Story County Board of Supervisors
Agenda for Special Meeting
3/27/20

1. Originating From Administration Building, Story County Courthouse 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 918-221-0224
   - Enter 2225929465# when prompted for the access code

   **We ask that you mute your phone if possible.
   Audio recordings of all Board meetings will be posted on our website www.storycountyiowa.gov 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.

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) Memo Concerning the Treasurer's Office approach to maintaining services and continuity of government functions during the COVID-19 pandemic
   b) Staff
   c) Supervisors

   Department Submitting Auditor

   Documents:

   FINAL TREASURER MEMO COVID19.PDF

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

   I. Discussion And Consideration Of Closing Human Services Center To The Public During The COVID-19 Pandemic

   Department Submitting Facilities Management

   Documents:

   DHSCOUNTYOFFICELETTER.PDF

II. Discussion And Consideration Of Revised Temporary Employment Practices And Policies In Response To The Novel Coronavirus (COVID-19) Pandemic (Includes Provisions From The FFCRA)

Department Submitting Human Resources

Documents:

TEMPORARY EMPLOYMENT PRACTICES AND POLICY COVID19 FFCRAREVISED.PDF

III. Discussion And Consideration Of Story County Telework Agreement

Department Submitting Human Resources

Documents:

STORY COUNTY TELEWORK AGREEMENT0327.PDF

IV. Discussion And Consideration Of Temporary Increase To Vacation Accruals - Alissa Wignall

Department Submitting Human Resources

Documents:

VACTION MAX ACCRUAL REQUEST.PDF

V. Consideration Of Amendments To The Continuity Of Operations Plan/Continuity Of Government (COOP/COG) Plan Story County, Iowa (Portions Of The Plan Considered Confidential Under Iowa Code 21.5(K))
documents will be handed out because of the confidentiality issue

Department Submitting Board of Supervisors

8. OTHER REPORTS:

9. PUBLIC COMMENT #1:
This comment period is for the public to address topics on today's agenda

10. 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.

STORY COUNTY TREASURER

TED RASMUSSON

www.storycountyiowa.gov
900 6th St. - P.O. Box 498
Nevada, IA 50201

DEPUTIES:
Ardis A. Baldwin - Financial
Lori McDonald - Operations

To: Story County Board of Supervisors

From: Ted Rasmusson, Story County Treasurer

Subject: Treasurer's Office Continuity Plan to Address COVID-19

Date: 27 March 2020

Due to the extreme circumstances facing Story County during the COVID-19 pandemic, the Treasurer's Office will be implementing a new temporary work schedule for my team effective Monday, March 30, 2020. This temporary work schedule will expire in concurrence with the Governor's Proclamation concerning motor vehicle and property tax transactions, which is due to expire April 16, 2020. Staff will be split into two five-person teams. Each team will work four hours per day; one shift from 8:00 AM to noon and the other shift from 12:30 to 4:30. The morning shift will clean and disinfect the office prior to leaving and we will not be answering phones between 12:00 and 12:30.

At this time there will be no interruption in team members' employment status, benefits, or wages. The four hours not in the office, shall be considered treasurer administration leave. Employees are expected to stay at home and practice safe social distancing policies to ensure their ability to continue working and keeping the Treasurer's Office conducting essential county functions.

This change allows us to do everything we can to provide a safe work environment while also continuing to provide the important services of the Treasurer's Office to the County. Creating two separate teams will limit direct contact with other staff members thus reducing the risk of infection across staff and reducing the possibility of a required quarantine for all staff. Alternating shifts increases our ability to provide continuity of Treasurer's services.

These measures were established in coordination with Story County Human Resources and myself, while considering the following:

- At 11 members our team already exceeds the recommended limit of 10 people congregating in one place.
- Through cross-training and backup, we can easily split while maintaining the ability to accomplish all functions of the office
- This an incredibly important time for the Treasurer's Office as we approach the last few weeks of the Property Tax Collection time. We still need to collect approximately $20 million in property taxes for our county's taxing entities.

- Our customers complete many of their transactions through the mail. We receive a great deal of checks in the mail each day and we want to ensure our customers that their taxes and financial transactions are being handled safely and without interruption.
- Due to technical limitations and the concern of keeping mail secure, our team cannot easily work from home.
- By splitting the staff, we will provide a greater social distance within the office.

These are unprecedented times so we are implementing an unprecedented solution. Our concern is the safety of our team, but still enabling us to provide county residents peace of mind that we are able to continue operations to complete their essential transactions. This temporary solution serves an important public purpose.

We thank the Board of Supervisors for their understanding and assistance during this time. We also want to thank our Story County residents for their patience, understanding, and continued support.

Kim Reynolds
GOVERNOR

OFFICE OF THE GOVERNOR

Adam Gregg
LT. GOVERNOR

March 25, 2020

To Iowa County Supervisors:

As the State of Iowa works to manage the COVID-19 crisis, I have declared a State Public Health Emergency and taken a series of necessary steps to slow the spread of the virus and protect the health and safety of Iowans.

I'm writing today to ensure that we work collaboratively at a county level to ensure continuity of operation of Iowa Department of Human Services (DHS) work conducted out of county buildings. Should the decision be made to limit public access to county buildings that are leased by DHS, we ask that DHS offices remain accessible on an appointment basis, as they are our frontline access points for Iowans signing up for public assistance.

During these uncertain times, I am grateful that Iowa has outstanding public officials at the local level, who are committed to both protecting the health and safety of Iowans and to the continuity of essential government services.

If you have questions, requests, or suggestions, please don't hesitate to contact Liz Matney on my staff at 515-443-0768 or liz.matney@iowa.gov.

Sincerely,

Kim Reynolds

Kim Reynolds
Governor

	Board of Supervisors Story County, Iowa

Temporary Employment Practices and Policies in Response to the Novel Coronavirus (COVID-19) Pandemic

Approval Date: 03/27/2020	**Effective Date:** 03/27/2020	**Revision No:** 03
Reference: BOS Minutes: 03/27/20 Initially Adopted:03/20/20	**Distribution:** Intranet,S:drive; Policy Book	

General Policy Statement

This policy is intended to address multiple Story County employment-related policies on a temporary basis to ensure the health and safety of Story County employees while providing for continuity of services to Story County residents. The purpose of this policy is to implement various employment-related practices on a temporary basis, that are consistent with OSHA and CDC recommendations for employers while still ensuring the continuity of Story County government.

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.

Employee Infection Control Practices

Story County expects all employees to adhere to the infection control policies outlined in the policy and also communicated to employees through an email sent by the Board of Supervisors Chair, Linda Murken on March 12, 2020. Practices outlined in this policy were developed by recommendations from the CDC and Iowa Department of Public Health. The practices include but are not limited to:

- Engage in respiratory etiquette and hand hygiene while in the workplace
    - Hand hygiene includes washing hands often with soap and water for at least twenty (20) seconds.
    - Cover your cough or sneeze with a tissue (dispose of it immediately) or your upper arm/elbow.
    - Avoid touching your face.
- Immediately advise management/supervisory staff if employees have any of the following symptoms:
    - Fever
    - Cough
    - Shortness of breath
- Provide appropriate notification and stay home from work if symptomatic of COVID-19
- Cooperate with department/offices management regarding staffing coverage for absences related to illness of other employees. This may include working additional hours so symptomatic employees may remain isolated from the workplace, working various duties that are not normally performed by your position and assisting other departments/offices that are experiencing staff shortages.

Employees are further required to comply with any specific department/office rules implemented for infection control purposes within the workplace.

Story County Infection Control Practices
Story County will implement the following practices in an effort to eliminate/reduce exposure to COVID-19 and for infection control purposes.

- Eliminate all non-essential work travel. This includes, but is not limited to travel to conferences, trainings, non-essential meetings with various organizations, or other gatherings.
- Eliminate all non-essential staff meetings, trainings or employee events.
- Make available cleaning products for routine environmental cleaning of work areas (cleaning to be done by staff within the respective department or office).
- Eliminate non-essential gatherings of ten (10) or more individuals.
- Utilize electronic means to conduct public meetings unless conducting Public Hearings required by the Iowa Code.
- Use responsible social distancing practices.

Identification and Isolation of Employees with COVID-19 Symptoms
In order to protect the health and safety of all Story County employees prompt identification and isolation of potentially infected employees or individuals is critical. Information concerning COVID-19 has been distributed to all employees and will be displayed within worksites. Employees or individual within any Story County worksites exhibiting symptoms including, but not limited to those identified as being associated with COVID-19 must be immediately isolated from others at the worksite. Employees exhibiting the symptoms at the workplace will also be required to self-quarantine at their home and encouraged to seek medical testing and treatment. If the severity of an employee's condition warrants, emergency medical personnel may need to be contacted.

Story County will follow the protocol sent forth by the Iowa Department of Public Health concerning exposure and quarantine requirements. Symptomatic employees should remain at home until they are free of fever (100.4 degrees Fahrenheit or greater using an oral thermometer) or other symptoms for at least seventy-two (72) hours without the use of fever-reducing or other symptom-altering medication.

Paid Leave for COVID-19 Isolation, Testing and/or Recovery
Symptomatic employees who are sent home or otherwise require to miss work for purpose of isolation, testing, treatment and/or recover from COVID-19 related symptoms may receive up to a maximum of eighty (80) hours of paid leave if classified as full-time. Part-time employees will receive leave on a pro-rated basis dependent on employment status (¼ time, ½ time, ¾ time). Temporary employees/interns will receive a number of hours paid leave equal to the number of hours that such employee works, on average, over a 2-week period. This leave will be tracked separately from an employee's sick leave. Employees will only be able to use this leave for the purpose of isolation, testing, treatment and/or recovery from COVID-19 related symptoms. Employees may utilize necessary sick leave benefits if symptoms and medical recovery exceed the COVID-19 paid leave (80 hours for full-time or pro-rated hours for part-time). The County will also provide any additional paid sick leave benefits and FMLA expansion mandated by the COVID-19 Coronavirus Response Act approved by the federal government. Once an employee is symptom free for seventy-two (72) hours and/or the Iowa Department of Public Health or other medical provider has cleared an employee to return to work the employee is expected to immediately return to work.

Staff should stay home and isolate themselves from others in the following situations:

- Taken a cruise anywhere in the world in the last 14 days.

- Traveled internationally to a country with a level 3 travel warning in the last 14 days.
- Recently traveled outside of Iowa per the Governor's recommendation on March 21, 2020.
- Close contact with a confirmed COVID-19 case in the last 14 days.

Exceptions to this may be made to allow essential staff return to work that can't work remotely without isolation and/or if determined that the employee's risk of exposure was minimal: avoided crowds, did not travel by public conveyance (airplane, bus, etc.). This will be determined by the respective department head or elected official. Every effort will be made to isolate the essential employee within the worksite.

Employees will also be allowed to utilize the COVID-19 leave if the fall within one of the six categories listed in the expanded paid sick leave provision of the FFCRA

- The employee is subject to a Federal, State, or local quarantine or isolation ordered related to COVID-19.
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- The employee is caring for an individual who subject to a Federal, State, or local quarantine or isolation ordered related to COVID-19 or been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Story County trusts that its employees will not abuse this benefit, especially during a time in which all available asymptomatic essential employees will be needed to ensure the continuity of Story County government. Any employee found to violate

this trust by abusing this benefit shall be subject to immediate discipline up to and including termination of employment.

Leave for Employees in Identified High-Risk Categories
Employees in essential positions requiring their presence at the worksite who fall into one of the high-risk categories as determine by the CDC may request the department/office to provide an alternate/modified work assignment or leave to accommodate their underlying risk factor(s). Departments/offices will accommodate the leave request to the greatest extent feasible, consistent with the operation continuity of the department/office. If the leave is granted, the employee may utilize any accrued leave (sick, vacation, comp, etc.). If an employee does not have available accrued leave, the employee may be granted unpaid leave. Employees with disabilities seeking employment-related accommodations may do so in accordance with Story County EEO/ADA Policy. Departments and offices are asked to work with Human Resources when accommodations are requested.

Expanded Emergency Paid Family Leave

- **Caring for Family Members**
  Employees providing direct care for an individual that has been subject to a Federal, State, or local quarantine or isolation ordered related to COVID-19 or been advised by a health care provider to self-quarantine due to concerns related to COVID-19 may request time off from work from their immediate supervisor. Leave will be granted by individual departments/offices based on staffing needs in accordance with the FFCRA. Employees may use the eighty (80) hours of COVID-19 leave as specified above in the memorandum of understanding for the first two weeks of leave. After the COVID-19 leave is exhausted, an employee may use any accrued leave (sick, vacation, comp, etc.) for the remaining absence. If an employee has no accrued leave available, leave without pay will be granted.

- **Caring for individual due to daycare or school closure**
  Employees who are obligated to care for immediate family members, children or elderly, due to closures in the community (i.e. schools, child and adult daycares) because of the COVID-19 pandemic may request time off from work from their immediate supervisors. Leave will be granted by individual departments/offices based on staffing needs in accordance with the FFCRA. Employees may use the eighty (80) hours of COVID-19 leave as specified above in the memorandum of understanding for the first two weeks of leave. If an employee is unable to return after the COVID-19 leave

has been exhausted, they will receive 2/3 of their normal pay for up to an additional 400 hours. Employees may use accrued any accrued leave (sick, vacation, comp, etc.) to cover the additional 1/3 pay.

The emergency expansion of FMLA does not give an additional twelve weeks of FMLA to employees. It allows them to utilize FMLA for the reasons specified above.

Insurance Benefits During Unpaid Leave
Story County will maintain monthly premium contributions while an employee is on unpaid leave due to Covid-19. This includes monthly health insurance and flexible benefit contributions. Employees will continue to pay their contribution through payroll or by separate payment.

Telework
Story County departments and offices must determine what positions are required to be physically present at a work site in order to maintain basic minimum services necessary for continuity of ongoing operations.

Consistent with OSHA recommendation that employers implement policies, such as telecommuting, designed to limit contact between individuals to mitigate spread, departments and offices may permit staff to work remotely to the extent the position duties are able to be performed at the employee's home. Determination as to whether a position is capable of being performed remotely is solely at the discretion of the department/office. Employees that are authorized to work remotely will agree to the terms of the telework agreement attached to this policy. Employees may be granted VPN access and schedules set up for access due to network capabilities. Authorization for VPN access will only be granted by the department head or elected official and allocated as approved by the Board of Supervisors.

Contingent Staffing Plans
Departments and offices are encouraged to consult with Human Resources to develop contingent staffing plans that will ensure sufficient staffing levels for the continuity of operations. Staff may be asked to assist other departments/offices that are experiencing staffing shortages due to COVID-19. Contingent staffing plans will be department/office specific and designed to address the specific operation continuity needs of that department/office.

The Board of Supervisors reserves the right to amend/alter this policy as situations develop due to COVID-19. This policy is non-precedent setting and was implemented specifically to address the County's needs during the COVID-19 pandemic of 2020.

Story County Telework Agreement

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

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

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

Term and Conditions of Telework Agreement

Name of Employee:_____

Department/Office _____

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

Telework Site:_____

Work days and hours at the telework site:_____

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

_____	_____	_____
Employee's Signature	Employer Printed Name	Date
_____	_____	_____
Department/Office Approval	Printed Name of Approver	Date

STORY COUNTY
BOARD OF SUPERVISORS
LINDA MURKEN
LAURIS OLSON
LISA HEDDENS

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

March 25, 2020

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

Dear Board of Supervisors,

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

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

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

Sincerely,

Alissa Wignall

Alissa Wignall
Director of Internal Operations and Human Resources