTION OF AGENDA:

4. STATEMENT EXPLAINING WHY A MEETING IN PERSON IS IMPOSSIBLE OR IMPRACTICAL, PER CODE SECTION 21.8.1

5. STATEMENT OF NECESSITY OF MEETING TO BE HELD ON LESS THAN 24 HOUR'S NOTICE PER CODE SECTION 21.4.2(B) - IF NECESSARY

6. UPDATES ON COVID-19

a) Staff

b) Supervisors

I. Update Of COVID-19 Impact On County Revenues - Ted Rasmusson

Department Submitting Treasurer

7. DISCUSSION AND CONSIDERATION OF ITEMS BROUGHT BEFORE THE BOARD WITH REQUEST FOR IMMEDIATE ACTION:

8. Discussion And Consideration Of ASSET Joint Funder Priorities - Sandra King & Karla Webb

Department Submitting Community Services

Documents:

ASSET.PDF

9. Discussion And Consideration Of ASSET Funding Allocations - Sandra King & Karla Webb

Department Submitting Community Services

Documents:

FUNDING.PDF

10. Discussion And Consideration Of Web-Based Tools For Public Meetings - Barb Steinback

Department Submitting Information Technology

Documents:

PUBLIC MEETING WEBBASED TOOLS.PDF

11. Discussion And Consideration Of Face Covering Policy (Waiving The 7 Day Review) - Todd Lundvall

Department Submitting HR

Documents:

FACE COVERING POLICY FOR EMPLOYEES DRAFT.PDF

12. Discussion And Consideration Of Re-Opening Guidelines - Todd Lundvall

Department Submitting HR

Documents:

REOPENING GUIDANCE.PDF

13. OTHER ITEMS:

14. PUBLIC COMMENT #1:

This comment period is for the public to address topics on today's agenda

15. Closed Session Pursuant To Iowa Code Section 21.5 (1)l - Alissa Wignall, Director Of Internal Operations And Human Resources

To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Department Submitting Board of Supervisors

16. Consideration Of Board Of Supervisor Chair Recommendation Of The Director Of External Operations And County Services 6 Month Performance Review

Department Submitting Board of Supervisors

17. ADJOURNMENT:

Story County strives to ensure that its programs and activities do not discriminate on the basis of

race, color, national origin, sex, age or disability. Persons requiring assistance, auxiliary aids or services, or accommodation because of a disability may contact the county's ADA coordinator at (515) 382-7204.

To: Board of Supervisors
From: Sandra King, Director of External Operations and County Services
Karla Webb, Community Services Director
Date: 4/30/20
Subject: ASSET Shared Funder Priorities

In May 2019 ASSET Funders met to discuss the funders' expectations and vision for ASSET. Through discussion at this meeting the following themes were identified:

- Limitations to ASSET funds
- Integrate a needs assessment into ASSET
- Establish shared funder priorities
- Establish core services and supplemental services
- Establish shared outcomes

Staff have been involved with collecting survey and data information for the 2020 Community Needs assessment and reviewed outcome information from Clear Impact Scorecard for the FY20/21 funding allocation process.

A suggested next step in working to develop a shared set of funder priorities is for each funder to identify their current priorities in the ASSET service categories of Education, Income, and Health. Services within ASSET are currently assigned to one of these service categories. Taking this step will assist in organizing priorities and identify potential shared funder priorities for further conversation and consideration by the Funders.

The county's FY20/21 Funding Priorities are indicated below:

The following service categories are listed in a prioritized order (sub-bullets are not prioritized):

- 1. Services addressing basic needs**
 - Affordable, quality childcare
 - Affordable, quality housing (including temporary/transitional housing)
 - Transportation
 - Food and nutrition
 - Access to medical, dental, mental health, substance abuse, and co-occurring care
- 2. Services addressing safety and well-being needs**
 - Legal assistance
 - Social and educational development and opportunities
 - Access to emergency services
- 3. Services promoting self-sufficiency**
 - Services and supports allowing people to remain in their homes
 - Education and awareness

This table reflects all of the county's FY20/21 priorities by ASSET service category of Education, Income and Health.

ASSET Service Category	County Priority Area	County Service Priorities
Education	<ul style="list-style-type: none"> • Services addressing safety and well-being needs • Services promoting self-sufficiency 	<ul style="list-style-type: none"> • Social and educational development and opportunities • Education and awareness
Income	<ul style="list-style-type: none"> • Services addressing basic needs • Services addressing safety and well-being needs 	<ul style="list-style-type: none"> • Affordable, quality childcare • Affordable, quality housing (including temporary/transitional housing) • Transportation • Food and nutrition • Legal assistance
Health	<ul style="list-style-type: none"> • Services addressing basic needs • Services addressing safety and well-being needs • Services promoting self-sufficiency 	<ul style="list-style-type: none"> • Access to medical, dental, mental health, substance abuse, and co-occurring care • Access to emergency services • Services and supports allowing people to remain in their homes

Staff Recommendation:

Approve the County Priority and Service Priority Areas as they are presented and direct staff to convey the Board's action to ASSET funders, staff, and volunteers for the continued work and development toward shared funder priorities.

Alternative Options:

1. Modify the County Priority and Service Priority Areas and direct staff to convey the Board's action to ASSET funders, staff, and volunteers in the continued work toward shared priorities.
2. Take No Action and direct staff to convey the Board's action to ASSET funders, staff and volunteers.

APPROVED

Board Member Initials: PM

Meeting Date: 5-8-2020

Follow-up action: _____

DATE: May 6, 2020

TO: Board of Supervisors

FROM: Sandra King, Director of External Operations and County Services
Karla Webb, Community Services Director

SUBJECT: Discussion and Consideration of ASSET Funding Allocations

Earlier this month, we brought an action before the Board that served as an alert to the challenges ASSET-funded agencies were facing. Like many organizations around the world, these agencies are significantly impacted by COVID-19. As a result, many have modified or stopped contracted service delivery brought on by this public health emergency. The ASSET Admin Team surveyed agencies to get a better understanding of the status of the relevant services delivered and agencies' budget needs (**see attached**). The information provided to you today is done to inform the Board's decision regarding how budget allocations for the remainder of the fiscal year should be handled.

Additional Funds Requested - UPDATED. To date, only one agency has made a request for additional funding. ERP has made a request for \$10,043 (the County's share of a larger request for \$52,650 that was divided among all Funders) over its current FY20 allocation to pay for hotel/motel rooms for shelter residents and comply with the CDC's social distancing guidelines. ***The Board of Supervisors approved ERP's \$10,043 request at its 5/1/20 meeting.***

External Funding. Many agencies were successful in seeking funding through the Coronavirus Aid, Relief, and Economic Security (CARES) Act, mostly through its Paycheck Protection Program (PPP), which provides forgivable loans when used for payroll, mortgage interest, rent, and utilities. Efforts are ongoing to determine if agencies or the County are eligible for additional funding through the Federal or State government.

Options Available - UPDATED. The Board has several options available for addressing this issue with its partners who deliver services to Story County residents. They are outlined below. ***At its 5/1/20 meeting, the Board of Supervisors directed staff to return to future meeting for discussion and consideration of the options below:***

1. For those agencies that have no changes in service delivery, continue to bill the County as usual.
2. For those agencies that have modified services that largely meet the service definitions outlined in the ASSET reference manual developed prior to the Covid-19 pandemic, and included in the county's current FY contract, allow them to draw down funds allocated for services that can be provided through June 30, 2020. Agencies may also request to reallocate funds within service definitions of (or within) their current county FY contract.
3. For those agencies that have modified services to where they no longer meet the service definitions outlined in the ASSET reference manual or have stopped service, as included in the county's current FY contract, allow the agencies to draw down the remaining funds ^{from} for the portion of their allocation for this service which is needed to cover administrative or fixed costs from the time services were modified or stopped through June 30, 2020, due to the Covid-19 pandemic.
4. Allow agencies to request rollover of any remaining funds for use with FY 21 allocations.

Board Action Requested. Action requested today include the following:

1. The action requested of the Board of Supervisors is in response to the COVID-19 pandemic and is for a public purpose. On the advice of the County Attorney's Office, Ethan Anderson, the public purpose should be stated for the record.
2. From options 1-4 above identify the options the Board of Supervisors approves and direct staff to work with agencies to amend contracts as needed to draw down funds in the authorized manner.

APPROVED **DENIED**
Board Member Initials: gm
Meeting Date: 5-8-2020.
Follow-up action: _____

SURVEY SUMMARY OVERVIEW
FY20 Funded ASSET AGENCIES

General Info

- **Total Agencies Surveyed Overall – 27**
- **Total Agencies Surveyed (County Funded) – 21**
 - **72 services** (no remaining funds are available for 35 services)
 - **Funding Allocation: \$1,461,105** (w/\$468,402 remaining to be paid—includes general basic and local option \$, as well as PH allocation)

1. Has your agency laid off staff due to COVID-19?

- 10 Yes** (# laid off ranged from 1 to 40)
- 11 No**

2. Has your agency continued, modified, or stopped services?

- 8** continued/no change
- 33** modified
- 9** stopped or modified [agency indicated modified; description provided indicates stopped]
- 13** stopped, including closed programs (i.e. MICA Dental Clinic) and organizations (i.e. UCC, StoryTime, ACPC)
- 9** pending, provided another answer, or services stopped prior to COVID-19, etc.

3. When do you anticipate services to be reinstated? Answers varied. Some are waiting for schools to reopen and/or may have listed unknown or indicated waiting for pandemic to end.

4. What revenue sources and anticipated funds has your agency lost?

Losses range from \$2,000 to \$95,000 (program/activity fees, fundraisers, Medicaid, etc.).

5. Does your agency have reserves?

- 16** Yes
- 5** No

6. Has your agency applied for federal funding through the CARES Act?

- 15** Yes (mostly PPP; a few expected funding from Community Services Block Grant, Emergency Solutions Grant, and Transit)
- 6** No

Product	Mobile Access	Hand Raising	Record & Playback Ability	Private Chat
Free Conference Call	X	X	X	X
WebEx	X	X	X	X
Zoom		X	X	X
Microsoft Teams	X	X	X	X

WebEx

Plus Plan

\$17.95/mo. for 100 participants

Business Plan

\$26.95 per host min of 5 licenses 200 participants

<https://www.webex.com/pricing/index.html>

Zoom

Pro Plan

\$14.99 for 100 participants for 24 hours.

Business Plan

\$19.99 for up to 300 participants

<https://zoom.us/pricing>

Zoom Meetings' claims to fame are top-notch performance, affordability, and generous free plans.

Some flaws have recently been discovered in the service and its messaging, but the company has been very quick to address them.

APPROVED

Board Member Initials: gjm

Meeting Date: 5-8-2020

Follow-up action: _____

Presentation Tools	Screen Sharing	Duration	Participants	Pricing	Cons
X	X	6 hours	2-1,000	Free	
X	X	Unlimited	50	\$13.50	
X	X	24 hrs.		14.99/mo./host	lagging, security
X	X	Unlimited	2-1,000	\$5.00/mo./user	Price



Board of Supervisors

Story County, Iowa

Face Covering Policy in Response to the Novel Coronavirus (COVID-19) Pandemic

Approval Date:

5/8/2020

Effective Date:

05/08/2020

Revision No:

01

Reference: BOS Minutes:

Distribution:

Intranet, S:drive and Policy Book

General Policy Statement

Per the recommendations from the CDC and Iowa's governor Story County will be implementing a Face Covering Policy for employees due to the challenge of maintaining social (physical) distance of 6ft at all times. Employees will be required to wear a face covering in the situations outlined below.

Scope

This policy is applicable to the following:

All Story County employees responsible to the Story County Board of Supervisors;

All Story County employees responsible to a County elected office holder who has adopted the policy;

All Story County employees not directly responsible to either the Board of Supervisors or a county elected office holder and whose governing body and the Board of Supervisors has certified its applicability.

Purpose: The purpose of the CDC face covering recommendations is for the person wearing the face covering to prevent the spread of the COVID-19 virus to others within 6 feet and or where social (physical) distancing measures are difficult to maintain.

Face Covering: The County will provide each employee regularly reporting to work with up to two cloth face coverings. Employees may provide and wear their own face covering.

Cleaning: The CDC recommends that cloth face coverings should be cleaned each day. The coverings should be laundered in the warmest water appropriate for the fabric. The expectation is that employees will launder their face covering before each work shift begins.

When and where to wear the face covering: The regulations of the face covering is for it to be worn whenever an employee is within the common areas of the building and when social distancing is not feasible (e.g. close or shared workspaces). Areas requiring a face covering to be worn include, but are not limited to: restrooms, break room, hallways, work settings indoors or outdoors where social distancing is not feasible (unless existing safety protocols preclude the wearing of a face covering) and when in a County vehicle with more than one person, provided the mask does not impede the driver's

ability to see and hear. When the mask cannot be worn such as when eating the social distance of at least 6ft must be maintained at all times.

When not to wear a face covering: Per CDC Cloth face coverings should not be placed on anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

How to safely remove the face covering: Individuals should be careful not to touch their eyes, nose and mouth when removing their face covering and wash hands immediately after removing. If washing your hands is not available then per the CDC use hand sanitizer.

Department Heads and Elected Officials may have additional requirements. Please check with your supervisor.

For more information and in to check on any updates please check the www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

Directions for making your own face covering can be found at the link above.

DRAFT

APPROVED **DENIED**
Board Member Initials: YMM
Meeting Date: 5-8-2020
Follow-up action: effective 5-11-2020

Reopening Guidance for County Offices

1. Employees will use the COVID-19 Daily Self Checklist self-monitor for COVID-19 symptoms prior to reporting to work each shift. The checklist is for employee reference and does not need to be turned in to anyone.
2. Each department/office is responsible to make sure all high traffic areas are receiving cleaning and disinfecting regularly.
3. Verify that there is at least one location for frequent hand washing and hand sanitizing for all employees and the public.
4. Remind employees to keep a physical distance of at least 6ft. Mark 6ft intervals for the public to stand while receiving and or waiting for service.
5. Signage posted at entry ways that no one with symptoms or that have been around anyone with COVID-19 diagnosis in the last 14 days shall enter the building.
6. If an employee or a member of the public becomes ill while at the facility, ask them to share that information with management, leave the facility and then call their health care provider.
7. Members of the public should consider the use of cloth face coverings if staying at least 6ft away from others is not possible.
8. Anyone who is high risk for more severe COVID-19 illness should contact their supervisor and Human Resources.
9. Story County should continue to follow IDPH's business guidance related to preventing, detecting and reporting outbreaks.
10. Story County should use messaging to remind employees of steps they should be taking to protect their own health while at work.
11. Limit face to face conversations as much as possible by using email and or phone for communication. When face to face meetings must occur make sure to wear face covering while in high traffic and or shared areas and if the minimum distance of 6ft is not available.
12. Open doorways upon arrival for the day and leave them open during business hours and close them at the end of the day. Make sure to wash your hands anytime a door handle is used.
13. While working with the public make sure to maintain the 6ft minimum distance and or use a face covering and or the plastic shields placed on work desks.
14. Stagger breaks for employees to help prevent the number of people in a given break area.
15. Upgrade to digital signature where available so that the console can be wiped down. If a pen must be used allow the user to keep that pen.
16. Remove waiting rooms/seating or rearrange to allow for social distancing.
17. Consider creating at least 2 teams for the department/office in case of a COVID-19 exposure so the number of people quarantined is limited while allowing work to continue.
18. Use a sanitizing wipe to touch any high traffic items such as door knobs or light switches.
19. Remind staff the Emergency Action Plan availability.
20. Train electronically when possible.

Resources:

Iowa Department of Public Health

www.IDPH.iowa.gov/portals/1/userfiles/61/covid19/idph%20guidance%204_27_20.pdf

FEMA

OSHA Guidance on Preparing Workplaces for COVID-219:
<https://www.osha.gov/publications/osha3990.pdf>

DRAFT

APPROVED

DENIED

Board Member Initials: AM
Meeting Date: 5-8-2020
Follow-up action: _____

