



STORY COUNTY BOARD OF HEALTH

SPECIAL MEETING AGENDA
THURSDAY, FEBRUARY 19, 2026
3:30 PM

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

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. PUBLIC FORUM

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

4. Discussion And Consideration Of Environmental Health Department Structure; Matthew D. Cory, Environmental Health

Documents:

[EHPM_ET_NARRATIVE.DOCX.PDF](#)

5. Discussion And Considerations Of Environmental Health Director Recruitment - Alissa Wignall, Director Of Internal Operations And Human Resources

Documents:

[DRAFT EH DIRECTOR RECRUITMENT TIMELINE.PDF](#)
[ENVIRONMENTAL HEALTH DIRECTOR.PDF](#)
[DRAFT EH DIRECTOR POSTING.PDF](#)

6. ADDITIONAL ITEMS

6.1. Closed Session Pursuant To Iowa Code Section 21.5(1) – Crystal Rink, Assistant Story County Attorney

6.1.i. A. To Review Or Discuss Records Which Are Required Or Authorized By State Or Federal Law To Be Kept Confidential Or To Be Kept Confidential As A Condition For That Governmental Body's Possession Or Continued Receipt Of Federal Funds.

6.1.ii. I. If Requested By The Individual, 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.

6.1.iii. Discussion And Consideration Of Personnel Matter

7. COMMENTS

Staff

Board

8. ADJOURNMENT

9. INSTRUCTIONS TO PARTICIPATE IN ZOOM MEETINGS

Join zoom meeting by computer, tablet, smartphone:

Join Zoom Meeting

[HTTPS://US02WEB.ZOOM.US/J/83125315326?](https://us02web.zoom.us/j/83125315326?pwd=2RLRGLAVSBALBWB4MAYLNA2MJWVQ9.1)

[PWD=2RLRGLAVSBALBWB4MAYLNA2MJWVQ9.1](https://us02web.zoom.us/j/83125315326?pwd=2RLRGLAVSBALBWB4MAYLNA2MJWVQ9.1)

Meeting ID: 831 2531 5326

Passcode: 799444

One tap mobile

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Join instructions

[HTTPS://US02WEB.ZOOM.US/MEETINGS/83125315326/INVITATIONS?](https://us02web.zoom.us/join/83125315326/invitations?signature=IC7IDZV04FJD9ZPVCKEAL6HFVB4VX7NLMJGEZFWQS9I)

[SIGNATURE=IC7IDZV04FJD9ZPVCKEAL6HFVB4VX7NLMJGEZFWQS9I](https://us02web.zoom.us/join/83125315326/invitations?signature=IC7IDZV04FJD9ZPVCKEAL6HFVB4VX7NLMJGEZFWQS9I)

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.

After discussion within the department, we concluded a change in structure would be beneficial. **We are recommending the Director position become Environmental Health Program Manager (EHPM).** This position would be responsible for day-to-day operations as listed in the current Director job description. This position differs from the Director as the EHPM would not be directly responsible for personnel matters, this would be the responsibility of the BOH Chair and HR. The EHPM would be included in, and provide recommendations for hiring (including interviews), termination, evaluation of employees, etc. Other examples of EHPM responsibilities would be signing claims, UKG (time sheet edits, time off request, etc.), budget preparation with BOH Chair, purchasing approval, point of contact for contracts, etc., and other duties listed in the Environmental Health Specialist job description.

Along with this change there would be the addition of an Environmental Health Technician. This position would be part-time working 24 hours a week on Mondays, Tuesdays, and Wednesdays and primarily responsible for collecting water samples, water sample record keeping, updating existing well data, assisting the Admin Assistant with water sample promotions (social media, direct mailing), reminding owners from past collections when it is time to schedule their annual test, PWG record keeping and data entry, claim submission for plugging, rehab, and shocking, etc.

Our water sampling numbers have increased over the past 5 fiscal years. The first two quarters of FY26 are nearly the total number for the entire FYs of 24 and 25. Having this position would free up staff for other responsibilities within the department. We would be able to do more promotions to reach out to more well owners since we would have more time for sampling. With the amount of news coverage regarding water quality, we see this trend increasing.

Fiscal Year	Number of Wells Tested
FY 22	86
FY 23	75
FY 24	129
FY 25	125
FY 26 (Q1 and Q2 only)	108

We also suggest moving the Administrative Assistant to 30 hours across 5 days (up from 24 hours/4 days). This change guarantees daily office coverage for walk-in customers and frees up time for staff to schedule field work.

Proposed legislation at the state level requiring certain septic systems be inspected annually by the county would greatly increase workload in the department.

As you can see from the worksheet, changing from a Director position to an EHPM, the addition of a technician, and increasing the Admin Assistant to 30 hours would save the County a substantial amount of money while greatly improving customer service and the services we provide.

Current						
Position	Grade	Step	Hours	Wage	Annual	
Director	22	H	40	49.84	103,659.14	
Matt	18	J	40	38.93	80,978.35	
Laura	18	E	40	34.41	71,573.07	
Marty	12	A	24	23.18	28,928.64	
					285,139.20	

Proposed						
Position	Grade	Step	Hours	Wage	Annual	
Program Manager	20	J	40	42.97	89,384.95	
Environmental Specialist	18	F	40	35.27	73,362.39	
Environmental Technician	14	A	24	25.59	31,936.32	
Admin Assistant	12	B	30	23.76	37,065.60	
					231,749.26	

Difference from FY26 -53,389.94

Environmental Health Director Recruitment Timeline

2/20-3/22/26 - Job Posting

3/23-3/27/26 - Review of applicants

4/6-4/17/26 – First round interviews (Interview Committee – approved by BOH)

4/27-5/1/26 – Finalist interviews (Staff meet & greet; interviews/presentations to Board of Health)

5/4-5/15/26 – Reference checks, offer, background screening, etc.

Early to mid-June start date



EH/1

Environmental Health Director

Environmental Health

FLSA: E

Revised Date: November 1, 2022

JOB SUMMARY

This position is responsible for directing the operations, programs, and staff of the Environmental Health Department. This position performs varied management, supervisory, and enforcement duties.

MAJOR DUTIES

- Plans, organizes, promotes, and oversees department activities to ensure the provision of effective environmental health programs; ensures compliance with county policies and procedures as well as with state and local regulations.
- Provides resources, guidance, education, and training to a variety of program stakeholders; develops and maintains relationships with community leaders to foster communication and engaged in collaborative relationships.
- Hires, trains, assigns, directs, supervises, evaluates, and disciplines department personnel.
- Administers and initiates department grants and contracts; identifies grant opportunities and prepares applications; manages grant funds to ensure compliance with grant requirements; oversees Board of Health contracts to ensure contracts are legally reviewed and signed, reports are submitted, and terms and conditions are fully executed.
- Develops, assesses, and implements departmental programs; submits proposals to the Board of Health and other boards as appropriate; monitors and assesses existing programs to ensure compliance with regulations and laws; follows proper protocol related to the creation and amendment of ordinances required to develop or change programs.
- Drafts and oversees the environmental health budget; recommends annual and CIP budgets to Board of Health and Board of Supervisors; monitors revenue and expenses to ensure fiscal responsibility; ensures fee schedules adequately cover department costs; researches and advises on cost saving ideas and additional sources of revenue.
- Assists the Board of Health in the planning, development, implementation, and evaluation of departmental programs and priorities; keeps the Board informed of environmental activities, concerns, and legislation impacting the county.
- Collaborates with other county departments and external organizations.
- Performs field work and data collection and analysis functions; performs soil evaluations, site assessments, and inspections of wells, septic systems, pools, and other facilities.
- Investigates complaints by collecting groundwater, surface water, and waste samples for purposes of analysis; interprets laboratory findings and provides explanations of findings and directions to ensure compliance; initiates and reviews Notices of Violations and Citations to ensure compliance with regulations.
- Issues permits for private septic and well systems as appropriate.
- Provides reports to the Board of Health and Board of Supervisors.
- Performs the duties of an Environmental Health Specialist in back-up capacity as needed.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of environmental health program administration principles.
- Knowledge of relevant laws, policies, and regulations.
- Knowledge of environmental health/science theories and practices.
- Knowledge of hydrology, soil science, disease transmission, and the practices of design and application.
- Knowledge of budget management principles.
- Knowledge of personnel management principles.
- Knowledge of computers and job-related software programs.
- Skill in strategic thinking and planning.
- Skill in gathering, analyzing, and communicating data to a variety of stakeholders.
- Skill in the use of specialized tools and field equipment.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Chair of the Board of Health assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the local ordinances, state laws, contract agreements, grant guidelines, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and specialized inspection and enforcement duties. Strict regulations combined with the variety of programs to be managed contributes to the complexity of the position.
- The purpose of this position is to manage the county's environmental health programs. Success in this position helps to ensure compliance with all relevant guidelines and contributes to the health of the environment and the general public.

CONTACTS

- Contacts are typically with coworkers, other county personnel, vendors, representatives of external organizations, elected and appointed officials, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate persons, negotiate matters, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is primarily performed while sitting at a desk or table with occasional work in the field

while intermittently sitting, standing, walking, bending, crouching, climbing, or stooping. The employee frequently lifts light (24 pounds or less) objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather and on uneven terrain. The employee may be exposed to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Environmental Health Specialist and Administrative Assistant.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field with a minimum of 30 semester hours of basic science, including life, natural, physical, health, or environmental sciences.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Iowa for the type of vehicle or equipment operated.
- Registered Sanitarian or Registered Environmental Health Specialist with the National Environmental Health Association required within one year of employment.



Story County Environmental Health Director

SALARY	\$87,204.83 - \$126,298.60 Annually	LOCATION	Nevada, IA
JOB TYPE	Full-Time	JOB NUMBER	EHD -2026
DEPARTMENT	Environmental Health	OPENING DATE	02/20/2026
CLOSING DATE	3/22/2026 5:00 PM Central		

Summary Description

Story County is seeking an experienced and capable leader to become the next Environmental Health Director. This position is responsible for directing the operations, programs, and staff of the Environmental Health Department. This position works in collaboration with multiples departments, offices and agencies to perform varied management, supervisory, and enforcement duties. The Environmental Health Director reports to the Board of Health.

The salary range for the Environmental Health Director is \$87,204.83 - \$126,298.60 with starting pay up to midpoint (\$103,659.14) with commensurate experience and qualifications.

Job Duties/Responsibilities

- Plans, organizes, promotes, and oversees department activities to ensure the provision of effective environmental health programs; ensures compliance with county policies and procedures as well as with state and local regulations.
- Provides resources, guidance, education, and training to a variety of program stakeholders; develops and maintains relationships with community leaders to foster communication and engaged in collaborative relationships.
- Hires, trains, assigns, directs, supervises, evaluates, and disciplines department personnel.
- Administers and initiates department grants and contracts; identifies grant opportunities and prepares applications; manages grand funds to ensure compliance with grant requirements; oversees Board of Health contracts to ensure contracts are legally reviewed and signed, reports are submitted, and terms and conditions are fully executed.
- Develops, assesses, and implements departmental programs; submits proposals to the Board of Health and other boards as appropriate; monitors and assesses existing programs to ensure compliance with regulations and laws; follows proper protocol related to the creation and amendment of ordinances required to develop or change programs.
- Drafts and oversees the environmental health budget; recommends annual and CIP budgets to Board of Health and Board of Supervisors; monitors revenue and expenses to ensure fiscal responsibility; ensures fee schedules adequately cover department costs; researches and advises on cost saving ideas and additional sources of revenue.
- Assists the Board of Health in the planning, development, implementation, and evaluation of departmental programs and priorities; keeps the Board informed of environmental activities, concerns, and legislation impacting the county.
- Collaborates with other county departments and external organizations.

- Performs field work and data collection and analysis functions; performs soil evaluations, site assessments, and inspections of wells, septic systems, pools, and other facilities.
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- Knowledge of budget management principles.
- Knowledge of personnel management principles.
- Knowledge of computers and job-related software programs.
- Skill in strategic thinking and planning.
- Skill in gathering, analyzing, and communicating data to a variety of stakeholders.
- Skill in the use of specialized tools and field equipment.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in oral and written communication.

Qualifications

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field with a minimum of 30 semester hours of basic science, including life, natural, physical, health, or environmental sciences.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Registered Sanitarian or Registered Environmental Health Specialist with the National Environmental Health Association required within one year of employment.

E-VERIFY PROCESS: Story County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with Story County must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity. Please be prepared to provide required documents on the first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-382-7200 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

Physical & Environmental Characteristics

- The work is primarily performed while sitting at a desk or table with occasional work in the field while intermittently sitting, standing, walking, bending, crouching, climbing, or stooping. The employee frequently lifts light (24 pounds or less) objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather and on uneven terrain. The employee may be exposed to dust, dirt, grease, machinery with moving parts, contagious or infectious

diseases, and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

Employer

Story County

Address

900 6th Street

Nevada, Iowa, 50201

Phone

(515) 382-7204

Website

<http://www.storycountyiowa.gov>