



**JOINT MEETING  
STORY COUNTY  
BOARD OF HEALTH  
BOARD OF SUPERVISORS**  
STORY COUNTY ADMINISTRATION  
900 6<sup>TH</sup> STREET  
NEVADA, IOWA 50201

## Minutes

**DATE:** November 5, 2013

**CALL TO ORDER:** 1:06 p.m.

**PLACE:** Administration Building, 2<sup>nd</sup> Floor

Paul Toot, BOH Chair  
Dr. John Paschen, Vice-Chair  
Dr. John Kluge  
Dr. Glenda Dvorak  
Mark Speck  
Rick Sanders, BOS Chair  
Wayne Clinton  
\*Absent

**ADJOURNMENT:** 2:03 p.m.

**OTHER PEOPLE PRESENT:**

**STAFF PRESENT:** Margaret Jaynes; Environmental Health Director, Matt Cory; Environmental Specialist II, Cathy Bazylinski; Environmental Specialist II, Kristin Cook; Recording Secretary

**Chair Paul Toot called the meeting to order.**

**Roll Call: Present – Toot, Paschen, Kluge, Speck, Dvorak  
Absent - None**

---

**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.)**

- 2. I Approval of Agenda
- 2. II Approval of Minutes  
October 1, 2013
- 2. III Approval of Letter Regarding HOMEWARD's Legal and Financial Responsibility to CMS

**APPROVAL OF CONSENT AGENDA ITEMS (MCU)**

MOTION: Paschen  
SECOND: Speck

---

**3. PUBLIC FORUM:** Opened 1:08 p.m. – Closed 1:08 p.m.

**ADDITIONAL ITEMS:**

**4. I Approval of Letter Regarding Septic Systems in Hickory Grove Lake Watershed**



**JOINT MEETING  
STORY COUNTY  
BOARD OF HEALTH  
BOARD OF SUPERVISORS**

STORY COUNTY ADMINISTRATION  
900 6<sup>TH</sup> STREET  
NEVADA, IOWA 50201

**PRESENTATION:**

**Ms. Margaret Jaynes**

Ms. Jaynes gave an overview of the proposed letter. Ms. Jaynes reviewed the process of steps that will be taken to inspect each septic system. Ms. Jaynes also reviewed the funding and costs regarding possible septic repair. Mr. Paul Toot asked for clarification regarding the number of septic systems permitted and non-permitted in the Hickory Grove area. Ms. Jaynes stated that nine systems need inspection and possible repair.

Mr. Wayne Clinton asked for clarification regarding the proposed process. Mr. Toot and Ms. Jaynes explained the proposed steps of inspection and repairs. Mr. Toot gave an overview of past discussions regarding said proposal.

**MOTION: Move to approve letter regarding septic systems in Hickory Grove Lake Watershed.**

**Motion:** Kluge

**Second:** Paschen

---

**ADDITIONAL ITEMS:**

**4. II Discussion of Environmental Health Job Descriptions and Salaries**

**PRESENTATION:**

**Ms. Alissa Wignall**

Ms. Wignall gave an overview of the proposed job description update. Ms. Wignall also reviewed the process of job description scoring. Ms. Wignall stated that the current job description is a grade nine and with the proposed changes, the job grade would increase one level to a job grade ten. Ms. Wignall stated the proposed update would affect one employee's salary. Ms. Wignall stated there are no proposed changes to the Director's job description.

Board members and Ms. Wignall discussed job description language. Ms. Jaynes proposed a wage step increase for each of the Environmental Specialists. Ms. Wignall stated that the ranges are set to be a merit system and not a step system. Ms. Wignall stated that employees receive longevity pay increases.

Mr. Speck asked for clarification regarding the Board of Health's role in the budget and salaries. Mr. Speck reviewed the Board of Health's past role regarding wage recommendations. Mr. Speck also reviewed the additional workload of the Environmental Health over the past two years.

Mr. Rick Sanders stated that it is clear that the Environmental Health Department works for the Board of Health, but the Board of Supervisors set the budget. Mr. Sanders stated the Board of Supervisors has not treated them differently regarding budget. Ms. Wignall gave examples of similar counties regarding compensation. Mr. Toot recommended that wage discussions to be placed on the December Board of Health meeting.



**JOINT MEETING  
STORY COUNTY  
BOARD OF HEALTH  
BOARD OF SUPERVISORS**

STORY COUNTY ADMINISTRATION  
900 6<sup>TH</sup> STREET  
NEVADA, IOWA 50201

Ms. Jaynes asked Board members for a 3% Director increase. Mr. Toot stated that the Board of Health should recommend to the Board of Supervisors and increase in pay if deemed necessary. Mr. Toot also stated that such discussions should be held in a Board of Health closed session. Mr. Sanders stated less than half of the non-elected directors received a 3% pay increase. Discussion was had between Ms. Jaynes and Board members regarding the requested increase. Mr. Toot reviewed his reasoning for not granting Ms. Jaynes a 3% increase previously. Ms. Wignall stated others director increases were due to it being part of their hiring package. Mr. Wayne Clinton reviewed the process of the Board of Supervisors yearly fair compensation review.

Pay range and Union Agreements were discussed amongst Board members and staff.

**MOTION: Move to have the Board of Health Chair and Ms. Alissa Wignall draft an updated Environmental Health Specialist job description. (MCU)**

**MOTION:** Paschen

**SECOND:** Dvorak

---

**STAFF COMMENTS:**

None

---

**BOARD COMMENTS:**

None

---

**ADJOURNMENT:** 2:03 p.m.



**JOINT MEETING  
STORY COUNTY  
BOARD OF HEALTH  
BOARD OF SUPERVISORS**  
STORY COUNTY ADMINISTRATION  
900 6<sup>TH</sup> STREET  
NEVADA, IOWA 50201

---

**Approval of Minutes**

---

**Title and Date**