

The Board of Supervisors met on 6/22/21 at 10:00 a.m. in the Story County Administration Building. Lisa Heddens, Latifah Faisal, and Linda Murken, with Heddens presiding. (all audio of meetings available at storycountyiowa.gov). **SPECIAL NOTE TO THE PUBLIC:** this meeting is also being offered via Zoom.

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

YOUTH AND SHELTER SERVICES (YSS) ANNUAL REPORT: Chief Executive Officer (CEO) Andrew Allen highlighted items from the submitted report. Staff provided additional detail on numerous programs.

MINUTES: 6/15/21 Minutes – Faisal moved, Murken seconded the approval of the minutes as presented. Roll call vote. (MCU)

PERSONNEL ACTIONS: 1) new hire, effective 6/28/21, in a) Treasurer's Office for Jennifer Mitchell @ \$17.91/hr; effective 7/12/21, in a) Facilities Management for Kelly Anderson @ \$26.45/hr; 2) pay adjustment, effective 6/20/21, in a) Conservation for Brittany Burton @ \$13.25/hr; Pamela Miksell @ \$13.25/hr. Murken moved, Faisal seconded the approval of Personnel Actions as presented. Roll call vote. (MCU)

CLAIMS: 6/24/21 Claims of \$1,027,525.82 (run date 6/18/21, 43 pages, on file in the Auditor's Office) and authorize the Auditor to issue checks in payments of these claims and payment requests from Central Iowa Drug Task Force (\$3,604.87), BooSt School Ready (\$12,023.87), BooSt Early Childhood (\$4,505.48), Emergency Management (\$3,809.19), E911 surcharge (\$153,351.69), County Assessor (\$16,861.16), Ames City Assessor (\$178,493.66), and Central Iowa Community Services (\$289,916.94). Faisal moved, Murken seconded the approval of Claims as listed. Roll call vote. (MCU)

Murken moved, Faisal seconded the approval of Consent Agenda as presented.

1. Appointment of Leanne Harter as Alternate to Ioway Creek WMA and Headwaters of the South Skunk WMA
2. FY22 Provider and Program Participation Agreement with Boys and Girls Club of Story County, effective 7/1/21-6/30/22: Youth Development/Social Adjustment-Ames (not to exceed \$20,251.00) \$35.21/client contact/day; Youth Development/Social Adjustment-Nevada (not to exceed \$4,205.00) \$70.02/client contact/day
3. FY22 Provider and Program Participation Agreement with Primary Health Care, effective 7/1/21-6/30/22: Primary Health Care-Dental Clinic (not to exceed \$33,287.00) \$238.49/clinic hour
4. Lease Agreement between Mary Greeley Medical Center and Story County for property located at 124 S. Hazel Avenue, Ames, effective 7/1/21-9/30/21, for \$1.00 and 10/1/21-6/30/22 for \$4,975.00/month
5. Resolution #21-99, to Abate Taxes Assessed Against Said Mobile Home pursuant to *Code of Iowa* §435.25
6. Revised Employee Handbook, effective 7/1/21
7. Road Way Maintenance Agreement for Iowa State University Institutional Roads with Iowa Department of Transportation, effective 7/1/21-6/30/22
8. Road Closure Resolution: #21-48
9. Utility Permit: #21- 5735
10. Request for Proposals for Managed Print Service Program

Roll call vote. (MCU)

THE ADVERTISEMENT TO BID FOR THE STORY COUNTY JUSTICE CENTER HVAC EQUIPMENT

REPLACEMENT – PHASES 2 AND 3: Joby Brogden, Facilities Management Director, reported on background information, delays, and budget. He provided an overview of the cost opinion; phase 2 is estimated for \$704,456.00 and phase 3 for \$847,499.00. Brogden reviewed additional items in the overall cost estimate. He recommends putting out bids for each phase. Jeff Harris, RMH Architect, provided additional information. Murken asked about the timeline. Brogden responded. Heddens opened the public hearing at 11:09 a.m., and, hearing none, she closed the public hearing at 11:09 a.m. Faisal moved, Murken seconded the approval to Advertisement the Bid for Story County Justice Center HVAC Equipment Replacement-Phases 2 and 3. Roll call vote. (MCU)

CLOSED SESSION PURSUANT TO CODE OF IOWA §21.5(1)(c): Murken moved, Faisal seconded to go into closed session at 11:12 a.m. to receive a briefing from legal counsel. Roll call vote. (MCU)

Heddens reconvened the Board in open session at 12:12 p.m. No action taken.

Murken moved, Faisal seconded to adjourn at 12:12 p.m. Roll call vote. (MCU)

Story County
Board of Supervisors Meeting
Agenda
6/22/21

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

SPECIAL NOTE TO THE PUBLIC: this meeting is also being offered via Zoom.

Members of the public can participate by using the information below:

To join the zoom meeting by computer, tablet, smartphone:

Visit [HTTPS://WWW.ZOOM.US/](https://www.zoom.us/)

Click on "Join A Meeting" and use the Zoom Meeting ID 981 7092 0243 and Password 446094

To join the meeting by telephone:

Dial (312) 626-6799, then enter Webinar ID 981 7092 0243, Password 446094

Please visit WWW.STORYCOUNTYIOWA.GOV/92/BOARD-OF-SUPERVISORS

for more information on how to participate in meetings of the Story County Board of Supervisors.

2. CALL TO ORDER: 10:00 A.M.
3. PLEDGE OF ALLEGIANCE:
4. ADOPTION OF AGENDA:
5. PUBLIC COMMENT #1:
This comment period is for the public to address topics on today's agenda
6. AGENCY REPORTS:
 - I. YSS Annual Report - Andrew Allen

Department Submitting Auditor

Documents:

YSS.PDF
7. CONSIDERATION OF MINUTES:
 - I. 6/15/21 Minutes

Department Submitting Auditor
8. CONSIDERATION OF PERSONNEL ACTIONS:
 - I. Action Forms
 - 1)new hire, effective 6/28/21, in a)Treasurer's Office for Jennifer Mitchell @ \$17.91/hr;

effective 7/12/21, in a)Facilities Management for Kelly Anderson @ \$26.45/hr; 2)pay adjustment, effective 6/20/21, in a)Conservation for Brittany Burton @ \$13.25/hr; Pamela Miksell @ \$13.25/hr.

Department Submitting HR

9. CONSIDERATION OF CLAIMS:

I. 6/24/21 Claims

Department Submitting Auditor

Documents:

CLAIMS 062421.PDF

10. 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 Appointment Of Leanne Harter As Alternate To Ioway Creek WMA And Headwaters Of The South Skunk WMA

Department Submitting Board of Supervisors

Documents:

ALTERNATE.PDF

II. Consideration Of FY22 Provider And Program Participation Agreement With Boys And Girls Club Of Story County Effective 7/1/21-6/30/22

Boys and Girls Club-Youth Development/Social Adjustment-Ames (Not to Exceed \$20,251) \$\$35.21/1 Client Contact/Day; Youth Development/Social Adjustment-Nevada (Not to Exceed \$4,205) \$70.02/1 Client Contact/Day

Department Submitting Board of Supervisors

Documents:

BOYSANDGIRLSCLUB FY22.PDF

III. Consideration Of FY22 Provider And Program Participation Agreement With Primary Health Care Effective 7/1/21-6/30/22

Primary Health Care-Dental Clinic (Not to Exceed \$33,287) \$238.49/1 Clinic Hr

Department Submitting Board of Supervisors

Documents:

PRIMARY HEALTH CARE FY22.PDF

IV. Consideration Of Lease Agreement Between Mary Greeley Medical Center And Story

County For Property Located At 124 S. Hazel Avenue Ames Effective 7/1/21 - 9/30/21
For \$1.00 And 10/1/21 - 6/30/22 For \$4,975.00/Mo

Department Submitting Community Services

Documents:

LEASE AGREEMENT MGMC AND STORY COUNTY.PDF

V. Consideration Of Resolution #21-99, To Abate Taxes Assessed Against Said Mobile Home

Department Submitting Treasurers Office

Documents:

RES 2199.PDF

VI. Consideration Of Revised Employee Handbook Effective July 1, 2021

Department Submitting Human Resources

Documents:

EMPLOYEE HANDBOOK 072021.PDF
STORY COUNTY EMPLOYEE HANDBOOK REVISIONS 2021.PDF

VII. Consideration Of Road Way Maintenance Agreement For Iowa State University Institutional Roads With Iowa Department Of Transportation Effective 7/1/21-06/30/22

Department Submitting Engineer

Documents:

RD MAINT ISU W DOT 21.PDF

VIII. Consideration Of Road Closure Resolution(S): #21-48

Department Submitting Engineer

Documents:

RC 21 48.PDF

IX. Consideration Of Utility Permit(S): #21- 5735

Department Submitting Engineer

Documents:

UT 21 5735.PDF

X. Consideration Of Request For Proposals For Managed Print Service Program

Department Submitting Information Technology

Documents:

PRINTRFP.PDF

11. PUBLIC HEARING ITEMS:

I. Consideration Of The Advertisement To Bid For The Story County Justice Center HVAC Equipment Replacement – Phases 2 And 3

Department Submitting Facilities Management

Documents:

COST OPINION.PDF

12. ADDITIONAL ITEMS:

13. DEPARTMENTAL REPORTS:

14. OTHER REPORTS:

15. UPCOMING AGENDA ITEMS:

16. 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.

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

18. Closed Session Pursuant To Iowa Code Section 21.5(1)(C) - Ethan Anderson, Story County Assistant Attorney And Eric Updegraff, Hopkins & Huebner Iowa Code Section 21.5(1)(C)

to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation

Department Submitting Story County Attorney

19. 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 Board of Supervisors

Agenda

6/22/21

NAME

ADDRESS

JEFF HARRIS
CHRIS MCINTOSH
BRIAN BREWER
Sandra King
Joby Brogden
Alissa Wignall

1615 GOLDEN ASPEN AMES
"
905 WASHINGTON AVENUE - BONDURANT
BOS
SCFM
BOS

YSS

Report to Story County Board of Supervisors June 22, 2021

First, we would like to thank you for continuing to support our service to children, youth and families. We have developed a reporting format for each of the programs. The program areas provided by YSS include Prevention, Treatment, Child Welfare and Transition services and vary from one-on-one services to evidence-based curriculum presentations to classrooms. Each report goes into more detail about the programs provided in Story County, **numbers** served, **outcomes**, the Impact of **COVID-19**, **success** stories, **trends**, and **attachments**. The reports are attached and can be found as follows:

Service	Program	Page Number
PREVENTION		
Family Development	<i>FaDSS and Healthy Futures</i>	2
IMPACT		
Kids Club	<i>Teen Club</i>	4
Kids Club	<i>Elementary Program</i>	5
Mentoring	<i>Mentoring K-8</i>	6
Nest Program	<i>Baby Bump & Beyond</i>	9
Prevention Programming	<i>Adolescent Pregnancy Prevention</i>	10
	<i>Child Abuse Prevention</i>	11
	<i>Human Trafficking</i>	12
	<i>Substance Abuse Prevention</i>	13
	<i>Tobacco Prevention</i>	17
Summer Enrichment Programs	<i>Ames, Nevada, and Collins-Maxwell</i>	18
Youth Development		19
Youth Employment		21
TREATMENT		
Behavioral Health Services	<i>Family Counseling and Clinic</i>	22
CHILD WELFARE		
Rosedale Shelter	<i>Emergency Shelter</i>	23
TRANSITION		
Transitional Housing Services		25
ATTACHMENTS	A,B	27



Program Description:

The Family Development Programs of YSS work with families on an individual basis providing intensive case management through certified Family Development Specialists. The core components are home visits, assessment, short- and long-term goal setting, referral and advocacy. Each program has a different emphasis for enrollment, but all work toward improving parenting skills and family functioning.

Family Development and Self-Sufficiency, FaDSS is an in-home program designed to support families receiving the Family Investment Program, known as FIP and working with PROMISE JOBS.

Healthy Futures: Healthy Futures is a voluntary in home visitation program, working with pregnant women or mothers who have a child up to age 5. Our knowledgeable and caring staff who are certified Family Development Specialist, provide one-on-one in home visits to prenatal parents and parents with children ages 0-5. The FDS' provide curriculum on parenting, child development, screenings, resources, referrals, and support.

Numbers Served:

- *FaDSS* provided services for 70 families fiscal year 20/21, 80 children, 28 under the age of 5, 11 Families in Story County 23 children under the age of 5
- *Healthy Futures* provided services to 26 families and 28 children under 5

Outcomes

Several evidence-based assessments completed with families. Within 60-days of enrollment families, complete a general family functioning screening, (GFF) to identify family needs, barriers and direct service provision.

Description:	Number	Denominator	Percent	
Total Cases Opened (7/01/20-3/27/21 that were enrolled for 60-days or more	36			
GFF screening not completed	8	36	22.22%	
GFF screening completed	28	36	77.78%	
GFF screening completed and timely (within 60-days of entry)	26	36	72.22%	
GFF screening completed but not timely (within 60-days	2	36	5.56%	
Family Type:			Percent:	
Single Parent: 31 Families			(83.78%)	
Two Parent household: 6 Families			(16.22%)	
Example Services Provided: Work Preparedness				
% of families involved in at least one FaDSS activity designed to increase work preparedness				
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Target
70%	67%	75%		70%
Example Barriers faced by families				
% of Families experiencing domestic violence that receive help 16 screenings 3 positive are referred for referrals made during the year. The graft below shows number of referrals made of those families identifying experiencing domestic violence.				
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Target
100%	100%	100%		90%



COVID-19 Impact:

Due to COVID-19, staff are conducting services through a virtual world. This means a change in how the program is able to provide support. Promise jobs offices closed and their staff went to work to process unemployment. A number of resources closed i.e. food pantries closed or had limited hours. Family Development specialists connect with families using phone, internet, and zoom meetings to Provide parenting skills and resources. Family Development Specialists dropped off supplies providing books, food boxes' and activities or ideas to keep young children busy.

Success Story:

- A mother of two obtained a full-time job as a lead preschool teacher. She started as a co-lead and after some encouragement from her Family Development specialist, applied and earned a promotion. She is now in charge of her classroom for an assistant teacher. Another story county FaDSS participant is working towards becoming a registered childcare provider. She has been able to obtain and fill out the proper paperwork. She is now in the second step of completing the finger printing and registering for the classes, she will need in-order to complete the process to become a registered provider.
- A participant stated that she that she and her FDS have talked about her marriage and things to help maintain a healthy relationship. My marriage is a lot better now than it ever was before the program.
- The best is having the emotional support from someone who knows me and about my kids. My worker knows my kids and could help in how to handle things with my specific child. It really helps having someone who has an objective perspective on my life. She has nothing to gain or lose and can look at what is the best for me and my kids. I am very satisfied.

Trends:

Families report need for transportation, housing, and childcare to improve their ability to be successful. During COVID-19, the state of Iowa reported losing 50% of it available childcare.

Attachments:

FaDSS Brochure



IMPACT

Program: *IMPACT Teen Club*

Submitted By: *Kalli-Ann Kennel*

Program Description:

IMPACT is a no cost to parents afterschool program for youth grades 6th – 8th grade in the Colo-NESCO and Collins-Maxwell School Districts. The program provides teens with a safe, fun, and healthy environment afterschool. IMPACT offers many opportunities for participants to explore their interests and expand their abilities in a variety of ways, including:

Service Learning: Participants are responsible for planning service-learning projects that they are interested in. These projects challenge students to address issues in their community and come up with solutions to better their community long term.

Homework Help: Each week students are given time to complete homework assignments. During this time youth have access to school resources and adult staff and volunteers for guidance.

Prevention Curriculum: Education programs are implemented throughout the program to prevent violence, tobacco, alcohol, substance abuse and promote healthy relationships. We also use a curriculum called TOP (Teen Outreach Program) that combines lessons with Community Service Learning. The lessons vary from learning about your community, what volunteering is, relationships, peer pressure and how to say no, self-confidence and bullying.

Field Trips & Guest Speakers: To enhance the program, we strive to offer fun and educational field trips and guest speakers.

Life Skills: Activities at IMPACT promote life skills in which youth will learn responsibility and self-sufficiency.

Number Served:

Collins-Maxwell: 23

Colo-NESCO: 18

Outcomes:

- The students completed 382 hours of community service.
- We had 8 students complete more than the desired 20 hours of community service learning.

COVID-19 Impact:

- We implemented several lessons from our T.O.P. (Teenage Outreach Program) virtually.
- Staff made and dropped off goodie bags a couple weeks after schools shut down to each student's house to see how they were adjusting to being home.

Success Story:

- A new student has started coming to program. This student tends to make risky decisions and choices without thinking them through. The school counselor and program staff have been working with her consistently to help keep her on track. Coming to Impact has encouraged her to gain more leadership skills while still navigating to make her own good choices. She speaks openly with staff.
- Impact offers that safe space after school to help alleviate youth making poor choices during the time that school ends and parent/guardian gets home.
- The head of the special education department met with the program coordinator to better understand the needs of some of the youth in the program and to bounce behavioral management techniques to each other.
- Two brothers at program had their dad return early from deployment and surprise them. They weren't supposed to tell anybody until the whole family found out, but the boys told staff about it!

Trends:

We are serving many students in the special education department. We also see a lot of students struggling with mental health. Last, many students are identifying themselves LGBTQIA openly and proudly.



A COMMUNITY-BASED ORGANIZATION
SERVING YOUTH AND FAMILIES SINCE 1976

Kid Club (Elementary)

Program: *Story-County Elementary Kids* **Submitted By:** *Jennifer Schmit Club*

Program Description:

Kids Club is a before school, after school and summer program for children in grades K-6. We provide programming at the Roland-Story Elementary and Ballard Elementary sites from 6:30 AM until school starts. At Roland-Story, Ballard, Gilbert Elementary, and Gilbert Intermediate sites we provide programming from the time school gets out until 6:00 PM. This includes early out and planned no school days. During the school year Roland-Story and Ballard 5th and 6th graders are bussed to the Elementary sites. During the summer we provide programming 5 days a week from 6:30 AM until 6:00 PM at all sites.

Number Served:

186 children through May. We have 212 enrolled for the month of June. This is even lower than last year due to COVID-19 and keeping group sizes small.

- Roland-Story Kids Club served 35 children through May. We have 45 enrolled this June.
- Gilbert Elementary Kids Club served 43 children through May and have 46 enrolled this June.
- Gilbert Intermediate Kids Club served 44 children through May and have 42 enrolled this June.

Ballard Kids Club served 48 children through May and have 79 enrolled this June.

Outcomes:

Outcomes for 2019-2020 are as follows, 2021 data is not yet available

Outcome	Outcome Indicator	
To provide a safe, stimulating, caring environment for K-6 th grade children during out-of-school hours	# of youth participating	44
To promote positive interpersonal skills (Teacher Survey)	% of participants maintaining or increasing positive social interactions	98.8%
To provide an environment that promotes physical health (Child Survey)	% of children maintaining or increasing their knowledge of healthy lifestyle choices	100%
To provide academic enrichment (Teacher Survey)	% of participants maintaining or increasing academic performance.	100%

COVID-19 Impact:

Since re-opening, we have had to limit the amount of students we could have in our programs. The schools limited our groups to no more than 25 students enrolled and then allowed us to have 35 starting in March. This has had a huge impact on our revenue.

Success Story:

Our constant flexibility with changing guidelines throughout this year. Our staff always put a smile on for their students and have found unique ways to keep in touch with families and do mental health checks on our students.

- We have been able to provide families with scholarships who really have needed it.
- We have been collaborating way more with the schools and have been able to provide more students with supports
- We received additional support from local businesses, United Way and Board of Supervisors.

Trends:

Staffing has been a huge issue this year. We have had a struggle finding staff that want to work as well qualified staff.



Mentoring

Program: *YSS Mentoring – Story County*

Submitted By: *Feleecia Watkins*

Program Description:

The YSS School Based Mentoring Program has been matching Boone and Story County children grades K – 8th with mentors since 1999. The YSS Site-Based Mentoring Program has been matching youth since 2017. YSS Mentoring will be expanding community-based mentoring services to Boone and Story counties summer 2021. With this expansion, we plan to serve an additional 80 youth, with a focus on youth experiencing at risk and high-risk situations. This expansion will also focus on parent/caregiver engagement and supporting youth 13-17 years old.

- **School-Based Mentoring serves** Ames, Ballard, Gilbert, Nevada and Collins-Maxwell School Districts.
- **Site-Based Mentoring serves** youth at Rosedale Shelter, Seven-12 House Residential Treatment Facility and Youth Recovery House (YRH) Residential Treatment Facility in Ames.
- **Community-Based Mentoring** will serve youth throughout Story and Boone Counties

Our outcome studies show:

- Mentees show improvement in academic performance, as well as classroom behavior and attitude. In many cases, the students who experience the greatest difficulties show the greatest improvement.
- Participants show significant improvement in their feeling of being included at school and with friends.
- Participants feel that having a mentor results in improved grades, better relationships at home and with friends, and greater interest in school and learning.

Number Served: Story County (2020-2021)

School-Based Mentoring		
	Youth Served	High School Student Mentors
Ames	45	1
Ballard	21	9
Gilbert	29	22
Nevada	21	5
Collins-Maxwell	8	3
Total Served:	124	Total: 40
Total Waiting:	13	

Site-Based Mentoring <i>YSS Residential Treatment Programs</i>	
Total Served: 19	Total Waiting: 8

Outcomes:

As an important part of the program, YSS Mentoring works with an evaluator to measure program success, providing post surveys to mentees, mentors, teachers, and parent/guardians to ensure the mentee-mentor relationship meets the needs of youth.

At the time of this report, we have not completed the data findings for the 2020-2021 school year. Outcomes for the 2019-2020 school year included below.

Outcomes - 2019-2020 School Year

- 61% Mentees who improved their attitude and behavior (37% maintained)
- 24% Mentees who improved their grades (75% maintained)



51%	Mentees who improved positive relationship skills	(49% maintained)
79%	Mentees who self-reported improved self-esteem	(21% maintained)
92%	Mentees who believe it is wrong for someone their age to use alcohol tobacco and other drugs	

Comments from End 2020-2021 End of Year Evaluations

Comments from Mentees: *What has having a mentor meant to you?*

- Having someone to talk to and express your feelings.
- My mentor has helped me with my communication skills and helped overcome some of my problems some fun conversations about our plans.
- It made me feel less alone so it means, for me, it is very important.
- Nice to have a Pen Pal to talk to - having a friend this year. We have a good connection and we're friends!
- It's nice to have a friend. He is funny. I like to see him on Zoom. It is nice to have someone to talk to. He makes me laugh.

Comments from Parents:

- So thankful this program is available for kids who need a little extra encouragement. Thank you for all you do!
- This is a great program and very helpful to my daughter. She enjoys writing her letters and receiving them from her mentor. Her mentor is awesome.
- I'm very happy with the mentoring program. My child is socially shy and does not have a lot of friends. This program has started to help her branch out a little more! She still needs to work on her quick temper and attitude, but I also believe that the mentors are helping with that. She comes home in a positive mood and is able to catch when she is getting upset. She takes a "time out" and we restart! She ABSOLUTELY LOVES the program, and I am very thankful for the suggestion to have her in it!!!

Comments from Teachers:

- I really appreciated the fact that my students, who are learning online, still had the opportunity to connect with a mentor.
- This is an amazing program for our students.
- I feel that the mentoring program is valuable and impacts kids in various ways, some more than others.
- I am so happy with how flexible the program has been since the pandemic. They are truly trying their hardest!

Comments from Mentors

- I was matched with a Mentee quickly and have loved getting to do this!
- I think all the YSS staff have done a great job during a very challenging year. All of them looked for new ways to connect when things weren't working well. Thanks so much for all your hard work!
- I appreciate the opportunity to be a mentor! I hope it helps the children because it brings me happiness to be able to do this!

COVID-19 Impact:

The COVID-19 pandemic has had a significant impact on our ability to provide mentoring services to Story County youth. It was important for YSS Mentoring to continue to support students even during a time when in-person meetings could not take place. We ensured mentoring relationships were sustained in ways that were intentional and safe through alternative mentoring options. We worked with mentors, families and school personnel to support a year of remote connections. We provided a variety of alternative options for matches. Matches engaged in handwritten letters and cards, video chats, phone calls, emails and virtual mentoring through the Iowa Mentoring Partnership secure virtual mentoring portal. Several matches used more than one way to stay connected. Some districts allowed in-person mentoring with mentees matched with district employees and high school students.

The number of youth served this year was half as many youth as last year. Overall, our lower numbers were a result of receiving fewer referrals, having less interaction with school personnel, scheduling challenges and obtaining written permission from parents. It was an overwhelming year for everyone. Since program staff were unable to be in most school buildings our program relied heavily on school personnel and teachers to support our efforts. Our staff, participants, volunteer mentors and school personnel remained dedicated, resilient and supportive of the alternative options this year.

Many positives came from mentoring during the COVID-19 pandemic.

- Pairs were able to stay connected when physical distance would otherwise be a challenge
- Created additional support and connections for online learners
- Virtual match events offered Game night, movie night, bingo (increased some participation)
- Increased training opportunities offered to mentors and parents/guardians (provided virtually)
- Continuing connections while keeping everyone healthy and safe
- Opportunities to problem solve and get creative
- More connections with parents and families
- Less scheduling conflicts, more flexibility for mentors to participate in the program
- Improved communication and writing skills for mentees – pen pal/email mentoring

Challenges faced due to COVID-19

- Matches unable to find time to connect
- Dislike using technology to communicate
- Dislike just talking without something else to do
- Mentees having limited access to technology
- Inconsistent meetings and connections
- School schedule changes – youth shifting between hybrid, virtual and in person
- Teachers not available to support mentoring due to additional challenges of navigating the school year

Success Story:

Friendship after YSS Mentoring, Continued Connection

This Ames Middle School match started during the student's 7th grade year. They continued meeting through the YSS Mentoring Program through the mentee's 8th grade year. These two share similar interests in sports and the mentee is also interested in cars and learning how to drive. Learning how to drive has been very important to the mentee because he is in a wheelchair. Both the mentee and mentor are in wheelchairs, and both were apprehensive about being matched with each other.

The facilitator matched the two of them in hopes the mentee could see his future possibilities in all the things his mentor has accomplished, a good job, family and independence (as he drives his own car.) This match made a great connection two years ago and continue their friendship to this day. Currently, the mentee is in 9th grade. The two have stayed connected even though the mentee has aged out of the YSS Mentoring Program. This year the mentor was able to attend the mentee's track meets. Recently the mentee asked his mentor how he drives. They have planned to meet so that the mentee can see the mentor's car and see how he drives. The mentee hopes his mentor will teach him how to drive. Our program plans to work with the family and mentor to continue to support this mentoring relationship through the new community-based mentoring program. We are happy about the possibility to be able to provide ongoing support, resources and activities to this match as this mentee continues in high school.

Trends:

We continue to have a growing need for funding as the need for mentoring services increases. Mentoring services are need more now than ever as youth mental health needs have increase during the pandemic. Each year our program ends with a list of students waiting. Funding drives our staff capacity to match youth with mentors. Although we have a great support and commitment from High School students as mentors, we are always in need of adult volunteers, especially males. Rural areas are the most difficult in terms of recruiting adult volunteers.

Attachments:

Attachment B: December 2020 Parent/Guardian Newsletter



Nest Program

Program: Baby Bump and Beyond

Submitted By: Sadie Bohr

Program Description:

YSS added the Story County Baby Bump and Beyond (BBB), formally known as Stork's Nest Program, in 2006 to its services. Story County Baby Bump and Beyond is an incentive program for eligible Story County residents with the goal of improving the overall health of pregnant women and their babies. In 2018, YSS agreed to take on the Boone County Family Nest Program previously managed by Parenting Way.

Number Served:

In FY 21 for the first three quarters in Story County YSS's Baby Bump and Beyond Program served 14 families and 10 children.

Outcomes:

Participants who completed the quarterly satisfaction survey who Agree or Strongly Agree with the following questions:

My family communicates better since enrolling in Baby Bump & Beyond.	95%
I have increased connections with people at Baby Bump & Beyond.	95%
Baby Bump and Beyond has helped me learn about other services/ resources in the community.	100%
I have increased my knowledge of child development and parenting since enrolling in B B & Beyond.	95%
I have improved my nurturing and attachment with my child since enrolling in Baby Bump & Beyond.	100%
Baby Bump and Beyond has made a positive impact on my family.	100%

COVID-19 Impact:

COVID-19 greatly impacted the Baby Bump and Beyond Program. Since March of 2020 Baby Bump and Beyond Program has been providing virtual Zoom educational classes to our participants. We still are allowing participants to have a monthly diaper, baby wipes, laundry detergent, and soap. We have had a slight decrease in numbers during COVID-19 but that was expected as this is normally an in-person program with an incentive to shop in our full store after the educational class.

Success Story:

Family O.G. and her boyfriend who were first time teen parent's enrolled in the Baby Bump and Beyond Program. Both parents were very young and did not feel prepared to be parents. Through the education they received in the Baby Bump and Beyond program, they shared that they felt supported and connected to a community they were not familiar with. Through the education received through the program, the mother learned all about pregnancy, the changes happening to herself, and what to expect when baby came. O.G. was connected to other mothers in her situation and had the support of them. O.G. delivered a healthy full-term baby girl, who just turned 1 a couple of months ago. They became involved in the YSS Healthy Future's Program and have been able to set and accomplish goals through that program as well. O.G. was awarded a YSS Impact Award for Achievement in June of 2020. Throughout all the major life changes going on for O.G. she has been able to maintain her schoolwork and not fall behind on that. She also has taken initiative to enroll herself and her daughter in the WIC program.

Trends:

Participants have adjusted well to virtual Zoom classes COVID-19. Participants do appreciate that Baby Bump and Beyond has continued to provide the educational classes, and incentive items to pick up once a month. Staff has also implemented support zooms where the participants are able to support each other and provide resources and referrals to each other.

Prevention Services: Adolescent Pregnancy Prevention

Program: *Adolescent Pregnancy Prevention*

Submitted By: *Taylor Nuehring*

Program Description:

The Adolescent Pregnancy Prevention (APP) Program offers comprehensive prevention and intervention programming to youth and families in Boone and Story Counties. The APP Program's services include age appropriate, science-based, medically accurate comprehensive sexual health curricula to teach sexual responsibility and pregnancy prevention to both males and females, primarily in a classroom or group setting. Programming is available in a variety of settings, including: schools, youth-serving agencies, social-service organizations, churches, hospitals, clinics, community groups, PTO/PTA organizations, and individual sessions.

Number Served:

869 students were served in Story County.

Outcomes:

90% of students surveyed said that this program made a positive impact on their life. 94% of students surveys said that this program was good for their school and community. DHS and UNI report on outcomes of programs in the fall, we will have numbers from the 2020-2021 school year August 2021.

COVID-19 Impact:

Due to COVID-19 we were unable to do some of our programming in person at schools, so when YSS created the virtual studio we were able to do synchronous and a-synchronous programming out of the studio. While some schools allowed us in person we were served less participants than in previous years due to some students were doing their schooling virtually and were not in person to attend classes.

Success Story:

Even though COVID-19 was a big factor in our ability of getting into schools, we were able to get into Ballard Middle School, which we hadn't been in to do programing in previous years. This was a huge success for our program.

Trends:

- Students have more interest in what sexting and sending sexually explicit images and what consequences could come with it.
- Students are very accepting of their peers and other people with sexual orientations and gender identities.
- Students are more willing to talk to a trusted adult about sexual health related topics.



Child Abuse Prevention

Program: *Child Safety*

Submitted By: *Taylor Nuehring*

Program Description:

The Child Safety curriculum used in the 2018 / 2019 school year was updated to *Second Step's* Child Protection Unit from the Talking About Touching curriculum midway through the school year.

Second Step's Child Protection Unit curriculum provides a multi-layered approach to child safety. Students will be able to recognize, respond to and report unsafe situations. The curriculum teaches children self-protection and assertiveness skills to reduce their vulnerability to harm and abuse. Lessons extend beyond the classroom with materials and correspondence focused on parents to encourage further discussions of personal safety with their child.

The Child Protection Unit takes an integrated approach to child safety by providing training for every YSS staff member who will be presenting the curriculum; this on-line training was also be made available to interested classroom teachers. Each grade level (Kindergarten, First and Second Grades) has 6 lessons. Lesson topics include Ways to Stay Safe, The Always Ask First Rule, Safe and Unsafe Touches, The Touching Rule, Practicing Staying Safe, and a Review of the Safety Skills Taught throughout the course of the curriculum. The curriculum is developmentally sequenced and each grade builds upon the previous year's material and content.

Number Served:

215 students were served in Story County.

Outcomes:

87.9% of students surveyed remained at the same or higher level of knowledge of the pre and post test.

COVID-19 Impact:

Due to COVID-19 we were unable to do some of our programming in person at schools, so when YSS created the virtual studio, we were able to do synchronous and a-synchronous programming out of the studio. While some schools allowed us in person, we were served less participants than in previous years due to some students were doing their schooling virtually and were not in person to attend classes.

Success Story:

- Students who participated in programming from previous years were able to recall and remember things that we had talked about previous years.
- Students always showed excitement when we were coming for programming. After a week where there were snow days a group of students were telling their teachers about how they were sad that we couldn't be in school to do child safety programming because they liked seeing YSS, puppy and snail!

Trends:

- Students were excited to talk about safe touches and would often be heard in the halls telling people to use safe touches.
- If students feel they are in unsafe situations they are open and able to talk to their teacher, trusted adults and sometimes YSS staff.



Human Trafficking

Program: *Human Trafficking Awareness Program*

Submitted By: *Ruth Buckels*

Program Description:

Human Trafficking Thriving in Iowa is a community training program to increase a person's awareness of Human Trafficking in Iowa. FRONTLINES is a training program originally offered to medical professionals to create systemic change in the way the medical community interacts with survivors of human trafficking. The intended audience expanded to include other groups and organizations that may interact with survivors.

Number Served:

14,570

Outcomes:

Human Trafficking Thriving in Iowa and FRONTLINE training participants increased their knowledge of human trafficking over 50% of the following areas: Knowledge of trauma response triggers of HT survivors who visit my office has increased, Knowledge of issue increased, I will commit to being more diligent, observing and document individuals with high risk factors for Human Trafficking

COVID-19 Impact:

Covid-19 impacted our program's ability to get into many organizations and trainings to provide in-person trainings. As the FY progressed our program staff was able to be innovative in scheduling more virtual trainings.

Success Story:

The FRONTLINES program has trained first responders, professional groups and medical service professionals at all levels of service who directly interact with survivors. Under the approved expanded audience parameters, we will be engaging other segments of the community that have the potential to interact with human trafficking survivors. We are meeting the objective of the grant to create systemic change within the respective community service organizations. Through education, we are raising awareness and sensitivity to behavioral indicators, potential triggers and the risks the survivor faces within the community itself.

Example- After training 81 members of a large city's EMS and Fire Departments, our trainer received the following feedback. The Deputy Chief reporting positive responses to the training including from senior EMS personnel. 90% of the personnel trained, indicated a commitment to be more diligent listening, observing and documenting cases they now recognize as possible human trafficking survivors. Department members agreed to management in revising protocols that are human trafficking informed.

After four training sessions, the Deputy Chief asked our trainer to review the department's protocols and provide recommendations for improvement. The Deputy Chief also invited our trainer to partner with the department in reviewing and developing protocols.

Trends:

National numbers indicate that HT has risen since COVID. We are getting more requests for trainings.



Substance Abuse Prevention

Program: *Substance Abuse Prevention*

Submitted By: *Ryan Doyle*

Program Description:

YSS Substance Abuse Prevention provides a number of efforts throughout the county, including evidence-based programming, evidence-informed community presentations, as well as community partnerships.

YSS offers and implements two science-based curriculums to Story County schools that address ATOD (Alcohol, Tobacco and Other Drug Use.) Community presentations and partnerships have proven to be an effective way to communicate and inform community members on substance abuse trends.

- Project ALERT is a science-based curriculum offered to Story County Schools. Project ALERT is a two-year, science-based, substance abuse prevention program for middle school students. It is designed and proven to effectively reduce the experimental and continued use of drugs by teens. Project ALERT's focus is on motivating non-use, learning to recognize pressures to use, and developing and practicing skills to resist these pressures. Project ALERT is delivered in Ames and Collins-Maxwell School Districts in the 2020/2021 school year. Historically it has been also implemented in Ballard and Nevada school districts.
- Too Good for Drugs is another science-based program for first through third grade students designed to reduce risk factors and enhance protective factors related to ATOD use among students. Too Good for Drugs was delivered in the Colo NESCO School District during the 2020/2021 school year, and has previously been implemented in Nevada, Ballard, and Collins-Maxwell.

YSS also provides one time (or a short series of) educational ATOD presentations as requested. Prevention staff also strive to increase community awareness of Substance Abuse Issues through media efforts, community presentations and information tables at community events. Staff also provide information and educational presentations to Iowa State health classes during both fall and spring semesters, as well as to ISU Greek organizations.

This year Prevention staff were also involved in several local and statewide substance abuse initiatives including Story County Prevention Policy Board, Story County Opioid Task Force, Story County Prevention Policy Board, Iowa Substance Abuse Supervisors Association (ISASA), Story County Juvenile Justice Committee and Alliance of Coalitions 4 Change (AC4C). Staffs are active members of these state and local partnerships providing leadership and exploring impact state & local partnerships have on combating substance abuse issues.

Number Served:

YSS substance abuse prevention staff served:

- Over 380 Ames Middle School Students
- 35 Ames High School Students
- 32 Collins-Maxwell Middle School Students
- 186 Ballard Middle School Students, and
- 57 Colo-NESCO Elementary School Students,
- 53 youth in the Story County community
- In total **743** K12 Story County youth clients in the 2020-2021 school year.

Additionally, 44 adults in the community and 116 ISU students were also served in the 2020-2021 school year for a total of 160 adult clients served, and a combined total of **903 total** clients in the 2020-2021 school year.

Outcomes:

At the end of the academic year:

- **81.4%** of participants in YSS substance abuse programs maintained or increased their understanding of the material regarding alcohol, tobacco, and other drugs and their harmful effects.
- **84%** of participants who maintained or increased their perception of harm regarding alcohol, tobacco, and other drugs and their harmful effects.
- **94%** of K12 participants who completed a customer satisfaction survey agreed that the project has a positive impact on teens in their school and community.

COVID-19 Impact:

- Due to the health and safety requirements, programming was delivered in a wide variety of formats throughout the year, including in-person, virtually, and in a hybrid format, occasionally changing delivery method part of the way through curriculum implementation.
- Unfortunately, due to the limited time schedule created by school closures and changing schedules, Prevention staff were unable to implement Too Good for Drugs programming for Nevada and Collins-Maxwell Community School Districts, and Project ALERT was not able to be implemented in Nevada Community School District.

Success Story:

While YSS staff were presenting Project ALERT to Ames Middle School, all schooling transitioned to a fully virtual format. Through staff innovation, contact with program developers, and the support of AMS staff, programming continued without interruption. PowerPoint presentations, online polls, collaborative virtual whiteboards, and virtual learning games were all used in concert to continue delivering the same program material in a way that engaged youth who were learning from home. All these adaptations continued to of significant use as other schools had us use online platforms to deliver programs to their students.

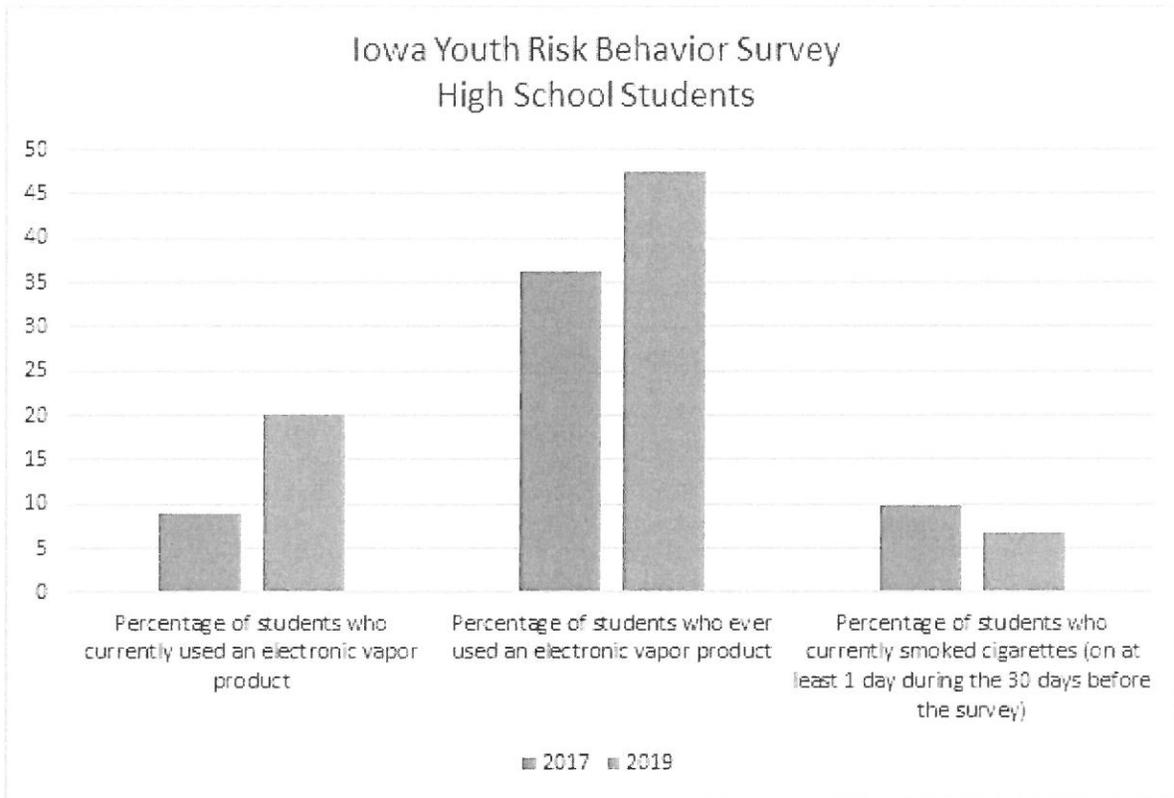
Trends:

Students involved in Too Good for Drugs and Project ALERT programming are provided with take home activities that parallel and extend classroom goals. Each equips the young people with an opportunity for parents (or other trusted adults) to engage in dialogue regarding substance use. Research continues to demonstrate a clear connection between teen non-use and expressed disapproval of substance use by their parents.

Due to the COVID-19 pandemic, the State of Iowa was unable to administer the Iowa Youth Survey in the 2020 school year, however we do have data from the 2019 Iowa Youth Risk Behavior Survey (YRBS), which gives us some statewide data on trends. Per the 2019 Iowa YRBS in Iowa High Schools:

- The percentage of students who currently used an electronic vapor product increased from 9% in 2017 to 20.1% in 2019.
- The percentage of students who ever used an electronic vapor product increased from 36.3% in 2017 to 47.5% in 2019.
- The percentage of students who currently smoked cigarettes (on at least 1 day during the 30 days before the survey) decreased from 9.9% in 2017 to 6.7% in 2019.



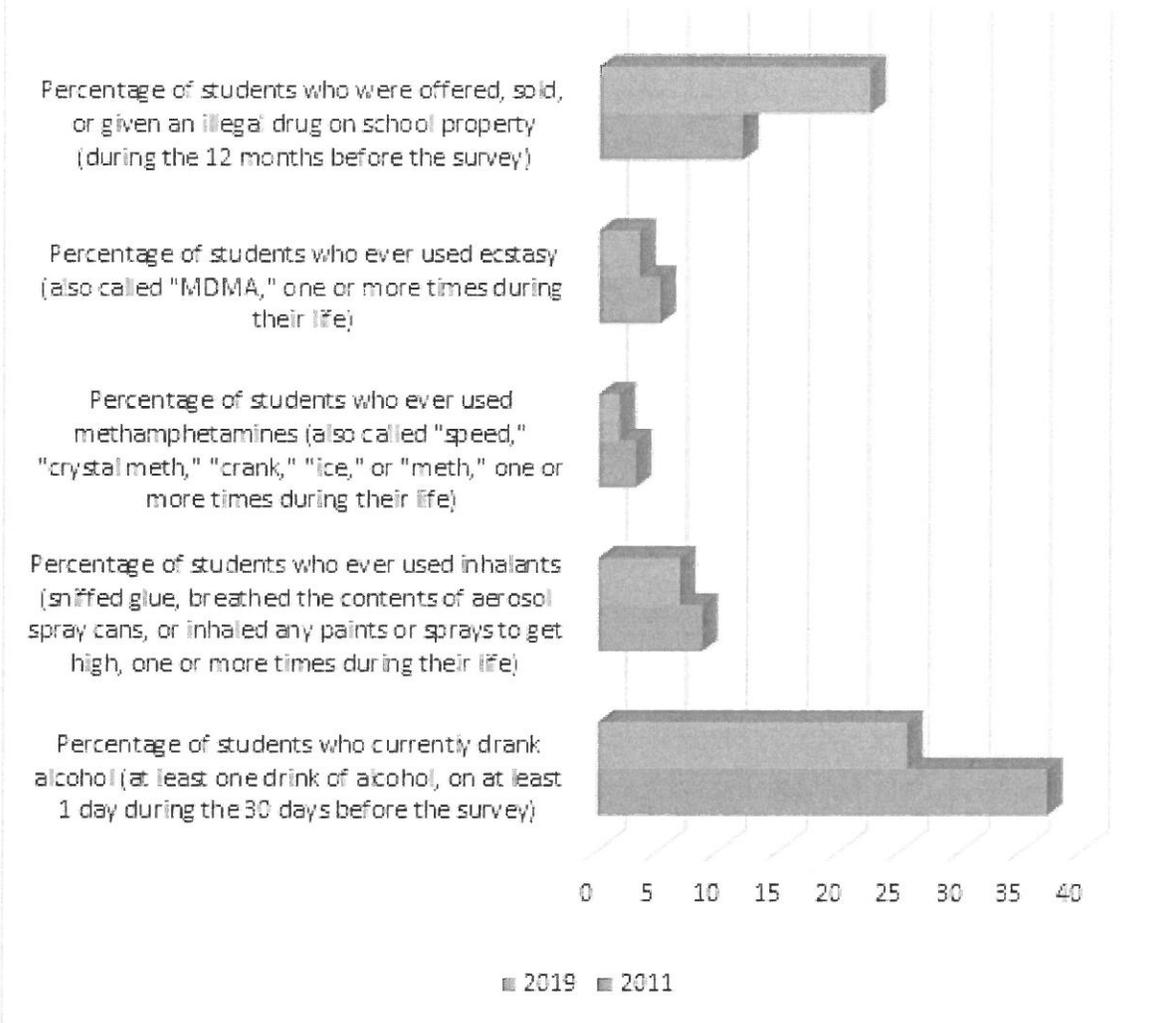


This indicates that while our messaging around the negative health impacts of smoking cigarettes is continuing to be effective in decreasing cigarette use, while simultaneously showing that electronic smoking devices continue to be a growing trend and continued educational efforts are needed.

Additionally, we can compare the 2019 data to 2011 data to see some longer-term trends. In doing so we see that the percentage of students who report being offered drugs has gone up by double, the number of students who report ever using drugs has declined.



Iowa Youth Risk Behavior Survey High School Students



Overall, this data helps us to focus our efforts in both schools and with educators, school administrators, parents, and the community.



Tobacco Prevention

Program: *Tobacco Prevention*

Submitted By: *John Rochford*

Program Description:

Tobacco Prevention works in two areas: the first falls under the IDPH Community Partnership Grant, in which we serve Story County establishments, organizations, and community events to promote smoke-free/nicotine/tobacco-free policies while also promoting tobacco cessation. Our second area falls under public education. Our staff educates the public, through one-time presentations and other events, on the dangers of tobacco usage, the functionality of quitting tobacco, and tobacco trends.

Number Served:

Through three quarters, tobacco prevention has served 127 youth participants for one-time presentations. In addition, we have contacted, educated, and offered our services to 80 businesses, establishments, community events, and organizations on behalf of the community partnership grant in Story County.

Outcomes:

Through three quarters, 94.4% of students partaking in one-time presentations (students range from middle school to college-age) maintained or gained knowledge. About 94% also identified the presentation as positively impactful on their life. For the Community Partnership Grant, tobacco prevention maintained and worked with 1 Ames Middle School ISTEP Chapter, secured 1 workplace policy (My Life My Quite Youth Cessation programs did not have reported numbers. However, all students partaking in one-time presentations (127) were given MYMQ information and explanations).

COVID-19 Impact:

Put succinctly, the pandemic hurt our ability to present our information this year generally, until around the springtime, and the uncertainty and discombobulation as a consequence made communication with outside partners much more difficult. However, one positive from the pandemic was the creation and utilization of our YSS studio. Tobacco prevention used the studio to create a virtual tobacco prevention Teen Maze presentation that was viewed by Story County 7th grade students.

Success Story:

Our major success this year was working with our ISTEP Chapter Ames Middle School in creating a YSS Let's Talk panel event that they participated in. Though virtual, the engagement was fairly high, and that gave us a chance to be active in the community and with the youth, while providing the community with a youth voice on the important issue of vaping/e-cigarette usage.

Trends:

The major trend continues to be vaping. However, vaping or smoking marijuana and other newer substances like kratom raise questions as to what falls under the purview of tobacco prevention (in regards to vaping).

Summer Enrichment

Program: Summer Enrichment

Submitted By: Kalli-Ann Kennel

Program Description:

The Enrichment program is a FREE 6-week program offered during the summer for students in kindergarten-8th grade. The program runs half days where they get both breakfast and lunch. The Summer enrichment program was created by several different agencies in the community. Some of those agencies include: YSS, United Way of Story County, Reading Buddies, Collins-Maxwell Community School District, Ames Community School District, Nevada Community School District, Volunteer Center of Story County, RSVP, Collins Public, Nevada Public Library, Ames Public Library, Grantwood AEA, Boys and Girls Clubs of America, Paragon International, Reading Corps

2021: The curriculum for the summer enrichment program is planned around what the Library's curriculum is that year. There are 4 different areas that we focus on and those areas are:

Theme: During theme, we will be focusing on "A Tale of Tails", or fairy tales and stories. The students will get an opportunity to see the create fantasy inspired crafts and work on a group play.

STEM (Science, Technology, Engineering, and Math): In STEM, we build, create, explode, and explore different areas!

Literacy: Reading Corps members and program staff staff our literacy centers. We incorporate the theme into this center as well.

Physical Fitness: We collaborated with Boys and Girls Club of Story County to help us with our PE component for the Nevada site. Program staff lead the other sites (Ames, Collins-Maxwell).

Number Served:

June 2021: Ames: 95
Collins-Maxwell: 51
Nevada: 102

Outcomes:

- No outcomes are available due to programming cancellation Summer 2020

COVID-19 Impact:

- When the schools closed in March, Ames and Nevada summer enrichment programs immediately shut down/cancelled. Collins-Maxwell was still hopeful program could resume, but ultimately, program was also cancelled.

Success Story:

- As of June 2021, all three programs will open!

Trends:

- Staffing has been really challenging. We are having trouble getting applicants.



Youth Development

Program: *Youth Development*

Submitted By: *Staff*

Program Description:

Staff provided support and technical assistance to several youth development / youth leadership programs in Story County. These programs work to empower students to become more involved in and advocate for youth issues. YSS staff offered support for meetings and activities. Staff work to meet the needs of youth within the community, schools offering youth leadership skills. These projects include planning and participation in themed days for Red Ribbon Week as well as the Substance Abuse Prevention Youth Day on the Hill

Staff also assisted in hosting events for students during throughout the school year. These youth leadership programs also assessed needs in their home community and looked for ways to give back. Strong youth and adult partnerships were fostered throughout the academic year.

Some of the youth development / leadership programs YSS staff provided support to this academic year. These programs included:

- Teen Maze Virtually to Ames, Roland-Story, Colo-Nesco, Collins-Maxwell, Nevada School Districts
- Circles of Champions in Roland-Story, Colo-Nesco, Collins-Maxwell, Nevada, Ballard School Districts
- Ames Middle School's Builders Club
- Collins-Maxwell Tough Talks Groups
- Ames Middle School ISTEP
- IDPH Policy Task Force
- Morning Chats
- Youth Residential Houses

Number Served:

- 666-Teen Maze Virtually to Ames, Roland-Story, Colo-Nesco, Collins-Maxwell, Nevada School Districts
- 50-Circles of Champions in Roland-Story, Colo-Nesco, Collins-Maxwell, Nevada, Ballard School Districts
- 12-Ames Middle School's Builders Club
- 12-Ames Middle School ISTEP
- 50-IDPH Policy Task Force and other committee work
- 17-Morning Chats
- 20-Youth Residential Houses
- 56-School based programming



Outcomes:

- Morning Chats 41% of students attended the program more than 50%.
- Teen Maze:

Teen Maze 2021 Evaluations

Teen Maze Youth Survey	2011	2012	2013	2014	2015	2016	2017	2018	2019	2021*
Number of completed surveys- Youth	771	919	989	956	1105	1111	1065	1013	1013	411
I had enough time at each stop in the Teen Maze to interact with presenters	75.4%	83.3%	80.5%	90%	85%	85%	80%	84%	84%	84%
I understood the information that was presented in Teen Maze	91.2%	93%	93.7%	97%	96%	96%	95%	95%	95%	89%
I learned new information in the Teen Maze	87.9%	92.3%	86.7%	92%	91%	91%	89%	89%	89%	72%
The information from Teen Maze will help me make better choices	87.3%	90.9%	89.3%	92%	92%	92%	88%	89%	89%	75%
The information from Teen Maze will help me change my behaviors	76%	80.3%	76.2%	85%	83%	83%	78%	82%	82%	59%
I will share the information from Teen Maze with my family	62.7%	68.7%	65.1%	74%	71%	71%	67%	68%	68%	49%

*2021 Teen Maze was virtual, with six 15 minute videos

COVID-19 Impact:

- There were many reasons to *Morning Chats* as this pilot program, but one reason was due to COVID. Many students came back to school with fears, anger, and frustration. This program addressed issues in a safe manner and was inclusive of all thoughts and ideas.
- Covid-19 impacted the program by greatly reducing the amount of youth that were able to attend in-person due to safety restrictions.

Success Story:

- Morning chats is a program suggested by high school student, students choose topics and a YSS staff person and the school counselor answer questions Many youth opened up during group about hard topics. Having the school guidance counselor support the staffing increased positive relationships between the counselor and youth. YSS program staff also Many youth from another YSS program (Impact) attend this high school group. They've been able to use the skills they learned and developed in Impact and quickly became the leaders of the group: offering advice, support, and comfort to their peers.
- Teen Maze went virtual this year! Five of our 7 School districts participated in the program. Staff worked with the school and either virtually or in person introduced the videos with the students, leading the discussion. Some students participated in the making of the videos
- Success stories could be that using technology, even youth who were unable to attend in person could still participate in most activities, when the youth made appreciation cards for first responders, the youth who were virtual used computer drawing programs and emailed their designs to be printed out at the school. They also hosted a successful food drive by designing their own posters and donation boxes with the goal of supplying canned goods to Food at First.

Trends:

In the morning chats the topic of sex/romantic partners/dating violence was very popular. Youth asked a lot of thoughtful questions and took the topic seriously.



Youth Employment

Program: *Youth Employment*

Submitted By: *Julie White*

Program Description:

YSS offers a number of services to individuals aged 14-24 to encourage young people to find employment. Individual sessions provide an opportunity for youth to work one-on-one with staff to develop pre-employment skills such as resume development, job searching and interview preparation.

Number Served:

1300

Outcomes:

The Youth Employment Program was able to increase community awareness of Youth Employment Issues through a virtual platform and electronic communication this past year.

COVID-19 Impact:

Due to COVID-19 in person programming was limited and numbers and participants were greatly impacted. YE Program and TMC Transportation had a grant through the Governor's office to provide internships to 4 Story County High School juniors and seniors. Due to COVID-19 this program was not funded.

Success Story:

YE Program made new community partners during the pandemic to support future youth employment programming in the future. Our online platform proved to be successful in reaching youth in treatment as well as participating in the Ames Community School District first ever virtual career fair.

Trends:

There is a need for more soft skills to be learned and hand-on job training skills.



Behavioral Health Services

Program: *YSS Family Counseling and Clinic*

Submitted By: *Andrea Dickerson*

Program Description:

The YSS Family Counseling and Clinic, provides individual and family counseling, as well as medication management, substance use treatment, and Integrated Health Home services to the Story County community.

Number Served:

- Story County Clients served in the Year: 555
- Story County Assessments completed in the Year: 422
- Story County Medication Appointments completed in the Year: 1679

Outcomes:

Our No-Show Rate for Story County decreased from 21% to 1% this year. This decline in the No-Show Rate started in late 19-20 when we moved to virtual sessions and further decreased throughout the 20-21 year. For Substance Use sessions, the rate fell below 1%.

COVID-19 Impact:

COVID-19 forced the clinic to go virtual and most services remained virtual all year. There were expenses for upgrading technology as well as updating the clinic to be a safe environment. As the year went, we recognized some clients were struggling with virtual sessions due to a lack of reliable internet or the virtual format was not effective for them. In these cases, we had the client come into the office for the service, which required extra cleaning and reorganization of space in order to ensure social distancing.

Success Story:

We received a referral from a school requesting services for a student. The parents were not communicating and refused to be in the same room as each other. Prior attempts to get the student help had been unsuccessful due to the parent's inability to co-parent. We were able to work with the school and each parent to complete a psychiatric evaluation with the student in the school by utilizing telehealth equipment to connect school personnel, YSS providers, both parents and the student. It took a lot of coordination but in the end the student was able to complete the psychiatric evaluation which enabled the student to qualify for a day program. In addition, the parents started working together in order to help their child.

Trends:

Compared to previous years, the demand for services is down for Story County individuals. Some of this is due to not being in the schools the entire school year and some people being unsure about virtual sessions. However due to the significantly low No Show Rate the demand for services were consistent throughout the entire year. In previous years we experienced dips at times but this year Medication services stayed consistent with only an 8% decrease.



Rosedale Shelter

Program: *Rosedale Shelter*

Submitted By: *Emily Rebollozo*

Program Description:

YSS/Rosedale Shelter was the first youth emergency shelter program in Iowa. Located in historic Old Town Ames at 703 Burnett Avenue, Rosedale Shelter is a licensed 15-bed that provides 24/7 emergency shelter and other services for youth 12 to 17 years of age. The youth served may be runaways or homeless, victims of human trafficking, need assistance to resolve family conflict, have experienced abuse or neglect, or have been adjudicated and are awaiting court action. The majority of the youth have experienced significant trauma and instability. Each year Rosedale Shelter serves up to 200 youth by providing a safe, nurturing, and temporary home-like setting with structured programming, staff supervision, recreation activities, and the opportunity for community engagement. Rosedale provides services including crisis intervention, mediation, access to non-emergency services, behavioral health services, community referrals and education, and serves as a temporary placement for youth awaiting the next step to support youth/family stabilization and safety.

Rosedale Shelter services include but are not limited to: on-site shelter placement for youth, 24/7 professional staff supervision, crisis intervention and mediation services, 24/7 helpline services, an on-site Area Education Agency classroom for youth that are unable to attend his/her designated public school, development of individual client goals, education and support groups, opportunities to practice basic life skills, and referrals for specialized services such as psychological/social evaluation and testing and substance abuse evaluations. A team of caring professionals work together with the goal of reuniting youth with their families whenever possible to support permanent and safe homes for the youth.

Number Served:

As of March 2021: 50 clients served in shelter, total of 1,264 units (bed days), 71 clients diverted from shelter placement and reunified with their parent(s), guardian(s), and/or relative(s)

Outcomes:

1. 92% of Story Co youth are discharged to a recommended destination.
2. 100% of Story Co youth showed improvement in basic living skills.

COVID-19 Impact:

COVID-19 continued to have an impact on Rosedale Shelter and referrals. Rosedale Shelter continued to follow the recommendations of the Iowa Department of Human Services (DHS) and The Center for Disease and Control (CDC) related to: visitor policies, facility cleaning and sanitation recommendations, quarantining timeframes, and use of personal protective equipment (PPE). At times of high possible exposure, Rosedale Shelter staff implemented changes to decrease visitors coming into the shelter facility and overall face to face contact with other external individuals, ended accepting donations that would have previously been brought to the shelter, and increased facility sanitation procedures and use of video contacts to best meet client personal and professional needs. Food, paper products and a variety of equipment shortages impacted Rosedale Shelter throughout the pandemic year requiring shelter staff to make more frequent trips to the grocery store and change our daily menus based on availability of food items that could be purchased in bulk.



COVID-19 continued to effect the mental health of those being served and our staff that continued working to provide shift coverage 24/7. Rosedale Shelter experienced a much higher increase in staff turnover, which impacted our overall staff retention and challenged recruitment efforts to hire new employees in a timely manner. With adjusting our agency recruitment strategies, Rosedale Shelter was able to eventually onboard multiple staff to provide the necessary time off and relief to the staff who had continued to work overtime throughout the pandemic. Youth also resided in shelter for longer periods of times throughout this year.

Schools in the surrounding communities followed different learning platforms with some schools returning face-to-face (a few times a week) and others continued online learning. This continued the need for additional shelter staff to meet the need for increased client supervision for the youth remaining at Rosedale during school hours to complete school online. This was a challenge for staff who needed to learn multiple school platforms and create a variety of schedules to accommodate the online class schedules for individual youth.

Success Story:

Rosedale Shelter served a 16 year old boy who has been in and out of Rosedale Shelter as a parent placement for several years. His mother refused to pick him up and his other family members refused to allow him to live in their home as well. Rosedale Shelter worked with the family and youth to find the best possible option for long-term success, stability, and safety. The youth was struggling with mental health concerns and explained to Rosedale staff that this was affecting his aggressive responses and lack of interest in school. This youth maintained his employment while residing in shelter and continued to attend his home school. He was connected with a mental health therapist and the Department of Human Services accepted his case to allow for more resources to support this youth and family. His mother had requested DHS assistance several times prior, but it was not accepted. During the shelter stay, this youth and his mother were able to work on their relationship. She ended up taking him on a few off-site visits and provided items of need that she originally stated she would not provide for him. This youth also expressed how challenging it was to cope with his brother's violent crime that caused his brother to go to prison. He expressed to Rosedale staff that this was embarrassing for him, as a lot of people in his hometown know they are related and judge him for this. Rosedale staff was able to facilitate and support the improvement of this relationship with his mother, set up a call with his brother, and support prosocial activities for the youth. The youth was eventually placed in a foster home to remain in his hometown while continuing to work on his relationship with his mother. He was also referred to Transitional Living Services to continue his path to long-term success, if he is not able to return home.

Trends:

Referrals from parent placements continued to be lower during this reporting period, with not all schools returning face-to-face and many therapists conducting sessions online instead of face-to-face. With families continuing to stay home, youth were not meeting face-to-face with professionals that would typically make referrals for those youth needing shelter services.

YSS will be pursuing appropriate steps consider a new Central Iowa Campus that could include but not be limited to a new shelter facility. The intent would be to support necessary facility updates and improvements to best meet the needs of our youth & families served.

The total # of shelter beds throughout the State of Iowa have decreased, due to workforce challenges and not being able to manage some of the youth with more intense behavioral and mental health needs. YSS Rosedale Shelter bed capacity will continue to remain the same as previous years.



Transitional Housing

Program: *Transitional Housing Services*

Submitted By: *Hope Metheny*

Program Description:

The Story County Transitional Housing program works with transition age homeless/at-risk youth between the ages of 16 ½ to 24. Our program has 5 key areas of focus: safe housing, living skills, education, employment, and positive community engagement.

The goal of our program is to help homeless youth into safe housing and then surround them with the support (case management) that they need transition into adulthood successfully. We utilize four scattered site-housing options in Story County for the Transitional Living Program to help meet the needs of the clients we serve. These sites can house youth up to 18 months. An additional 3 apartments in Story County are in participant's names for COVID Rapid Rehousing (RRH). The programs have served 6 transition age youth victims of human trafficking in rapid rehousing units in Story County.

Number Served:

24, 3 of which were unaccompanied youth under the age of 18

Outcomes:

Of the 24 housed since July 1, 2020, 10 are still currently in the housing programs working on their goals. Program participants currently receiving services are classified as stayers when tracking outcomes in our programs. Number of discharges since July 1, 2020, has been 14, and these participants are classified as leavers.

Of the 14 leavers 13/14 (93%) were discharged to safe and appropriate housing options, 1/14 (7%) were discharged to jail. All of the stayers are currently in safe/stable housing.

A HUD outcome standard is that 40% of people in housing increase their income while in programming. YSS Transitional Housing in Story County over the past year, during a pandemic, was able to achieve a 50% success with the average change in earned income being \$816.67 per month.

100% (14/14) of participants leaving reported they had a better understanding of how to create and keep healthy relationships at discharge.

100% (14/14) of participants leaving were connected to mainstream benefits.

71% (17/24) of participants served (stayers and leavers) have been able to obtain or remain at a job or in school during the reporting period.

COVID-19 Impact:

YSS was able to obtain 3 apartments with COVID CARES dollars by a sub-contract with The Bridge Home. These apartments are in participants names and YSS is able to assist participants with rental assistance/deposit for a one-year period each with complete wrap around services. Each of these youth came from being literally homeless with Covid related income loss. YSS has been able to fully furnish all apartments and continues to meet with all of these participants.

YSS Story County housing programs have remained open the entire pandemic. Staff have worked endlessly to ensure that the homeless youth in our community are safely housed and all of their basic needs are met. Not having access to reliable phones or internet prior to entry into housing programs has made it near impossible for homeless individuals to work on co-occurring issues (mental health, substance abuse, etc.).

Lower capacity at emergency shelters for social distancing caused more youth that may have been in shelters to be forced to live on the streets or in their cars and less couch hopping due to families/friends not wanting to take in additional youth with social distancing in place.

The supplies needed to run THS homes grew due to programing provided clients with all of the supplies they needed which included many household needs such as toilet paper, increased cleaning supplies, masks, new bedding for every client that entered, and providing them with food and needed quarantine supplies as needed for their basic needs and safety. This also increased staff time gathering and delivering supplies directly to participants and having more check ins to ensure their needs were being met and they were coping with the pandemic and increased mental health concerns due to isolation.

The length of time that youth are in the program during the pandemic has also risen due to things like lay-offs, isolations, long times gaining employment.

Success Story:

During the reporting period a participant did wonderfully while being in the program. He is a transgendered youth from Story County and was able to start hormone therapy while being in the program. He was not able to take hormone therapy prior to turning 18 because he didn't have his parents' permission. He moved into the program on his 18th birthday. He had not been living with either of his parents since the age of 16. He reported he was experiencing positive effects due to taking the hormones and reports that he is feeling more comfortable now that he is able to be who he sees himself being. He graduated high school in May 2020 while in programing. He was not able to have a graduation ceremony or party due to restrictions with COVID-19 and he handled this with dignity and respect. He was given a sign for his yard saying he was a high school graduate, and he proudly displayed that for several months. Once he graduated high school, he was able to obtain full time employment locally.

He worked full time and took on extra shifts when he could, so he was able to get his full license then save up for a car and purchase one. Purchasing a car can be extremely difficult at 18 without co-signers. He had to put money into his car and was able to prioritize his car and living expenses over wants and budgeting went well while he was in programing.

He also has been going to therapy, though he reports that he does prefer face-to-face therapy. He has the goal of being able to transition more and going to therapy so that he can have his surgery in the future is very important to him. He also reports that he is starting to have a relationship with his parents again and one of his parents even came to visit him while he was in the program. He was able to save up enough money and successfully transitioned out of the program into self-sufficiency. He rented an apartment and signed a yearlong lease. He had enough money in his savings account at that time to pay deposit and first month's rent and to purchase things that he would need to live independently, and still had some money saved up for emergencies. When doing follow up appointments with him he reports that things are going well. He is working full time, in the same apartment making all of his payments and has now resumed face-to-face therapy appointments. He reported that he also received a promotion at his job.

Trends:

The past year the housing programs have remained at near to full capacity. Staff has seen the number of homeless people in the region grow over the past year due to the pandemic. Even prior to the pandemic YSS has seen the need for more youth housing for homeless/at risk youth in the community and staff are working hard to try to ensure there is enough space and funding available to meet the needs.



ATTACHMENT A: FaDSS BROCHURE



FaDSS Focused on Family Success

Your FaDSS home visitor will work with your family in the comfort of your home. We focus on what's going right with your family, setting goals and connecting your family to the things you need for success.

FaDSS services:

We'll Do it Together

Your family's goals may include education or job training, finding a new job, or working on things like housing, child care, or other assistance. Your FaDSS home visitor will support you each step of the way.

We work with your entire family – parents, kids, and other family members – to make sure you have what you need for success.

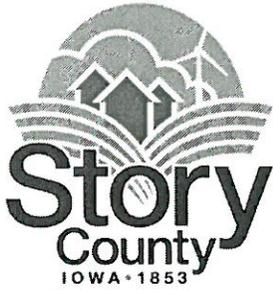
Join FaDSS Today!:

The FaDSS program is free and voluntary. Families participating in the Family Investment Program (FIP) are eligible for the FaDSS program.

IMPOSSIBLE



A COMMUNITY-BASED ORGANIZATION
SERVING YOUTH AND FAMILIES SINCE 1976



**STORY COUNTY
BOARD OF SUPERVISORS
LISA HEDDENS
LINDA MURKEN
LATIFAH FAISAL**

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

June 17, 2021

TO: Board of Supervisors
FROM: Linda Murken, Supervisor
SUBJECT: Membership in Watershed Management Authorities (WMAs)

I currently serve as Story County's representative to the loway Creek WMA and the Headwaters of the South Skunk WMA. We did not name an alternate.

We also are a member of the Four-Mile Creek WMA. Leanne Harter has worked with that WMA for several years and serves as our representative. The Board appointed me as the alternate.

I would suggest that we appoint Leanne Harter as my alternate to the loway Creek WMA and the Headwaters of the South Skunk WMA. She currently provides assistance to these groups, and she would be more aware of what was going on with them if she were to serve as the alternate.

Copy to Leanne Harter, Sandra King, file

APPROVED **DENIED**
Board Member Initials: LM
Meeting Date: 6-22-21
Follow-up action: _____

Story County Provider and Program Participation Agreement

THIS AGREEMENT (the Agreement), entered into this First day of July, 2021 is by and between **Story County** and **Boys and Girls Club of Story County** (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 6th 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:

Boys & Girls Clubs of Story County
210 South 5th Street
Ames IA 50010

Attention: Erica Peterson

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

COUNTY:

PROVIDER:

By: 

Boys & Girls Clubs of Story County
By: 

Print Name: Lisa K. Hadden

Print Name: Erica Peterson

Print Title: Story County Board of Supervisors

Print Title: CEO

Date: 6-22-21

Date: 6/15/21

ATTACHMENT A
SERVICE DEFINITIONS AND RATES
FISCAL YEAR: 2022

Service Description	Unit of Service	Rate
Youth Development/Social Adjustment – Ames Not to Exceed \$20,521	1 Client Contact/Day	\$35.21
Youth Development/Social Adjustment – Nevada Not to Exceed \$4,205	1 Client Contact/Day	\$70.02

Story County Provider and Program Participation Agreement

THIS AGREEMENT (the Agreement), entered into this First day of July, 2021 is by and between **Story County** and **Primary Health Care** (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**

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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.

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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.

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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
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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 6th 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:

PHC
1200 University Ave. #200
Des Moines, IA 50314
Attention: Marissa Conrad

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

COUNTY:

PROVIDER:

By: 

By: 

Print Name: Lisa K Heddies

Print Name: Kelly Huntsman

Print Title: Story County Board of Supervisors

Print Title: CEO

Date: 6-22-21

Date: May 11, 2021

**ATTACHMENT A
SERVICE DEFINITIONS AND RATES
FISCAL YEAR: 2022**

Service Description	Unit of Service	Rate
Dental Clinic Not to Exceed \$33,287	1 Clinic Hour	\$238.49

RECEIVED

JUN 07 2021

STORY COUNTY
COMMUNITY SERVICES

LEASE - BUSINESS PROPERTY - SHORT FORM
THE IOWA STATE BAR ASSOCIATION
Official Form No. 165
Recorder's Cover Sheet

Preparer Information: (name, address and phone number)

Ethan P. Anderson, 1315 South B. Ave., Nevada, IA 50201, Phone: (515) 232-4185

Return Document To: (name and complete address)

1315 South B. Ave
Nevada, Iowa 50201

Grantors:

Mary Greeley Medical Center

Grantees:

Story County, Iowa

Legal Description: See Page 2

Pages: Nine (9) including this page

Official Board Action date: __/ __/ __

Reference Number: _____

BUSINESS PROPERTY LEASE

THIS LEASE, made and entered into this 21st day of May, 2021, by and between Story County, Iowa, authorized under the laws of the State of Iowa, ("Landlord"), whose address, for the purpose of this lease, is 900 6th Street, Nevada, Iowa, 50201, and Mary Greeley Medical Center, ("Tenant"), whose address for the purpose of this lease is 1111 Duff Avenue, Ames, Iowa, 50010.

The parties agree as follows.

1. PREMISES AND TERM.

Landlord leases to Tenant the following real estate, situated in Story County, Iowa described as a building property owned by Story County, Iowa and situated in Story County Iowa:

(a) The building located at 124 S. Hazel Avenue, Ames, Iowa 50010.

Together with all improvements thereon, and all rights, easements and appurtenances thereto belonging, for a term beginning on the 1st day of July, 2021, and ending on the 30th day of June, 2022 upon the condition that Tenant performs as provided in this lease. The lease may be renewed by the parties for additional one (1) year terms either by signing a new lease or by signing an addendum (subject to the conditions in section two (2)). This lease shall not automatically renew.

2. RENT.

Tenant agrees to pay Landlord as rent **\$1.00** for the period of July 1, 2021 through September 30, 2021 for the property in a single unapportioned lump sum payment, on or before the 1st day of July, 2021. Tenant agrees to pay Landlord as rent \$4,975.00 per month on or before the 3rd day of October, 2021 and on or before the 1st day of each month thereafter, during the remaining term of this lease. Rent for any partial month shall be prorated as additional rent. Rent beyond the initial term of this lease will be negotiated at the current fair market rate. All rent payments are to be made payable to Story County Iowa, 900 6th Street, Nevada, IA 50201, and delivered to Story County Iowa, 900 6th Street, Nevada, IA 50201 or at such other place as Landlord may designate in writing. Delinquent payments shall draw interest at 5% per annum.

3. SECURITY DEPOSIT.

No security deposit for the property is required by the Landlord.

4. POSSESSION.

Tenant shall be entitled to possession on the first day of the lease term, and shall yield possession to Landlord at the termination of this lease. SHOULD LANDLORD BE UNABLE TO GIVE POSSESSION ON SAID DATE, TENANT'S ONLY DAMAGES SHALL BE A PRO RATA ABATEMENT OF RENT.

5. USE.

It is the understanding of the parties that the intended use of the property is for Mary Greeley Medical Center's subacute and transitional living services. Mary Greeley Medical Center shall use the premises only for this business purpose.

6. CARE AND MAINTENANCE.

Landlord and Tenant agree to the following.

Landlord responsibilities:

- (a) Landlord shall keep the following in good repair: roof, sewer, plumbing, heating, wiring, air conditioning. Landlord shall have reasonable access to the building in all areas at all times in order to inspect, repair, install building mechanical and structural components. **Monthly safety inspections will normally occur on the afternoon shift – 4:00 p.m. to 12:30 a.m. Monday through Friday.(CHECKING W/ FACILITIES ON THIS. MAY JUST CONTINUE QUARTERLY INSPECTIONS)** Landlord shall not be liable for failure to make any repairs or replacements or alterations unless Landlord fails to do so within a reasonable period of time after written notice from Tenant.

Tenant responsibilities:

- (b) Tenant accepts the premises as is, except as herein provided.
- (c) Tenant shall maintain the premises in a reasonable safe, serviceable, clean and presentable condition, and except for the repairs and replacements provided to be made by Landlord in subparagraph (b) above, shall make all repairs, replacements and improvements to the premises, INCLUDING ALL CHANGES, ALTERATIONS OR ADDITIONS ORDERED BY ANY LAWFULLY CONSTITUTED GOVERNMENT AUTHORITY DIRECTLY RELATED TO TENANT'S USE OF THE PREMISES.

- (d) Tenant shall make no structural changes or alterations to the building or its contents without the prior written consent of Landlord.
 - (e) Tenant shall contact the Landlord immediately upon notice of any of the following:
 - (1) for any ceiling water leak, service water or plumbing leak;
 - (2) for loss of electricity;
 - (3) for loss of heat or air conditioning;
 - (4) broken glass including building light fixtures;
 - (5) doors/windows that do not open/close or lock.
 - (f) Tenant shall maintain all outside public areas, lawns, sidewalks, driveways, and parking areas including snow removal.
-

The following 24 hour emergency number shall be used and kept available for Mary Greeley Medical Center personnel at the building:

Facilities Management Emergency Number

(515)460-4901

Examples of an emergency include: fire, water leaks, unsecured doors/buildings, and broken windows. Our office is open 7:30 am – 4:00 pm, Monday – Friday. During those hours, you may call our main number at: (515)382-7400. If there is no answer, please call the on-call cell phone number (in red, above).

Work orders for everyday occurrences, such as a light out, plugged stool, etc., shall be emailed to: FMWorkOrders@storycountyowa.gov.

7. MECHANICS' LIENS AND NOTICE TO SOLICITORS.

Neither Tenant, nor anyone claiming by, through, or under Tenant, shall have the right to file any mechanic's lien against the premises. Mechanic' liens against public property are barred by Iowa Code Section 626.109. Tenant shall not perform any improvement/work to the four properties or hire contractors and subcontractors who may furnish, or agree to furnish, any material, service or labor for any improvement/work on the premises. Should Tenant be approached by solicitors, Tenant is to immediately notify Landlord and inform solicitors that only Landlord may authorize and perform improvements.

8. UTILITIES AND SERVICES.

Tenant shall pay for the following listed utilities: water, electric, gas, sewer and trash services. The listed utilities will be in the Tenant's name. Landlord shall not be liable for damages for failure to perform as herein provided arising from causes beyond the control of Landlord, provided Landlord uses reasonable diligence to resume such services.

9. SURRENDER.

Upon the termination of this lease, Tenant will surrender the premises to Landlord in good and clean condition, except for ordinary wear and tear or damage without fault or liability of Tenant. Continued possession, beyond the term of this Lease without a written lease or written amendment along with the acceptance of rent by Landlord shall constitute a month-to-month extension of this lease. The landlord may refuse to accept month-to-month payment beyond the lease term without a signed written amendment or new signed lease.

10. ASSIGNMENT AND SUBLETTING.

No assignment or subletting, either voluntary or by operation of law, shall be effective without the prior written consent of Landlord, which consent shall not unreasonably be withheld.

11. INSURANCE.

Landlord and Tenant agree to the following.

- (a) **Property insurance.** Landlord and Tenant agree to insure their respective real and personal property for the full insurable value. Such insurance shall cover losses included in the special form causes of loss (formerly all risks coverage). To the extent permitted by their policies the Landlord and Tenant waive all rights of recovery against each other.
- (b) **Liability insurance.** Tenant shall obtain commercial general liability insurance in the amounts of \$1,000,000.00 each occurrence and \$3,000,000.00 annual aggregate. This policy shall include an endorsement listing Story County Iowa as an additional insured. The Tenant will provide a copy of the policy declarations to the Landlord yearly upon request.

12. LIABILITY FOR DAMAGE.

Each party shall be liable to the other for all damage caused to the other's property due to the negligence, reckless or intentionally acts caused by that party

(or their agents, employees or invitees), except to the extent the loss is insured and subrogation is waived under the owner's policy.

13. INDEMNITY.

Except for negligence of Landlord or Landlord's agents, Tenant will protect, defend, and indemnify Landlord from and against any and all loss, costs, damage and expenses occasioned by, or arising out of, any accident or other occurrence causing or inflicting injury or damage to any person or property, happening or done in, upon or about the four premises, or due directly or indirectly to the tenancy, use or occupancy thereof, or any part thereof by Tenant or any person claiming through or under Tenant.

14. DAMAGE.

In the event of damage to the premises so that Tenant is unable to conduct business on the premises, this lease may be terminated at the option of either party. Such termination shall be effected by written notice of one party to the other and delivered registered or certified mail to the designated address found in paragraph 17 of this agreement. Thirty (30) days after such notice, the parties shall be released from all obligations under this agreement for the remainder of the lease term. This paragraph is not intended as, and does not operate as, a release for any delinquent rent owing by Tenant or liability for damages owing to either Tenant or Landlord occurring before the notice.

15. DEFAULT, NOTICE OF DEFAULT AND REMEDIES.

Landlord and Tenant agree to the following.

Events constituting default by tenant:

Each of the following shall constitute an event of default by Tenant.

- (a) Failure to pay rent when due;
- (b) Failure to observe or perform any duties, obligations, agreements, or conditions imposed on Tenant pursuant to the terms of the lease;
- (c) Abandonment of the premises. "Abandonment" means the Tenant has failed to engage in its usual and customary business activities on the premises for more than fifteen (15) consecutive business days; and
- (d) Institution of voluntary bankruptcy proceedings by Tenant; institution of involuntary bankruptcy proceedings in which the Tenant thereafter is adjudged a bankruptcy; assignment for the benefit of creditors of the interest of Tenant under this lease agreement; appointment of a

receiver for the property or affairs of Tenant, where the receivership is not vacated within ten (10) days after the appointment of the receiver.

Notice of default:

Landlord shall give Tenant a written notice specifying the default and giving the Tenant ten (10) days in which to correct the default. If there is a default (other than for nonpayment of a monetary obligation of Tenant, (including rent) that cannot be remedied in ten (10) days by diligent efforts, the Tenant shall propose an additional period of time (in writing) in which to remedy the default. Consent to additional time shall not be unreasonably withheld by Landlord. Landlord shall not be required to give Tenant any more than three notices for the same default within any one year (365 day) lease period.

Remedies:

In the event Tenant has not remedied a default as required by this agreement and assuming proper notice has been given, Landlord may proceed with all available remedies at law or in equity, including but not limited to termination of the lease. In the event of termination of this lease, Landlord shall be entitled to pursue all legal means available to recover possession of the premises. Landlord shall also be entitled to pursue and obtain money judgment against Tenant for the balance of rent agreed to be paid for the lease term, for any damages to the premises plus all expenses of landlord in enforcing these remedies and reletting the premises, including reasonable attorney's fees and court costs.

16. RIGHT TO ADVERTISE.

Landlord, during the last 90 days of this lease, unless the parties to this lease have agreed to renew the lease, shall have the right to maintain on the premises either or both a "For Rent" or "For Sale" signs. Tenant will permit prospective tenants or buyers to enter and examine the premises.

17. LEGAL NOTICES AND DEMANDS.

All legal or other notices and demands required by this agreement to be in writing shall be delivered to the parties hereto at the addresses designated in this paragraph unless either party notifies the other, in writing, of a different address. Without prejudice to any other method of notifying a party in writing or making a demand or other communication, such notice shall be considered given under the terms of this lease when it is deposited in the U.S. Mail, registered or

certified, properly addressed, return receipt requested, and postage prepaid. The address of Landlord is:

Story County Iowa, 900 6th Street, Nevada, IA 50201

The address of the Tenant is:

Mary Greeley Medical Center, 1111 Duff Avenue, Ames, Iowa 50010

18. PROVISIONS BINDING.

Each and every covenant and agreement herein contained shall extend to and be binding upon the respective successors, heirs, administrators, executors and assigns of the parties hereto.

19. CERTIFICATION.

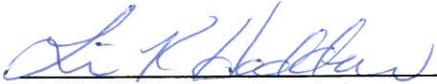
Tenant certifies that it is not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by any Executive Order or the United States Treasury Department as a terrorist, "Specially Designated National and Blocked Person" or any other banned or blocked person, entity, nation or transaction pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control; and it is not engaged in this transaction, directly or indirectly on behalf of, or instigating or facilitating this transaction, directly or indirectly on behalf of, any such person, group, entity or nation. Tenant hereby agrees to defend, indemnify and hold harmless Landlord from and against any and all claims, damages, losses, risks, liabilities and expenses (including attorney's fees and costs) arising from or related to any breach of the foregoing certification.

20. CONTENTS

Landlord will leave contents on the premises. Contents are defined as "chairs, desks, filing and storage cabinets, white boards, folding tables, kitchen equipment, appliances, beds, dressers, etc." All contents are left on the premises at the discretion of the Landlord. Landlord retains ownership of all contents and contents shall not be removed from the buildings without express permission from the Landlord. Landlord may remove contents at any time subject to its discretion. At the end of the lease, all contents return to the Landlord. Contents shall remain in good condition with normal wear and tear. Tenant shall execute an inventory sheet with Landlord specifying the contents that are left on the premises and Tenant agrees to return all contents to Landlord at the expiration of the lease agreement.

21. ADDITIONAL PROVISIONS.

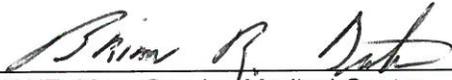
The basement of 124 S. Hazel, Ames, Iowa 50010 will be retained and used by landlord Story County, Iowa. Access at all times to the basement area will be granted to Story County, Iowa. Access to the building will be granted to landlord at all times without prior approval by tenant. Landlord will notify tenant when it plans to access the building when prior notice is practical.



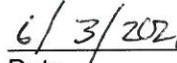
LANDLORD, Story County Iowa
Authorized signature
Lisa Heddens, Chair, Story County Board of Supervisors



Date



TENANT, Mary Greeley Medical Center
Brian Dieter, President



Date

Facilities Management Emergency Contact Information

EMERGENCY NUMBER ONLY:

(515)460-4901

Examples of an emergency include: fire, water leaks, unsecured doors/buildings, and broken windows. Our office is open 7:30 am – 4:00 pm, Monday – Friday. During those hours, you may call our main number at: (515)382-7400. If there is no answer, please call the on-call cell phone number (in red, above).

Work orders for everyday occurrences, such as a light out, plugged stool, etc., shall be emailed to: FMWorkOrders@storycountyiowa.gov.

**-Thank You-
Story County Facilities Management**

This sign is to reproduced and displayed by Tenant in a prominent location during the lease term.

**BOARD OF SUPERVISORS RESOLUTION NO. 21-99
RESOLUTION TO ABATE TAXES ASSESSED AGAINST SAID MOBILE HOME**

WHEREAS, the following mobile home was located at 201 Date Court, Ames, Iowa, a/k/a Old Orchard Mobile Home Park, Iowa; and,

WHEREAS, said mobile home was damaged beyond repair by the Derecho storm and removed from the park by the Insurance Company without the Treasurer's knowledge; and,

WHEREAS, said mobile home has delinquent taxes in the amount of \$167; and,

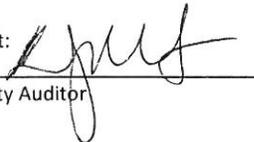
WHEREAS, Section 435.25 of the Code of Iowa, states that when it is administratively impractical to pursue tax collection through the remedies of this section, all taxes, regular and special, interest, and costs shall be abated by resolution of the county board of supervisors. The resolution shall direct the treasurer to strike from the tax book the reference to said mobile home; and,

NOW, THEREFORE BE IT RESOLVED, that all delinquent taxes on the following mobile home are hereby abated. The county treasurer is directed to strike from the tax book the delinquent taxes that are in reference to said mobile home:

Grant Ryan Thomas VIN #0456739I Title #85AC53993

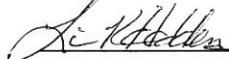
APPROVED this 22nd day of June, 2021


Chairperson, Board of Supervisors

Attest: 
County Auditor

ROLL CALL	Latifah Faisal	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
FOR ALLOWANCE	Lisa Heddens	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
	Linda Murken	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>

ALLOWED BY VOTE
OF BOARD Yea 3 Nay 0 Absent 0

 Above tabulation made by 
CHAIRPERSON

Story County Employee Handbook Revisions Effective July 1, 2021

Section V General Performance Guidelines

- Inclement Weather updated to include telework to be allowed at the discretion of the Department Head or Elected Official

Section VII Benefits

- Group Health Insurance (Update plan options and FY22 monthly insurance premiums)

APPROVED **DENIED**

Board Member Initials: JCH

Meeting Date: 6-22-21

Follow-up action: _____



Story County

EMPLOYEE HANDBOOK

Revised July 2021



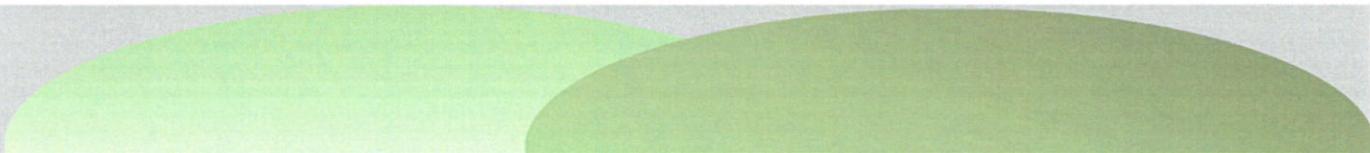
APPROVED

DENIED

Board Member Initials: AKH

Meeting Date: 6-22-21

Follow-up action: _____



Dear Employee:

Story County has provided this handbook to give you an overview to our policies and benefits.

This employee handbook is given to all employees. Periodically, this handbook may be revised. It is designed so any additions or corrections can be made by simply replacing pages.

The policies included in this handbook are guidelines and do not constitute a contract or agreement between the employee and employer and may be changed at any time. It should also be understood that your employment status is "at-will" which means your employment may be terminated without notice at any time, with or without reason by either you or the County.

Please keep in mind that if you work in a department with a Governing Board different than the Board of Supervisors, and that Board has more restrictive policies in any areas, then those policies will apply. In those cases, employees will be advised by their respective Elected Officials or Department Heads.

We hope that your experience with Story County will be positive and rewarding.

Thank you,

Chair,

Board of Supervisors

Mission Statement

Engaging our diverse communities
to responsibly provide quality opportunities
and services that matter.

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SECTION I

About This Handbook and the At-Will Employment

ABOUT THIS HANDBOOK AND THE AT-WILL EMPLOYMENT RELATIONSHIP

ALTHOUGH STORY COUNTY HAS DISTRIBUTED THIS HANDBOOK TO BE HELPFUL, THE EMPLOYEE SHOULD UNDERSTAND THAT NEITHER THIS HANDBOOK NOR ANY RULES, REGULATIONS, OR POLICIES CONTAINED IN THIS HANDBOOK OR OTHERWISE EXPLAINED CONSTITUTE AN EMPLOYMENT CONTRACT. AN EMPLOYEE IS TO BE AWARE OF AND UNDERSTAND THE FACT THAT HE/SHE MUST CONFORM TO THE RULES, REGULATIONS, AND POLICIES OF THE COUNTY, AND THAT THE EMPLOYMENT RELATIONSHIP IS ON AN “AT-WILL” BASIS THAT CAN BE TERMINATED EITHER WITH OR WITHOUT REASON, EITHER WITH OR WITHOUT NOTICE, AT ANY TIME, AT THE OPTION OF EITHER THE EMPLOYEE OR THE COUNTY BOARD OF SUPERVISORS. NO REPRESENTATIVE OF STORY COUNTY, EXCEPT THE STORY COUNTY BOARD OF SUPERVISORS OR ITS DELEGATED REPRESENTATIVE HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME OR TO MAKE ANY AGREEMENT CONTRARY TO THIS RULE.

The information contained in this handbook is presented for the benefit of all present and future County employees. The County is committed to periodically reviewing this information and reserves the right to revise, change, correct and update this handbook at any time. When this happens, the County will provide the employee with the changes or replacements to the handbook. Each employee is responsible for reading such changes and replacements and asking his/her immediate supervisor about anything that is unclear.

All employee handbooks and employee handouts issued prior to July 1, 2021 are replaced by this handbook. Documents issued prior to this date should be discarded. This handbook is effective July 1, 2021.

SECTION II

Open Door/Conflict Resolution Policy

OPEN DOOR / CONFLICT RESOLUTION POLICY

FOR PEOPLE TO WORK TOGETHER EFFECTIVELY, THERE MUST BE AN ATMOSPHERE BASED ON MUTUAL TRUST AND RESPECT. HOWEVER, THERE ARE BOUND TO BE OCCASIONAL MISUNDERSTANDINGS AND DISAGREEMENTS. IT IS IMPORTANT THAT THESE BE ADDRESSED IN A TIMELY FASHION.

In general terms, the policy is simply an attitude of consideration for each individual's viewpoint. More specifically, it invites the employee to express him/herself freely to his/her immediate supervisor about his/her job, or about Story County policies. If there is a problem, a misunderstanding, or a request, the employee is encouraged to talk to his/her immediate supervisor about it. If the employee's immediate supervisor is not able to give him/her a satisfactory answer, and the immediate supervisor is not the Department Head or Elected Official, the employee must take his/her problem to his/her Department Head or Elected Official. If the Department Head, Elected Official, or immediate supervisor is not able to give the employee a satisfactory answer, he/she must take the problem to Human Resources. If Human Resources is unable to give the employee a satisfactory answer, he/she must take the problem to the Board of Supervisors, or appropriate governing body, who will render a final decision. An issue submitted to the Board of Supervisors must be presented in writing.

When the issue personally involves the immediate supervisor, with whom the employee would ordinarily discuss a problem, the employee may bypass that individual and proceed to the next person in authority without fear of reprisal.

SECTION III

Employment Practices

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Story County to implement equal opportunity to all qualified employees and applicants for employment, without unlawful regard to race, religion, creed, color, sex, age, national origin, sexual orientation (defined as both actual and perceived heterosexuality, homosexuality and bisexuality), gender identity (defined as gender-related identity, regardless of the person's assigned sex at birth), or disability, and positive action shall be taken to ensure the fulfillment of this policy. The obligation includes: hiring, placement, upgrading, transfer, or demotion; recruitment; advertising, or solicitation for employment; treatment during employment; rates of pay or other forms of compensation; selection for training; layoffs or termination.

EMPLOYMENT ELIGIBILITY VERIFICATION FORM PROCESS (I-9)

The Immigration Reform and Control Act of 1986 requires the County to verify and document both the identity and employment eligibility of all persons hired after November 6, 1986. The employee is presented an I-9 form to complete and attest he/she is eligible for employment. The County is required to examine original documentation presented by the employee establishing identity and employment eligibility. The I-9 form lists acceptable documentation. The I-9 form will be placed in an I-9 file and retained for the longer of three years after the date of hire or one year after employment ends. In addition, Story County is an E-Verify Employer utilizing the web-based program administered by the U.S Department of Homeland Security, USCIS Verification Division and the Social Security Administration which supplements the current I-9 employment eligibility verification process.

AMERICANS WITH DISABILITY ACT AMENDMENTS ACT (ADAAA)

The Americans with Disability Act Amendments Act (ADAAA) prohibits discrimination against qualified individuals on the basis of a physical or mental impairment that substantially limits a major life activity. It is the policy of the County to comply with the ADAAA. The County will not discriminate against any qualified employee with respect to any terms, privileges, or conditions of employment because of that person's physical or mental disability. In compliance with the ADAAA, the County will consider reasonable accommodations that do not pose undue hardship to the County to enable qualified employees with disabilities to perform the essential functions of the position. The County encourages employees to make suggestions regarding reasonable accommodations to Human Resources.

EMPLOYMENT OF RELATIVES

It is Story County's policy to hire the best qualified person available for each position. Family members of current employees are eligible for employment, subject to limitations of state law governing the employment of family members of public and elected officials and limited by the terms of this policy. This policy applies to all County departments and all categories of employment, including full-time, part-time, and temporary classifications.

SECTION III

Employment Practices

To avoid the appearance of favoritism and/or difficulties in administering corrective action, the County will not hire, appoint, transfer, promote, or otherwise place an individual in a position that involves the supervision of, or by, a family member. For purposes of this policy, "family member" includes the individual's mother, father, brother, sister, grandparent, spouse, son, daughter, grandchild, great-grandchild, niece, nephew, aunt, uncle, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, or daughter-in-law.

Supervisor/subordinate situations in which an employee becomes an immediate family member or establishes a close personal/dating relationship will not be allowed. If this occurs, only one of the employees will be allowed to keep his/her current position. The other employee will be given the option of transferring to another position, if available, or resigning their position with the County. The employees involved will first be given the opportunity to make the decision. However, if the decision is not made in a timely manner, the County reserves the right to make the decision.

PROMOTION

Story County considers internal candidates along with external candidates for open positions.

An employee's potential for promotion will be based upon his/her job performance, management evaluation of his/her ability to accept more responsibility, and the availability of a promotional opening. As a position becomes available, the appropriate immediate supervisor may consider those individuals within the respective department who may have interest in the position and have prepared and developed themselves so that they fulfill the necessary qualifications. To this end, each employee is responsible for keeping the Department Head or Elected Official informed of his/her career interests and pursuits in continuing education.

JOB POSTING

Whenever a regular full-time or regular part-time position becomes available, except for the position of deputy to an Elected Official, a notice of such opening will be posted on the bulletin boards located on the main floor of the Story County Administration Building for a minimum of ten calendar days and remain until the position is filled. (However, at the discretion of the immediate supervisor and/or Department Head or Elected Official, he/she may set a deadline for applications, as long as it complies with the minimum of 10 days.) The notice will contain the position title, a brief job description, and minimum hiring specifications.

Applications shall be submitted through Story County's Online Application Process. All applicants, including current employees, shall be considered on the basis of job-related qualifications including attitude, skill, ability, past performance, efficiency and disciplinary record. Military service may also be a factor in hiring decisions, as provided by Iowa's Veteran's Preference law.

REHIRE

An employee who terminates employment with the County in good standing will be considered for any position for which he/she applies if he/she meets minimum qualifications regardless of the individual's race, creed, religion, color, sex, age, national origin, sexual orientation, gender identity, veteran status, physical or mental condition or pregnancy or any other disability. Credit for previous employment will be given if voluntary separation was for a period of sixty (60) days or less.

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ORIENTATION PERIOD

Although efforts are made to hire those individuals likely to be successful in the position for which he/she was hired, all newly hired employees will have an orientation period of six (6) months. Employment is at-will during this period. This period gives the employee an opportunity to become acquainted with the job and gives the County an opportunity to evaluate the employee's fitness for the position. Employees will be given an evaluation every sixty (60) days or two (2) months by their immediate supervisor during this period.

If, at the conclusion of the Orientation Period, the Department Head or Elected Official decides employment should be continued, it will continue on an "at-will" basis.

CLASSIFICATION OF EMPLOYEES

All employees of Story County are employed on an "at will" basis. "At will" is defined as an employment relationship that can be terminated by either the employee or the County with or without notice, for any reason, or for no reason at all. There are no expressed or implied agreements with respect to the term of employment.

All employees are designated as either NONEXEMPT or EXEMPT under federal and state wage and hour laws. **NONEXEMPT** - Employees are entitled to overtime pay under the specific provisions of federal and state wage and hour laws.

EXEMPT - Employees are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above designations, an employee will belong to one other employment classification:

REGULAR FULL-TIME - Employees who are not in a temporary status and who are anticipated to be scheduled to work the County's full-time schedule are classified as Regular Full-Time. These employees are eligible for the employer's full benefit package, subject to the terms, conditions, and limitations of each benefit package.

REGULAR PART-TIME - Employees who are not in a temporary status and who are anticipated to be regularly scheduled to work less than the County's full-time schedule are classified as Regular Part-Time. These employees shall be classified as one-quarter (1/4), one-half (1/2), or three-quarter (3/4) time with benefits prorated accordingly. Regular Part-Time employees may be eligible for a portion of the employer's benefit package subject to the terms, conditions, and limitations of each benefit program. (Example: one-quarter (1/4) time employees must work twenty (20) hours per bi-weekly period to qualify; one-half (1/2) time employees must work forty (40) hours per bi-weekly period to qualify; and three-quarter (3/4) time employees must work sixty (60) hours per bi-weekly period to qualify.)

TEMPORARY - Employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project are classified as Temporary. Employment assignments in this category are of an unlimited and indefinite duration. Employment beyond any initially stated period does not in any way imply a change in employment status. "Temporary" employees retain that status until notified of a change. Only legally mandated benefits (such as Social Security, workers' compensation insurance, and IPERS once eligible) are provided to temporary employees.

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Classification is not a limitation upon, nor a guarantee of, the number of hours one may be required to work. All employees, regardless of classification, are employees at-will.

EMPLOYEE RECORDS AND PRIVACY

Employee Records

The County maintains a personnel file for each employee which contains job-related information, such as application and/or resume, employment records, performance reviews, records of job changes, pay information, payroll deductions, education and training records, letter of commendation, and corrective action memos. This information, in addition to attendance records, may be used to determine qualifications for transfer or promotion within the County.

If there are any changes in personal information, each employee must contact Human Resources. It is very important that records are up to date.

Personal information about the employee that has little or nothing to do with work performance will be kept in a separate file and will not be available to anyone except Human Resources and authorized personnel. This includes medical benefits dates, record of personal finances such as wage garnishments, life insurance beneficiaries and other similar types of information. These items are required to administer benefit plans, to meet the County's legal obligations, and to carry out other aspects of personnel administration, but are not necessary for the operating areas.

Internal Access

Internal access to personnel files is extremely limited and particular attention is paid to the proper use of the information.

Record Review Procedure

An employee has the right to review his/her personnel file. The employee may request and receive copies of documents in his/her personnel file. If the employee wishes to review information contained in his/her personnel file, he/she may notify Human Resources. The employee must complete a "Request to Examine Employee Records" form. A County representative will be present during the examination. The employee will be allowed a reasonable amount of time for inspection of the file. The employee may, at his/her own expense, request and receive copies of the contents of the file. The County may charge a reasonable fee for copying the requested items.

External Disclosure

External disclosures from employee records are extremely limited. Only Human Resources and authorized personnel are authorized to give out any information to prospective employers or anyone seeking any type of information. Without the employee's written authorization, only the employee's first and last dates of employment, last position held, and pay rate will be disclosed. The County will release any information relating to the results of federally required drug tests in accordance with applicable laws. The County may be required to release information related to demotions, terminations and resignations in lieu of terminations pursuant to Iowa Code.

OMBUDSMAN

The office of ombudsman has the authority to investigate complaints about Iowa state and local government with exceptions as outlined in Iowa Code Chapter 2C. The toll-free telephone number of the ombudsman is 1-888-426-6283.

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HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The County has adopted a policy in compliance with the Health Insurance Portability and Accountability Act (HIPAA) that protects the privacy and confidentiality of protected health information (PHI) whenever it is used by County representatives. PHI refers to individually identifiable health information received by the County's group health plans and/or received by a health care provider, health plan or health care clearinghouse that relates to past or present health of an individual or for payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, genetic information and evidence of disability. The County has designated the Director of Internal Operations and Human Resources as the County's Privacy Officer. Questions or issues regarding PHI should be directed to the HIPAA Privacy Officer for resolution.

MEDICAL EXAMINATIONS

An employee may be required to submit to a job-related medical examination when necessary to determine if he/she is able to perform the essential functions of the position, and to any fitness for duty examinations required by federal, state or local law or County policy. Voluntary medical examinations may be offered as part of the County's employee health programs.

All medical information collected by the County will be maintained in separate confidential files.

EMPLOYEE LICENSES AND CERTIFICATIONS

It is the employee's responsibility to keep any required licenses and/or certifications current. All required licenses and certificates shall be brought to the appropriate Department Head or Elected Official to be copied for the employee's personnel file. Failure to maintain required licenses and certifications current may result in termination.

TERMINATION OF EMPLOYMENT

An employee has the right to terminate his/her employment at any time, and Story County retains a similar right. Although an employee may resign at any time, with or without reason or advance notice, as a courtesy he/she is requested to provide at least two weeks advance notice whenever possible. All County keys, credit cards (if issued), employee handbook, and any other County property must be returned. A resignation will be considered unsatisfactory if proper notice is not given and/or all County property is not returned.

The Human Resources Department will attempt to conduct an exit interview with each regular County employee upon separation due to retirement, resignation or layoff. This interview is to provide the employee with information regarding termination of benefits and the employer feedback concerning employment.

Refer to Pay Practices Section for information concerning termination pay.

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Safety/Security

SAFETY

It is the County's policy to maintain safe working conditions and to supply all necessary safety equipment. The County's good safety record has been accomplished through the cooperation of all employees. Emphasis is placed on complying with current laws and regulations, enforcing good housekeeping, and maintaining adequate ventilation and lighting.

Employees have the right to report work-related injuries and illnesses without fear of retaliation from management. The County is prohibited from discriminating against an employee for reporting a work-related injury, filing a safety or health complaint, or asking to see the employer's injury and illness logs.

If there is ever any doubt in an employee's mind about the safety of his/her job, an employee should consult with his/her immediate supervisor. If an employee is not satisfied with the answer, he/she should follow procedures in the Open Door/Conflict Resolution Policy in Section II, Page 2.

JOB-RELATED ACCIDENTS / INJURIES / WORKERS' COMPENSATION

All on-the-job injuries must be reported immediately by the employee to their direct supervisor so appropriate medical treatment can be sought by the employee. The County participates in a job-related accident/injury/illness reporting service called Company Nurse On-Call. When injured on the job employees are responsible for following these procedures:

Emergency: Dial 911 and obtain treatment. The employee is to call Company Nurse On-Call to report the injury/illness, obtain the necessary treatment, and inform his/her immediate supervisor as soon as possible after treatment. The employee is expected to cooperate in supplying information regarding the injury/illness.
Non-emergency: Call Company Nurse On-Call. The employee is to call his/her immediate supervisor before seeking treatment to report an injury/illness. The employee is expected to cooperate in the following process regarding the injury/illness:

First Aid Advice only - The employee is to follow the On-Call Company Nurse's recommendations. (If the medical situation worsens or does not improve, the employee is to call back for a referral.)

First Aid Advice and Medical Referral - If a referral is necessary, during normal business hours (8:00 am to 5:00 pm) the employee will be required to have their initial evaluation with McFarland Clinic Occupational Medicine, the County's designated physician, located at 1215 Duff Avenue, Ames, IA. During non-normal business hours (outside 8:00 am to 5:00 pm), the employee will be directed to receive care at the nearest emergency facility.

Coverage

To provide for payment of medical expenses and partial salary continuation in the event of a work-related injury/illness, employees are covered by workers' compensation insurance. The workers' compensation laws of the State of Iowa determine how employees receive medical care and how they are paid for lost work time as a result of a work-related injury or illness. Employees will be required to have their initial evaluation with

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McFarland Clinic Occupational Medicine, Story County's authorized treating clinic for work-related injury/illness.

Income Replacement

Generally, an employee who is eligible for workers' compensation may use sick leave for scheduled work days lost during the first three days following the injury/illness. If the employee continues to be eligible for workers' compensation, the employee will be paid by the workers' compensation carrier at the State of Iowa workers' compensation rate of pay starting on the fourth day of the disability. If the employee is off work for more than fourteen calendar days, the insurance carrier will then pay for the first three days following the illness or injury. The County will then deduct the pay for those first three days from the employee's next regular payroll check. An employee may supplement workers' compensation benefits with accumulated sick leave, vacation or compensatory time if the employee provides a request for the supplement in writing to Human Resources. The County will then compensate the employee for the difference between his/her workers' compensation payment and available sick leave, vacation or compensatory time payment. The employee's accumulated sick leave, vacation, or compensatory time will be reduced accordingly.

Workers' Compensation and FMLA Compliance

A workers' compensation absence may constitute a leave covered by the Family and Medical Leave Act (FMLA). If this is the case, the workers' compensation leave will run concurrently with applicable Family and Medical Leave. This may include cases where a temporary modified duty assignment is not available, or where an employee has refused a temporary modified duty assignment.

Return to Work

Before returning to work, an employee who has been receiving workers' compensation benefits must submit evidence that he/she is safely able to return to work.

TEMPORARY MODIFIED DUTY

Eligibility

Temporary or modified duty assignments may be made by the County for employees with work-related injuries or illnesses who are covered by workers' compensation. Eligibility for modified duty is limited to employees for whom the assignment would be a progressive step in their return to work.

An employee with a job-related injury or illness who refuses a modified duty assignment will lose workers' compensation payments and will be changed to only Family and Medical Leave Act (FMLA) leave status, if the employee's condition qualifies as a serious health condition as defined by FMLA, and the employee is eligible for leave under that policy. At that point, the County will require the employee to substitute accrued paid leave and/or compensatory time from the date the workers' compensation benefits cease.

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Duration of Modified Duty Assignments

Assignment of modified duty tasks within an employee's medical restrictions is intended to be for a temporary duration determined by the respective Elected Official or Department Head and Human Resources. Modified duty assignments will be documented with a list of the functions assigned and the duration of the assignment. Temporary modified duty assignments shall not become regular assignments.

Medical Certification

Before assigning temporary modified duty the County requires medical certification from the County-designated physician that the employee is able to perform the proposed modified duty assignment. At the conclusion of the modified duty assignment, the County will require fitness-for-duty medical certification to determine whether the employee is able to return to his/her normal job duties.

PERSONAL PROTECTIVE EQUIPMENT

Employees may be required to wear personal protective equipment (PPE), to minimize exposure to hazards that may cause serious workplace injuries and illnesses. PPE may include but is not limited to items such as gloves, safety glasses and shoes, earplugs or muffs, hard hats, respirators, coveralls, vests and full body suits.

Safety Shoes or Boots

Each employee that is required to wear safety shoes or boots per OSHA regulations shall be allowed up to \$200.00 per year for the purchase of safety-toed footwear. Original receipts must be submitted by June 1st of each year to be eligible for reimbursement. The purchase must be made during the fiscal year in which reimbursement is requested. Safety shoes or boots are non-taxable if required to be worn as a condition of employment.

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PERSONAL CONDUCT

The success of Story County depends upon the confidence and respect employees generate while in their offices or at their workstations, representing the County at business functions, or in social gatherings. An employee must be able to work with others, to comply with the rules and regulations of the County's, to adjust to change, and to promote the best interests of the County. Where conduct does not meet expectations, corrective action, which may include termination, will take place.

In order to offer employees guidance, the following list provides examples of conduct, that may result in corrective action up to and including discharge. This list is not all-inclusive and the County retains discretion in any circumstances to apply different standards or otherwise exercise its discretion to take corrective action appropriate to circumstances, including termination without notice. Such conduct includes, but is not limited to:

- Poor job performance
- Sexual or other forms of harassment
- Disregard of County policies and procedures
- Disclosure of confidential business information
- Possession, distribution, sale, use or being under the influence of alcoholic beverages or illegal substances while on County premises or worksites, while on duty, or while operating a vehicle leased or owned by the County
- Theft, falsification of records, assault, insubordination, fighting, defacement of property
- Excessive absenteeism, tardiness; failure to report for, or call in, to work
- Having unauthorized firearms on County premises or while on County business
- Violating a County safety rule or practice or creating or contributing to unsafe, unhealthy, or unsanitary conditions
- Failing to maintain confidentiality of County, client, patient, or customer information
- Failing to maintain necessary licenses and/or certifications
- Failing to maintain required motor vehicle insurability

PERFORMANCE APPRAISALS

The written performance appraisal is designed to strengthen employee performance by providing feedback on performance, providing an opportunity to establish future goals and providing management's expectations for employee performance. The performance appraisal is not to replace the daily feedback that occurs in the workplace but to provide an assessment of job skills and performance, identify areas of unsatisfactory job performance and needed improvement, provide recognition for above standard work performance and provide communication between management and the employee which assists in creating a positive work environment.

Written performance appraisals will be completed at the end of an employee's probationary period, annually on the employee's anniversary date with the County and other times throughout the year if the need is

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warranted. Employees within their initial probationary period may be given an evaluation prior to the end of their probation to provide feedback on performance and areas of needed improvement. A copy of the performance appraisal will be placed in the respective employee's personnel file.

PERFORMANCE IMPROVEMENT PLAN

The Performance Improvement Plan (PIP) is designed to facilitate constructive discussion between a staff member and his/her supervisor. The plan clarifies work performance to be improved, expected outcomes and support and observations management will provide. An employee may be placed on a Performance Improvement Plan at any time during his/her employment when his or her performance does not meet standards. During the Performance Improvement Plan the employee will be monitored to assess if appropriate improvement is being made. Supervisors will work with Human Resources to develop an appropriate Performance Improvement Plan for the employee. This will ensure consistent and fair treatment of employees. The length of the Performance Improvement Plan does not guarantee employment. At any time during the Performance Improvement Plan in which the employee is not making progress or other issues arise, formal action may be taken. A copy of the Performance Improvement Plan will be placed in the respective employee's personnel file.

CORRECTIVE ACTION FOR UNACCEPTABLE PERFORMANCE/BEHAVIOR

It is important that employees perform to the best of their abilities at all times. There may be occasions, however, where they may perform at an unsatisfactory level, violate a policy, or display inappropriate behavior. As previously noted, employment may be terminated at will by the employee or the County at any time with or without reason and without following any system of corrective action. Nevertheless, the County may choose to exercise discretion to utilize forms of corrective action that are less severe than termination in certain cases to give employees advance notice, whenever possible, of problems with their performance or behavior in order to provide them an opportunity to correct the problem. Examples of such less severe forms of corrective action include verbal warnings, written warnings, probationary action/suspension, and demotion.

Although one or more of these following steps may be taken in connection with a particular employee, no formal "step" or progressive corrective action is necessary.

Verbal Warning: A verbal warning is an opportunity for an immediate supervisor to inform an employee of deficient performance, unacceptable behavior, or any other matter affecting his/her employment at the County. At this time, the immediate supervisor may suggest ideas and recommendations to assist the employee in improving his/her work or behavior. A record of the verbal warning will be kept by the immediate supervisor.

Written Warning: If satisfactory improvements are not made following a verbal warning or if new or additional performance deficiencies and/or unacceptable behavior develop, an employee may receive a written warning. The employee will be asked to sign the written warning to verify that the performance issue and/or unacceptable behavior was discussed with him/her. The original signed warning will be placed in the employee's personnel file and the employee may receive a copy.

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Probationary Action/Suspension: If satisfactory improvements are not made following a written warning or if new or additional performance deficiencies and/or unacceptable behavior develop, an employee may be placed on probation or suspended with or without pay, depending on the situation. The employee will be advised of the action in written form and he/she will be asked to sign the document to verify that the performance issue and/or unacceptable behavior was discussed with him/her. The original signed document will be placed in the employee's personnel file and the employee may receive a copy.

Termination of Employment: Termination of employment may result if satisfactory improvements are not made by the employee after previous corrective action steps have been taken or at any other time at the County's discretion.

If an employee, for any reason, refuses or is unable to sign the corrective action document, the immediate supervisor will note the date it was presented and discussed with the employee and the reason why the employee did not sign the document (e.g., refusal, absence, etc.). All signed or noted corrective action documents will be kept in the employee's personnel file. Signing a corrective action document only indicates that the employee has been advised of the problem and has read the document.

SEXUAL AND OTHER FORMS OF HARASSMENT

Story County is committed to providing a work environment that is free of discrimination. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, creed, sexual orientation, gender identity, disability or any other legally-protected characteristic are unacceptable when they are considered offensive by an employee.

As an example, sexual harassment, (both overt and subtle) can serve to create an offensive work environment and is thus prohibited. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual
- Such conduct has the purpose or effect of unreasonable interference with an individual's work performance or creating an intimidating, hostile or offensive working environment

Sexual harassment may consist of a variety of behaviors, including, but not limited to the following examples:

- Verbal conduct such as sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, or threats
- Non-verbal or visual materials such as derogatory posters, photography, graffiti, cartoons, drawings, or gestures
- Physical conduct such as unwelcome touching, hugging, kissing, coerced sexual contact or assault
- Threats or demands to submit to sexual requests in order to keep one's job or receive some job-related benefit, or retaliation for reporting or threatening to report harassment

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If the employee has reason to believe that he/she is the victim of sexual harassment, he/she should promptly report the facts of the incident to the employee's immediate supervisor. The person receiving a complaint of being sexually harassed shall immediately notify the Department Head or Elected Official, if not the immediate supervisor, and Human Resources. A prompt investigation will be conducted and appropriate corrective action will be taken where it is warranted.

If the employee feels that the matter has not been adequately resolved, he/she may take the matter to Human Resources or to the Board of Supervisors or appropriate governing body (in the case of initially reporting it to the immediate supervisor/Department Head/Elected Official) to be reviewed. A review of the matter will be undertaken and a determination will be made as soon as practical and communicated to the employee.

All reports of sexual harassment will be investigated. The investigation and any action taken will be handled in a confidential manner to the extent possible. However, this is not a promise or guarantee of confidentiality.

In the event a non-employee subjects an employee to sexual harassment in the workplace, the employee's immediate supervisor or Human Resources will inform the non-employee of the County's policy against sexual harassment. Further action will be taken as appropriate.

Harassment based on race, color, religion, creed, age, gender, sexual orientation, gender identity, national origin, or disability may include, but is not limited to the following:

- Epithets, slurs, jokes and name calling, negative stereotyping, or threatening, intimidating or hostile acts, which relate to race, color, religion, creed, age, gender, sexual orientation, gender identity, national origin, or disability
- Written or graphic material that ridicules, defames or shows hostility or aversion toward an individual or group because of race, color, religion, creed, age, gender, sexual orientation, gender identity, national origin, or disability and that is placed on walls, bulletin boards, or elsewhere on the County premises, or that is circulated in the workplace

ANTI-RETALIATION

Like unlawful discrimination and harassment, retaliation is prohibited by both law and County policy. The type of activity for which employees are protected from retaliation fall into two categories: (1) opposing any practices made unlawful by anti-discrimination statutes, safety laws or public policy or (2) participating in proceedings brought pursuant to such laws. Retaliation is considered as any conduct that is reasonably likely to prevent the exercise of an employee's rights, regardless of the level of harm to that employee, such as threats, reprimands, negative performance evaluations, harassment, and any other adverse treatment.

Any employee, who in good faith and reasonableness, believes he/she has been subjected to retaliation should promptly report the alleged activity to Human Resources. The alleged retaliation will be promptly investigated and resolved as appropriate. All reports of alleged retaliation will be maintained as confidential to the extent practicable, given the need to investigate and resolve issues.

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WORKPLACE VIOLENCE

Story County is committed to providing a safe work environment free from violence, aggression or threatening conduct of any kind. Workplace violence includes all conduct and circumstances that create a threat to an employee's safety whether actual acts of violence or threats of violence. All threats, threatening behavior, acts of violence against employees or by employees, public members, or visitors on Story County property will not be tolerated.

Prohibited Conduct

Employees are prohibited from making threats or engaging in violent activities toward any employee, the County or any member of the general public. Although not all-inclusive, the following are examples of behaviors included in this policy:

- Causing physical injury to another person
- Making threatening remarks in person, in writing, by telephone or other means of communication
- Aggressive or hostile behaviors that create a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging County property or the property of another employee
- Unauthorized possession of a weapon while on County property or while on County business
- Committing acts motivated by, or related to any form of prohibited harassment or domestic violence (see also Workplace Harassment Policy)
- Any other act or statement that a reasonable person would perceive as constituting a threat or act of violence

Weapons

Story County prohibits all employees from carrying weapons of any kind onto County property unless otherwise provided for by State law. County property includes, without limitation, all County parking lots, buildings (leased and owned), grounds and vehicles used for County business. Employees who are off County property but performing a task for the County are covered by this policy.

ATTENDANCE AND PUNCTUALITY

Story County expects employees to be conscientious about attendance and punctuality at work. Employees are part of a team, and getting the work done depends on everyone being in the right place at the right time. Work schedules will differ by departments. An employee's immediate supervisor will inform the employee of his/her work schedule. It is important that an employee be ready to begin his/her assigned duties at the designated starting time. Punctuality in returning from lunch breaks is also essential to ensure the smooth operation of service to the customer. Planned absences, such as vacation or leave without pay, are to be requested as far in advance as possible.

If an employee is going to be absent for unplanned reasons or anticipates being late for work, his/her immediate supervisor must be notified no later than 30 minutes after his/her work day has commenced, unless it is physically impossible to do so. If the immediate supervisor is unavailable, the employee must contact

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either Human Resources or other designated personnel. If the absence extends more than one day and the date of return is indefinite, the employee must keep his/her immediate supervisor informed of the situation by reporting daily, unless otherwise excused, as to the reason for continued absence and the probable date of return. If an employee is absent for more than three consecutive days, the County reserves the right to request a doctor's release before returning to work.

Unreported absences will be treated as time-off without pay and considered as being non-compliant with this policy. If an employee is absent for two (2) consecutive work days, and he/she does not report his/her absence per the policy, the employee shall be considered to have voluntarily resigned.

PERSONAL APPEARANCE AND CLEANLINESS

Story County's public image is a direct result of its employees, both individually and collectively. Quality service, positive attitude, cooperation, and good customer relations are key factors in creating and maintaining a favorable image.

The County expects employees to be neat and clean in their grooming and personal hygiene while at work or performing work for the County.

UNIFORMS

Uniforms and clothing requirements will be determined by each individual department or office. Uniform allowances will be approved by the Board of Supervisors through the budgeting process or at a regular board meeting. The amount of the allowance shall be based on the uniform or clothing requirement set by the individual department or office. Original receipts must be submitted by June 1st of each year to be eligible for reimbursement. Purchases must be made during the fiscal year in which reimbursement is requested. The County will comply with IRS regulations in determining whether the allowance is taxable or nontaxable to the employee.

IDENTIFICATION BADGES

All employees shall possess a County Employee Identification Badge during their employment with Story County. Badges shall be worn using a clip-on type or a breakaway lanyard (unless there is a safety concern where wearing something that hangs loosely might get caught in machinery). Acceptable means by which the badge is visibly displayed include wearing it on a lanyard around the neck, clipped to a shirt or hung from a belt loop. When the badge is unable to be displayed due to safety, there is an expectation for it to be readily accessible. All Identification Badges must be obtained through the Facilities Management Department.

Application for Identification Badge

The Department Head or Elected Official must complete an Access Authorization Form and email it to Facilities Management Work Orders at least 48 hours prior to the employee's hire date. Employment cannot begin prior to issuance, except for extenuating circumstances with prior approval. In order to issue the County Identification Badge, the employee must verify his/her identification by means of a valid driver's license or

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other valid document that includes photo identification. Other valid documents accepted include passport, military ID, non-operator ID and student ID. The ID must contain the employee's name and picture. This information will need to be provided on the employee's first day of employment in order to receive the identification badge.

Access

In addition to providing identification, the badge will also serve as an access card to designated areas. Printed on the badge will be unique codes to provide access to certain county departments and buildings through keyless entry. While not all employees will need access to buildings with keyless entry, all employees shall obtain an identification badge.

Identification Badge Use

Identification badges shall be displayed at all times by County employees on any county work site or facility and when conducting official County business with the exceptions of law enforcement individuals, appropriate County Attorney personnel, and when the badge creates a safety hazard or risk. When the badge is unable to be displayed due to safety, there is an expectation for it to be readily accessible.

In order for consistency across the County, one standard will be implemented countywide with the exception of the Sheriff's Office and applicable County Attorney personnel. The Facilities Management Department will provide identification badges for all departments and offices. Badges will include a photo of the employee, the employee's name and the Story County logo.

Key card access to areas and/or buildings for each individual will be determined by their department head/elected official and designated on the Access Authorization Form.

Because the identification badge allows access to particular doors, employees must safeguard their identification badge and not lend the badge to any other person for any reason. Lost, misplaced or stolen identification badges must be reported to management immediately. It is the responsibility of management to ensure this policy is adhered to and enforced in their department/office.

Replacement

Identification badges will only be re-issued if the badge is lost, stolen, damaged or malfunctioning. Identification badges will be replaced at no cost if damaged, stolen or malfunctioning. Lost identification badges or those deliberately damaged or damaged through negligence will be replaced once at no cost and at the direct cost to the employee after that. Employees may not attach any foreign object to the identification badge. Foreign objects would be anything attached to the badge other than a lanyard or clip. Doing so will result in the required issuance of a new identification badge at the direct cost to the employee.

To request a replacement, email the Access Authorization Form to Facilities Management Work Orders. 48 hour notice is not needed for replacement badges. A new picture will be required. Upon a name change, a new Identification Badge will be required, following the same procedure as a replacement.

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Fraudulent Use of Identification Badges

Fraudulent use of identification badges will result in disciplinary action. Fraudulent use includes, but is not limited to, using or permitting the use of a badge by a person other than the individual to whom it was issued. Employees are not authorized to use the identification badge outside the scope of work.

Return of Identification Badges

Employee identification badges are considered County property and must be returned directly to the employee's department head/elected official upon resignation or termination of employment. Employees who are on disciplinary leave must turn in their badge to their supervisor prior to the beginning of the leave.

COURTESY, SERVICE AND QUALITY

Employees must be courteous and pleasant. In order to fulfill the County's goals to serve its customers efficiently and effectively, employees must provide the type of quality service they would expect if they were the customer. This also applies to co-workers.

CONFIDENTIAL INFORMATION

It is Story County's policy to treat in strict confidence all information regarding the affairs of customers, which is not already in the public domain. Employees must make every reasonable effort to ensure that all confidential records are kept under proper physical safeguards, that they can be reconstructed in the event of fire or other disaster, and that they will not be seen by unauthorized persons.

PERSONAL TELEPHONE AND FAX USE

As the County's goal is to serve its customers, it is important that the telephone lines be kept as free as possible so as not to interrupt the daily flow of County business. Good judgment should be used in telephone conversations with co-workers in terms of keeping to the point and limiting personal conversations while still being courteous. Personal telephone calls and personal use of fax machines should be limited to those which are absolutely necessary, should occur during work breaks, and should be as brief as possible. No employee should have any expectation of privacy when utilizing telephones provided by or maintained by the County.

Cell phones are allowed in the work areas (unless prohibited by departmental or office policy); however, the same good judgment regarding County telephones will be expected in keeping personal conversations to a minimum. Unless prohibited by Department Head or Elected Official, cell phones will be set in vibrate mode or at a normal ring at low volume. If cell phones are brought to County meetings they are to be turned off or placed in vibrate mode.

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ELECTRONIC MAIL/COMPUTER PRIVACY POLICY

The County provides computing devices to employees for use in conducting County business. These devices are intended solely for County use. The County has a duty to maintain a positive and productive work environment including the use of County computing devices, while respecting the privacy of employees. The following policy is intended to inform employees of the limits to their privacy on County computing devices and to avoid potential misunderstandings, as well as to keep the County's work environment positive and productive.

The IT Department or other authorized persons, unless precluded by law, may at any time, without prior notice read any electronically stored data of electronic communications including, but not limited to E-mail, Internet and fax communications contained on or transmitted by any County computing device. The IT Department shall not disclose the contents of such materials to others without permission except as is necessary to maintain the operation of computer programs, or as otherwise required by law.

Employees are responsible for exercising good judgement regarding the reasonableness of personal use on County computing devices. Employees may occasionally use County computing devices, including E-mail messages, for personal reasons so long as that use does not create additional cost to the County or interfere with the performance of any employee's work. However, all computer material, including personal messages, may be read by the IT Department or other authorized persons. No employee should have any expectation of privacy when utilizing computing devices, telephones, printers, copiers, pagers, etc. provided by or maintained by the County.

No employee is permitted to deny the IT Department or other authorized persons access to any materials contained on or transmitted by County computing devices.

All communications incoming/outgoing over County computing devices, printers, copiers and/or telephones, must conform to all County policies. Employees may not use the County E-mail system in any way that may be interpreted as comments that violate the County's Workplace Harassment Policy, are insulting, disruptive, or offensive to other persons. Examples of forbidden transmissions include sexually explicit messages, cartoons, or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other message that can be construed as harassment or disparagement of others based on their race, religion, creed, color, sex, age, national origin, sexual orientation, gender identity, or disability. Any employee who receives such communications cannot assume that the County is aware of those materials and must forward them to the IT Department or other authorized persons, who shall print a copy, provide to Human Resources and then immediately delete.

LOADING AND INSTALLING OF COMPUTER SOFTWARE POLICY

Computing devices shall be loaded with programs or files that have been purchased for that specific computing device by the County. No unauthorized software may be installed on any county-owned computing device. With the exception of files from business associates or co-workers, no files shall be downloaded from the Internet or any files accepted from an E-mail message.

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In order to resolve problems and to reduce conflicts with hardware and software on PCs, all software and hardware needs to be approved prior to the purchase and installation of the product. Software and hardware that is not approved and/or not used to conduct business for the County will be removed. This includes wallpaper, screen savers, and unapproved personal software.

If a computer is not operating properly, contact the IT department. The IT department will check the computer to see if it is a software or hardware problem. If the computer needs service, the IT department will then coordinate the repair of the unit and return of the computer to the employee.

SOCIAL MEDIA POLICY

Personal Use

Story County employees' personal use of any social media should remain personal in nature and should be used to share personal opinions and other non-work related information. Unless authorized, a County employee shall not use his or her personal social networking, social media or web-based site to conduct County business.

Individuals that choose to identify themselves as County employees, should consider whether statements they publish may be construed as expressing official County positions and whether or not such statements are accurate representations. A County employee should also take appropriate steps to ensure that communications made in an employee's personal capacity represent the specific employee's personal opinion and do not reflect or represent the opinion of Story County or the department/office for which the employee works. To ensure an employee's personal postings are not wrongfully attributed to Story County an employee may wish to post a disclaimer such as: *"The postings on this site are my own opinion and do not reflect or represent the opinions of Story County or the department/office for which I work."*

For security purposes, Story County employees are prohibited from using their Story County email account or username in conjunction with a personal social networking, social media or web-based site unless prior authorization is given by the Board of Supervisors.

Professional Use

All County related communication through social media, social networking and web-based sites shall remain professional in nature and comply with Story County's Social Media Policy. Story County employees must not use official County social media, social networking or web-based sites to conduct private business activities. Refer to the Story County Social Media Policy for guidelines concerning appropriate use of social media and steps to utilize social media in accordance with approved Story County guidelines.

Prohibited Actions

Employees shall refrain from using social media while on work time or on Story County equipment, unless it is work-related and prior authorization is given by an employee's supervisor.

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Employees shall not:

- Post comments and materials to resolve a workplace grievance that could be viewed as malicious, obscene, threatening, intimidating or that could create a hostile environment on the basis of race, sex, disability, religion, sexual orientation or any other status protected by law
- Discuss or display information, including photographs, online that is confidential or proprietary to the County, or to a third party that has disclosed the information to Story County
- Impersonate the employer, making statements on behalf of Story County without authorization, or making statements that can be construed as establishing the employer's official position or policy on any particular issue
- Engage in any online actions that would violate Story County's Workplace Harassment Policy

Violations

Violations of this policy may result in disciplinary action up to and including discharge.

Employees are responsible for reporting suspected violations of this policy to their direct supervisor, or the next highest supervisor if the suspected violation involves the employee's immediate supervisor.

SMOKING POLICY

Story County is committed to providing a safe, healthy and comfortable working environment for all its employees and will comply with the Iowa Smokefree Air Act, currently adopted as Iowa Code Chapter 142D. The law states that smoking is prohibited within the confines of any public buildings owned, leased or operated by or under the control of the County, the grounds of any public buildings owned, operated, leased or controlled by the County, all County-provided vehicles and roads-related equipment. Employees are not allowed to use tobacco products, including the use of electronic cigarettes (e-cigarette or vapor), use electronic vaping devices, personal vaporizer (PV) and or/electronic nicotine delivery systems (ENDS) and/or alternative nicotine products anywhere on County property or in County vehicles and equipment owned, leased or operated by or under the control of Story County, except the County's area designated for smoking which is limited to the sidewalks adjacent to city streets. Smoking materials must be disposed in the receptacles provided.

FOOD AND DRINK AT WORKSTATIONS

It is of primary importance that Story County presents a businesslike atmosphere to customers and other visitors who have occasion to be in County facilities. Thus, there are some areas where food and drink are obviously not in good taste. There are other reasons why these practices may not be appropriate, such as possible damage to machines, papers, documents, valuables, etc., or, in some cases, interference with efficient operation. Employees are expected to exercise good judgment in these matters. Drinking coffee and other beverages is allowed at workstations, unless specifically prohibited by departmental rules.

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ALCOHOLIC BEVERAGES

The County prohibits the consumption of alcoholic beverages during working hours or on County premises, unless it is a part of an organized function approved by the Board of Supervisors or the Governing Boards. All employees are prohibited from reporting to work under the influence of alcohol, or carrying or possessing alcohol on County property.

DRUG FREE WORKPLACE

It is the policy of the County to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. Story County expects employees to arrive at work as scheduled in a reliable state free of the influence of alcohol and drugs and continue to remain free of the influence while on the job. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to the County facilities to unacceptable safety risks, threatens the County's ability to function effectively and efficiently, and undermines the public's trust in its operations. Under no circumstances should employees be consuming alcoholic beverages or taking illegal drugs during the workday. Possessing, consuming, purchasing/selling, or manufacturing alcoholic beverages or controlled substances while employees are conducting County business or on County property is prohibited.

If an employee becomes aware of another employee selling, purchasing, transferring or using illegal substances while on the job, he/she is expected to take prompt action to report circumstances to his/her immediate supervisor or Human Resources.

Story County also prohibits the unauthorized use or abuse of a prescription medication while they are conducting official business or on County property. An employee using prescription drugs under a doctor's prescription is advised to notify his/her supervisor of possible side effects that may affect the work being performed. CDL drivers shall notify their supervisor of any medication prescribed which has a physician or pharmacist warning with respect to operation of machinery or vehicles. If the medication affects the employee's work, arrangements may be made for him/her to have the necessary time off or a temporary alternate job function assigned. This will be handled on a case-by-case basis. Story County reserves the right to take appropriate action if the use of a prescribed or an over-the-counter drug is impairing or is deemed likely to impair the employee's ability to perform his/her job.

Employees are prohibited from driving a County vehicle or a personal vehicle when the employee is engaged in County business within a four (4) hour period after consuming an alcoholic beverage, using a controlled substance or engaging in unauthorized use/abuse of a prescription medicine.

In accordance with the Federal Drug-Free Workplace Act of 1988, all employees are required to report to their supervisors any criminal drug-statute convictions for violations occurring in the workplace or on work time within five days following such a conviction.

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NOTIFICATION OF ARRESTS AND OTHER GOVERNMENTAL ACTION

Employees are expected to perform their assigned jobs, respect and follow County policies and obey the law. In the event that employees are arrested or receive a citation for any crime, have criminal charges filed against them, receive notice of the disposition of any criminal charges pending against them (including, but not limited to a conviction, a guilty plea, a plea of nolo contendere (no contest) or deferred judgement) or receive notice of any charges relating to operating a motor vehicle while intoxicated, they must notify their immediate supervisor and Human Resources within five (5) business days of notification to the employee.

Employees whose duties require possession of a Commercial Driver's License (CDL) and/or those who regularly operate County vehicles must report all charges and citations, including traffic tickets such as speeding. Other employees need not report such traffic tickets.

Employees who have contact with minor children must notify the Human Resources Director of any child abuse complaints filed against them within five (5) business days of notification to the employee. Employee must also notify the Human Resources Director regarding the finding in any complaint against them alleging child abuse within five (5) business days of notification to the employee.

Any and all information relating to arrests, criminal charges, and child abuse complaints will be treated as confidential and maintained as part of the employee's personnel file.

Employees who do not notify the County of arrests, criminal charges and child abuse complaints within the timeline illustrated above may be subject to disciplinary action up to and including termination.

DRUG TESTING

Story County will conduct drug and alcohol tests under the following conditions:

- Pre-Employment Substance Abuse Testing
- Reasonable Suspicion Testing
- Random Testing – DOT Protocol (required by federal laws and regulations for safety-sensitive positions)
- Post-Accident Testing
- Return To Duty Testing
- Follow-up Testing

Drug testing will screen for the following controlled substances: Amphetamines, Cocaine Metabolite, THC Metabolite, Opiates (heroin, morphine, codeine), and Phencyclidine.

Drug testing of employees will be conducted in accordance with Story County's Drug Free Workplace/Drug and Alcohol Testing Policy and applicable state and federal law.

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DISTRACTED DRIVING

The safety and well-being of our employees is of critical importance to our organization. Activities which would require drivers to take both hands off the wheel at the same time or their mind entirely off driving responsibilities are prohibited. The following activities are considered distractions that are prohibited by a driver while the vehicle or equipment is in motion. This list is not intended to be all inclusive, but to be used as a guideline as to what would be inappropriate:

- Use of a hand-held cell phone
- Texting or E-mailing with a cell phone, PDA or any other electronic device
- Operating laptops, televisions, tablets, portable media devices or GPS devices
- Use of radio or stereo headphones/earbuds
- Use of electronic games
- Use of a device in violation of any applicable local ordinance, state or federal statute
- Putting on make-up and/or reading any type of document, printed or electronic

Employees are expected to follow all driving laws, safety rules and avoid confrontational or offensive behavior while driving. Hands-free cell phone use, while driving, may be warranted in unusual or emergency circumstances and should be of limited time in nature. Extended cell phone conversations need to be held with the vehicle parked in a safe and legal parking area.

SEAT BELTS

Employees are required to use seat belts for all seats when riding in or operating County vehicles and while riding or operating personal vehicles while on County business.

TRAFFIC VIOLATIONS

Penalties/fines resulting from moving traffic violations and/or non-compliance with transportation requirements while operating County vehicles are the responsibility of the employee. These violations may also be subject to corrective action.

DRIVERS LICENSE VERIFICATION

Pre-employment and annual verification of employee driver's licenses will be conducted through visual inspection and formal Department of Motor Vehicles review checks by Human Resources or a specific individual within an office/department designated by the elected official or department head. Human Resources or the respective department shall keep a log of the driver's license checks with the following information: date, employee name and results.

Elected Officials/Department Heads and Human Resources will be notified of any license suspensions, revocations, etc. in order for appropriate action to be taken.

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LOSS OF CHAUFFEUR'S OR OPERATOR'S LICENSE

According to Section 321J, Code of Iowa, the following shall apply to all employees whose job description requires them to have a valid operator's or chauffeur's license:

Loss Due to "Off Duty" Activity

First loss of license: If the legal infraction is a misdemeanor, the County will work with the employee to obtain a driving permit for work if the employee agrees to and does proceed with appropriate treatment or training. If the legal infraction is a felony, the employee will be terminated immediately.

Second loss of license or loss due to a felony infraction of the law will result in immediate termination.

Loss Due to "On Duty" Activity

First loss of license: If the legal infraction is a misdemeanor, the employee's pay will be immediately reduced, at a minimum, to the relative position in a pay grade, one grade lower than the employee's current pay grade. The employee will remain at that grade until driving privilege is restored and the employee has completed appropriate treatment or training. No request for work permit will be made.

Second loss of license or loss due to a felony infraction of the law will result in immediate termination.

It shall be the employee's responsibility to immediately inform the County of a potential loss of driving privileges and to keep this information current up to and including final judicial action. Any evidence of concealment or the providing of erroneous information will be grounds for immediate termination of employment.

An employee is presumed innocent until found guilty in the courts. The County reserves the right to use its discretion as to actions to be taken.

Story County does not allow installation of ignition interlock devices on County vehicles.

COUNTY PROPERTY

Employees must keep their work areas, and assist in keeping common areas, neat and clean and to use normal care in handling of County property. Any broken or damaged tools or equipment must be reported to the employee's immediate supervisor at once so that proper repairs can be made.

Employees are not to use any County property for personal purposes or remove any County property from the premises without prior written permission from their immediate supervisor.

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COUNTY POOL CARS

County pool cars can be checked out through the Administration Office for use on official County business. The use of county vehicles for personal use is not allowed.

SECONDARY EMPLOYMENT

Secondary employment is not permitted if such employment adversely affects the quality of an employee's work as determined by his/her immediate supervisor and/or Department Head or Elected Official. Outside employment is not permitted if it detrimentally affects the County's image or is a conflict of interest. Approval for any secondary employment that may be construed as a conflict of interest should be obtained from an employee's immediate supervisor prior to accepting such employment.

PERSONAL MAIL

Employees should not direct personal mail to the County. County stationery should not be used for personal correspondence because any communication sent out under the County's letterhead may be considered an official communication.

OFFICIAL LETTERS

Only authorized employees are to sign letters sent out by the County. This authority may be delegated to an employee by his/her immediate supervisor. Where there are occasions that an employee feels a letter is a benefit to the County, such situations must be referred to his/her immediate supervisor for his/her review and signature.

SOLICITATION

Solicitation of any type, including solicitation of signatures or money for any purpose or cause, in any area of the County during working time is prohibited without the approval of the Department Head or Elected Official.

If approved, solicitation will be permitted during the employee's non-working time, such as break periods, meal times, or other specified periods during the workday when employees are not engaged in performing their work tasks. An employee who is not on working time may not solicit an employee who is on working time.

Distribution by employees of leaflets, pamphlets, advertising, tickets, notices, or other such written materials is prohibited in working areas at any time and in non-working areas during working time. Solicitation, distribution of literature, or trespassing by non-employees is prohibited on County premises.

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INCLEMENT WEATHER

In extreme circumstances it may be necessary to close the Administration Building or other county offices and facilities, or have a late start. If an employee's office is officially closed by the Board of Supervisors, then regular employees will be paid for hours lost due to the closing of the office. If the decision is for a late start, full-time employees will be paid for the hours between their regularly scheduled start time and the delayed start time.

In case of serious inclement weather conditions on any particular day, the Emergency Management Coordinator, with the assistance of the County Engineer and the County Sheriff, will be authorized to make an assessment of the status of the weather and make a recommendation to the Chair, County Board of Supervisors, or in his/her absence, the Vice-Chair, as to whether to officially close the Administration Building and other offices, or to have a delayed start. This recommendation must be made as early as possible so that the Chair or Vice-Chair can notify the radio stations.

In case of a severe snowstorm (defined as blizzard conditions as determined by the National Weather Service), or other severe weather conditions, such as a tornado or flooding conditions, the following policy will be in effect:

- If an employee is unable to get to work, he/she will be allowed to charge such an absence to vacation, or compensatory time provided he/she has the time accumulated. If no paid time is available, the employee may choose to take the time off without pay with Department Head or Elected Official approval.
- In the event a severe snow storm or other severe weather conditions should occur the day before or on the day after one of the observed holidays, holiday pay will be paid to all eligible employees, whether or not they worked the day before or the day after the holiday.
- An employee may request to leave work early because of a severe snowstorm or other severe weather conditions. If the request is approved, the employee must use accumulated compensatory time before using vacation time, unless it is more likely than not the employee will lose vacation during the pay period if compensatory time is used instead of vacation time. If no paid time is available, the employee may choose to take time off without pay with Department Head or Elected Official approval.
- An employee may be allowed to telework if his/her position is suited for such an arrangement. This will be at the discretion of the Department Head or Elected Official. An employee authorized to telework will be required to work his/her regular hours regardless of building/office closure.
- Benefit accumulation and eligibility will not be affected if an employee chooses to take the time off without pay.
- Employees in departments that serve the public during severe weather (including departments that provide snow removal and law enforcement services) are expected to report to work during severe weather conditions.

REIMBURSABLE EXPENSES – TRAVEL AND TRAINING

If an employee is required to use his or her personal vehicle to fulfill the job requirements of the County, the employee will be reimbursed at the current mileage allowance. All mileage reimbursements must have approval of the Department Head or Elected Official.

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The following expenses for County approved meetings, training, and conventions will be considered for reimbursement:

- **Training** – The County encourages the development of each employee to his/her fullest potential. One means of obtaining this goal is through additional training. Participation in and successful completion of special training programs in job related courses shall be considered in promotions. Evidence of successful completion of training programs shall be filed by the employee with the Department Head or Elected Official.
- **Learning Sessions** – Appropriate instructional meetings, schools, and conferences presented by various organizations inside and outside the County may provide a beneficial learning experience to certain employees. The main criteria that must be used in judging the appropriateness of such learning sessions are the anticipated improvement of the individual employee's efficiency and/or the subsequent increased efficiency of the employee's Department Head or Elected Official. (College coursework does not fall under this policy).

If the learning session involves costs exceeding \$300, the employee shall submit a letter describing the learning session and requesting approval to attend to his/her Department Head or Elected Official and Board of Supervisors at least two (2) weeks prior to the date of the session. An estimate of travel expenses to be incurred must accompany this letter. All reimbursements shall have been specifically appropriated in the department's budget for this purpose. Approval must be obtained prior to attendance.

- **Official Business Outside the County** – Pre-approved expenses for travel incurred on official County business will be reimbursed. Reimbursement for non-overnight travel meal expenses are considered a taxable benefit.
- **Official Business Within the County** – Pre-approved costs incurred for mileage and registration fees by an employee on official business will be reimbursed. Reimbursement for non-overnight travel meal expenses are considered a taxable benefit. All reimbursable costs must be approved by the Department Head or Elected Official and included in his/her budget.

Travel expense reports and receipts are to be submitted after the employee returns from the event. Payment for attending required in-service meetings, schools, or other delegated meetings will be in accordance with the Fair Labor Standards Act.

USE OF PERSONAL VEHICLE FOR COUNTY BUSINESS

Employees who use their personal vehicles to perform county business as part of their employment duties must provide to their respective Elected Official or Department Head proof of personal vehicle insurance coverage indicating that all personally owned vehicles driven by the employee during employment hours have

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insurance coverage. The personal insurance policy shall show a minimum limit of liability coverage in the amounts of:

- Bodily Injury Each Person: \$100,000
- Bodily Injury Each Accident: \$300,000
- Property Damage Each Accident \$100,000
- Or/Combined Single Limit \$300,000

Employees shall agree to maintain the above limits of liability at all times while employed by the County and will provide notice of any change in insurance coverage. All employees further understand that the County does not provide any coverage for the employee while operating his/her personal motor vehicle while performing County business (except as indicated below) and that his/her personal vehicle insurance coverage will be the primary insurance coverage for him/her in the event of loss. The County will provide coverage that protects only Story County in the event of a loss.

In the event the employee cancels or materially changes his/her vehicle insurance coverage he/she is required to notify the County and immediately cease operating his/her personal vehicle while performing official County business until the required insurance is reinstated.

SECTION VI

Pay Practices and Hours of Work

PAY AND HOURS OF WORK: GENERAL PROVISIONS

Work Schedules

The normal work week is forty (40) hours. Work schedules are determined by the needs of the respective County office. Generally, employee work schedules will not change from week to week. However, daily and weekly work schedules may be changed at the discretion of each Department Head and/or immediate supervisor to meet varying conditions and workload. Changes in work schedules will be announced as far in advance as possible.

Occupation Safety And Health Administration (OSHA) Regulation for Restroom Breaks

The OSHA sanitation standard for general industry, 29 CFR 1910.141 provides employees with toilet facilities, in toilet rooms separate for each sex, based on the number of employees at a job site. This standard is intended to ensure that the County provides employees with sanitary and available toilet facilities so that employees will not suffer adverse effects.

Lactation Breaks

Story County will provide reasonable break time for an employee to express breast milk for her nursing child for one (1) year after the child's birth each time the employee has need to express milk. The County will provide a place to be used to express breast milk, other than a bathroom that is private and free from intrusion of co-workers and/or the public.

Lunch Periods

Lunch periods (maximum of one (1) hour) are also determined by the needs of the respective department. Lunch periods should be staggered to ensure that offices remain open to serve the public during the entire day.

Rest Periods

One (1) fifteen (15) minute break is allowed during each one-half (1/2) work day. Rest periods shall not be used to lengthen lunch hours or shorten work hours.

Recording Work Hours

All employees must accurately record their hours worked for each pay period on a form provided by the County.

Scheduling and Working Overtime

Overtime work may be necessary to maintain County operations. Story County will try to give employees advance notice when overtime work is necessary, however, it will not always be possible to notify workers in advance. Overtime is considered a condition of employment, and refusal to accept it when reasonable notice has been given may result in disciplinary action. At the supervisor's discretion, an employee's work schedule may be adjusted during a work week to avoid overtime.

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In accordance with the Federal Labor Standards Act (FLSA), non-exempt employees are eligible to receive overtime pay at a rate of one and one-half (1 ½) times their regular pay for time worked in excess of forty (40) hours per work week. For overtime pay purposes, the defined work week commences at 12:01 A.M. on Sunday and ends at 12:00 midnight on Saturday. Employees classified as nonexempt employees under the FLSA will be compensated for overtime hours in the form of monetary compensation or compensatory time.

Holidays are considered time worked for overtime purposes. Vacation, sick leave and other paid leaves of absence shall not count as time worked in determining eligibility for overtime pay. Employees who are classified as exempt employees under the Fair Labor Standards Act are not eligible for overtime or compensatory time and are expected to work as many hours as required to perform the duties of the position.

Compensatory Time

Non-exempt employees may accrue compensatory time at the rate of one and one-half (1 ½) hours for each hour of overtime. The maximum number of hours that an employee may accrue is forty (40) hours. Once an employee reaches the maximum of forty (40) hours, overtime will be paid at the rate of one and one-half (1 ½) times the employee's regular hourly rate. The employee and his/her immediate supervisor shall agree prior to July 1 of each year if compensatory time will be accrued or if overtime will be paid. Disagreements will be handled through normal conflict resolution procedures. No change will be made during the fiscal year.

Compensatory time off must be requested in advance and approved by the department head or elected official or their designee. Any compensatory time is to be used before any charge is made to accrued vacation allowance (unless the employee is at risk of losing vacation through the carryover provision).

On-Call Compensation

On-call compensation is provided when designated employees are required to be on call and report back to work in an event of an outage, work emergency or other applicable situation. Department Heads and/or Elected Officials are responsible for designating the individuals within their respective department or office that are required to be on call and for determining on-call hours.

Employees scheduled to be on-call shall receive one (1) hour of pay at his or her regular rate for each day he or she is assigned to be on-call. No additional compensation will be received unless the on-call employee responds to a call. In this case, the employee will receive compensation for the actual time spent on each call.

An employee's on-call compensation will also include travel time to and from Story County facilities when travel is necessary to respond to a call. In the event an employee is required to travel to the worksite to respond the employee shall be paid a minimum of two (2) hours. These hours will be considered work hours for the purpose of computing overtime.

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Pay Practices and Hours of Work

Call-Back Compensation

In the event an employee is called to work outside their normal work hours and the hours do not connect with the beginning or end of the employee's regularly scheduled hours, the employee shall be paid a minimum of two (2) hours pay at his/her regular rate of pay. These hours will be considered work hours for the purpose of computing overtime.

Longevity Pay

In addition to base pay, County employees will receive longevity pay after five (5) years, according to the longevity pay schedule available from the respective Elected Official or Department Head.

Direct Deposit

Employees hired after July 1, 2007 are required to be paid by direct deposit to his/her bank account. Employees will receive a pay stub regarding pay information.

Payday

Employees are normally paid by the end of the working day every other Friday for the previous two week pay period. New employees are paid for the actual number of days worked in the pay period in which they start.

All required deductions, including those for state and federal taxes and contributions to IPERS and Social Security, and all authorized voluntary deductions, including health insurance contributions, will be automatically withheld from an employee's pay.

Lost Checks

In the case where an employee has lost his/her check, a report of the loss should be made immediately to the Story County Auditor's Office. The procedure followed in issuing a new check will be explained to the employee and upon completion of this procedure a new check will be issued.

COMPENSATION POLICY

Compensation Plan

Story County's compensation plan is designed to allow the County to recruit and retain qualified personnel. Human Resources is responsible for maintaining the County compensation plan and administering the pay practices and procedures.

Entrance Wage/Salary

The wage/salary for a new non-bargaining employee will normally be established at the minimum of the salary range unless a new employee has credentials, experience or other relevant criteria to warrant a starting salary above the minimum. The entrance wage/salary will be established according to the provisions of the Classification and Compensation Policy.

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Pay Practices and Hours of Work

Pay Increases

The ability of the County to provide wage/salary increases or adjustments for non-bargaining employees is subject to available resources. At its discretion, the Board of Supervisors may authorize one or a combination of the types of pay increases listed below for non-bargaining employees:

- **Across-the-Board Increases** (cost-of-living increases) adjust the pay of all employees on an equal basis. This type of increase does not distinguish or recognize individual employees' performance.
- **Step Increases** adjust the pay of employees based on the employee's anniversary date. Non-bargaining employees whose positions fall on the pay matrix will receive a step increase on their anniversary date with the County until the maximum step is reached. Performance evaluations shall be completed and submitted to Human Resources on or before an employee's anniversary date in order to process the step increase. Step increases will be effective the pay period following an employee's anniversary date. An employee who is on a performance improvement plan due to unsatisfactory job performance or receives a "below average" rating on his/her performance evaluation shall not be eligible for a step increase. If this situation occurs, the employee will be eligible for the step increase six (6) months after his/her anniversary date if at that time performance is satisfactory and the employee is no longer on a performance improvement plan.
- **Merit Increases** are designed to reward competent and contributing employee performance and to provide the appropriate incentives for high employee productivity. Employees whose positions are classified as professional and management as listed on the compensation schedule will be eligible for merit increases on their anniversary date. Employees whose positions are on a pay matrix that includes step increases will not be eligible for merit increases. In determining the appropriate merit increase, the Department Head or Elected Official may consider such factors as the employee's performance evaluations, contributions to the overall effectiveness/efficiency of the department, completion of special projects, experience, skills, abilities, attendance, any verbal counseling or disciplinary action or any other factors he/she deems appropriate. An employee who is on a performance improvement plan due to unsatisfactory job performance or receives a "below average" rating on his/her performance evaluation shall not be eligible for a merit increase. If this situation occurs, the employee will not be eligible for a merit increase during the current fiscal year. Performance evaluations shall be completed and submitted to Human Resources along with the merit increase recommendation form on or before an employee's anniversary date in order to process the information to submit to the Board of Supervisor's for their consideration to approve the merit increase.

All recommendations for merit increases must be adequately documented prior to being processed by the Human Resources Department. Merit increases will be made effective the pay period following an employee's anniversary date.

Merit increases will be awarded in .50% increments between 1% and 3%. The percentage range for merit increases is subject to Board approval during the budget review for each fiscal year. The Board of Supervisors has the ability to accept, lower or reject the recommended merit increase for an employee based on the documentation provided by the Department Head or Elected Official.

SECTION VI

Pay Practices and Hours of Work

Transfers

When an employee is transferred from one position to another position within the same pay grade, he/she shall continue to receive the same pay rate.

Promotions

When an employee is promoted from a position in a lower pay grade to a different position in a higher pay grade, or his/her position is moved to a higher pay grade after re-evaluation, the employee shall receive a wage/salary increase of either five percent (5%) or the minimum rate established for the higher pay grade, whichever is greater. In the event that the promotion involves movement of two or more pay grade levels, the Board of Supervisors may, upon request and recommendation of the employing Department Head or Elected Official, approve an increase greater than five percent (5%). If an employee is promoted from a position on the pay matrix to another position on the pay matrix, the employee will be placed at the next higher paying step in the new classification compared to the current pay of the position in which the employee is being promoted from.

Demotions

When an employee is demoted or voluntarily moves to a job that is graded lower than the previously held position, a pay decrease may occur. Consideration will be given to the reason for the change, the employee's work history and the difference between the employee's current rate of pay and the pay range of the grade to which the new position is assigned. If both positions fall on the pay matrix, the employee will be placed at the closest step compared to current pay. This step may be at or below the current pay, depending on the position to which the employee is being demoted.

Compensation for Acting or Interim Department Head Assignments

An employee who is appointed as Acting or Interim Department Head by the Board of Supervisors shall receive an increase to the minimum pay for the position or 5%, whichever is greater during the appointment. The Acting or Interim Department Head shall be responsible for all duties and responsibilities of the regular Department Head position. The employee's salary/wage will return to the original rate once the appointment is complete.

Supplemental Pay

The Board of Supervisors, at the request of the Department Head or Elected Official, may approve additional compensation for non-exempt employees that possess a license or certification that is not required by the position, but allows the employee to perform additional functions related to their position. The amount of supplemental pay will be an additional \$1.00 per hour added to the base pay. Employees that possess a State of Iowa license issued in any major trade working in the Maintenance Technician job classification will receive an additional \$2.00 per hour added to the base pay.

An employee is only eligible for the amounts specified above regardless of the number of certifications or license an employee possess.

SECTION VI

Pay Practices and Hours of Work

HOLIDAY PAY

All full-time and part-time employees will receive their regular compensation for the legal holidays or parts thereof. Compensation for each designated holiday will consist of eight (8) hours for full-time employees. Compensation for part-time employees will be on a proportionate basis according to their percentage of full-time status. Holidays will be considered work hours for the purpose of computing overtime pay. Employees shall not receive payment for any holiday if they have an unexcused absence or are not on the payroll the working day immediately preceding and following the holiday. Particular dates for each holiday will be determined by the Story County Board of Supervisors at the beginning of each year.

In the case where an employee is required to work on a designated holiday, that employee will be paid at the overtime rate for hours worked on the specific holiday. This shall be in addition to any holiday pay the employee would otherwise receive.

If a recognized holiday falls during an employee's scheduled vacation or any period of approved sick leave, it will be counted as a holiday and not charged to the employee's accumulated vacation or sick leave bank.

TERMINATION PAY

Termination pay includes:

- Pay for work performed through the last hour worked
- Pay in lieu of unused vacation and comp time allowance

Termination pay shall be reduced by any of the following:

- Required legal deductions
- Authorized deductions
- Insurance premiums, if due that payroll period
- Pre-arranged deductions for County property not returned

Termination pay is made on the next regular payday for the pay period in which an employee's last day of work occurred. Such pay is issued through normal payroll procedures.

SECTION VII

Benefits

EMPLOYEE BENEFIT PLANS

The current benefit plans cover all regular full-time employees. Regular part-time employees are eligible for certain benefits. Employees should remember that length of service is the basis for several employee benefit plans. The County reserves the right to change or discontinue these plans at any time with any notice as required by State and Federal law.

TAX STATUS OF BENEFIT PAYMENTS

Certain employee benefit payments may be considered income subject to taxation under Federal and State laws and subject to withholding tax. Since the tax treatment of employees may vary depending on individual circumstances, employees should consult a qualified tax advisor from their local tax office.

INSURANCE

Coverage

Story County's benefit program includes health insurance coverage, prescription drug coverage, dental insurance, vision insurance, short term disability, long term disability insurance, dependent care accounts, medical reimbursement accounts and life insurance will be provided for each full time and three-quarter (3/4) time employee. Health insurance will be made available to part-time employees who qualify for coverage under the Affordable Care Act.

Group Health Insurance – Wellmark Blue Cross/Blue Shield

Eligibility: Insurance becomes effective on the first day of the month following 30 days of employment.

Alliance Select

\$1000 Deductible	Monthly Employee	Employer Contribution	Total Premium
95% Employer Paid – Single	Single \$42.78	\$812.76	\$855.54
90 % Employer Paid- Family	Family - \$211.58	\$1,904.22	\$2,115.80

Blue Choice

\$1000 Deductible	Monthly Employee	Employer Contribution	Total Premium
99% Employer Paid – Single	Single \$7.84	\$776.77	\$784.61
90% Employer Paid- Family	Family - \$193.84	\$1,744.62	\$1,938.46

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Benefits

Flexible Benefit Contribution (Monthly): \$145.30

Avesis Vision (Monthly)

Employee Only (EE)	\$14.34
Employee/Spouse (DEP)	\$27.86
Employee/Child(ren) (CHD)	\$30.40
Employee/Family (FAM)	\$39.22

Delta Dental (Monthly)	SINGLE	FAMILY
Dental Plan # 1	\$37.00	\$111.00
Dental Plan # 2	\$33.00	\$103.00

Procedure

After completion of the thirty (30) day waiting period, coverage for a new employee is effective on the first day of the following month.

Premiums are withheld from an employee's paycheck on a semi-monthly basis. It is the responsibility of the employee to notify payroll of an improper deduction. Any errors made relative to insurance premium deductions will be adjusted accordingly either in the form of a refund for overpayment or a deduction for underpayment. Repayment arrangements will be made between the affected employee and Human Resources and/or the Auditor's Office payroll staff on a case-by-case basis.

SECTION VII

Benefits

CONTINUATION OF MEDICAL COVERAGE

If an employee resigns or his/her employment is otherwise terminated (for reasons other than gross misconduct on the employee's part), or if an employee's work hours are reduced, and consequently he/she or his/her dependents are no longer eligible to participate in the group health insurance plans offered by the County, he/she and his/her eligible dependents may have the right to continue to participate for up to eighteen months at the employee's (or the employee's dependents') expense. (Employees may be required to pay all or part of the premium for continuation coverage, plus up to 2% for administrative expenses.) The eighteen-month continuation coverage period provided in the event of termination or reduction in working hours may be extended to thirty-six (36) months for an employee's spouse and dependent children, if, within that eighteen-month period, the employee dies or becomes divorced or legally separated, or if a child ceases to have dependent status. In addition, if the employee enrolls for Medicare during the eighteen-month period, his/her spouse and dependent children may be entitled to extend their continuation period to thirty-six (36) months, starting on the date that he/she becomes eligible for Medicare. If the employee is determined to be disabled under the Social Security Act at the time of termination or reduction in hours, he/she may be entitled to continuation coverage for up to twenty-nine (29) months.

If an employee or his/her eligible dependents elect to continue in the group health insurance plan, the employee will be charged the applicable premium, and may be charged an additional 2% administrative fee. Failure to make timely payments may result in termination of coverage. If this election for continuation of coverage is made, the employee and his/her dependents may have the option to convert this coverage to an individual policy with County insurance carriers at the end of the continuation period.

The County will provide information to an employee concerning these options at the time termination occurs or work hours are reduced. The County will contact qualified beneficiaries in the event of death or enrollment for Medicare benefits. However, in the event that an employee becomes divorced or legally separated, or one of his/her dependents ceases to be eligible for coverage under the group health insurance plan, the employee and/or his/her dependent is responsible for contacting the County to discuss continuation/conversion rights. Employees and their qualified beneficiaries are also responsible for notifying the County within sixty days (60) of qualifying for social security disability benefits.

Continuation Coverage under Iowa Code Chapter 509A

Employees who retire from County employment before age sixty-five (65) are eligible to continue in the County's group health insurance plan up to age sixty-five (65) at his/her own expense. If the employee had family coverage prior to retirement before age sixty-five (65), coverage will be offered on that basis at the employee's expense. For purposes of this section, a retired employee is one who has applied for and is receiving a retirement allowance.

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Benefits

EARLY RETIREMENT

Story County will provide payment of a single health and/or dental insurance plan for County employees who wish to retire early and retain their group health/dental insurance coverage. Employees who carry family coverage may continue family coverage by paying the difference between single and family premium rates. Premiums will be paid according to the following formula:

Years of Health Coverage	Paid Single Premium
10 years	12 months
15 years	18 months
20 years	24 months
25 years	30 months
30 years	36 months

The family coverage option is available for the same amount of time as the County paid single premium. County paid health insurance payments will cease when an employee becomes eligible for Medicare.

RETIREMENT PLAN

The Code of Iowa requires all full-time and part-time employees to enroll in the Iowa Public Employment Retirement System (IPERS). In IPERS a certain percentage of income, determined by the Iowa Legislature, is deducted from an employee's gross pay. The County contributes a mandated amount to the individual's fund. Further details pertaining to IPERS may be found in the booklet furnished to the employee at the time of the employee's enrollment.

LIFE INSURANCE

A minimum of \$25,000 term life insurance for regular employees will be provided until they reach the age of seventy (70). At the age of seventy (70), the amount of term life insurance will decrease to \$16,250.

SHORT TERM DISABILITY

The short term disability plan with Story County will pay 70% of an employee's gross weekly income not to exceed a maximum benefit of \$500.00 per week. The maximum benefit period is thirteen (13) weeks. Benefits begin on the later of the expiration of all accrued sick leave benefits, or the eighth (8th) day of disability. An employee shall be considered totally disabled when they are prevented by illness or injury from performing any occupation for wage or profit. This benefit does not apply to injuries or illnesses arising out of or in the course of any employment which is covered by workers' compensation benefits.

LONG TERM DISABILITY

The long term disability plan with Story County will pay 60% of an employee's gross salary to a maximum benefit of \$5,000 per month. The maximum benefit period is outlined in the booklet provided at the time of an employee's enrollment in the plan. An employee shall be considered totally disabled when they are prevented by illness or injury from performing any occupation for wage or profit. This benefit does not apply to injuries or illnesses arising out of or in the course of any employment which is covered by workers' compensation benefits.

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DEFERRED COMPENSATION

Deferred compensation is the setting aside of earned income to reduce the amount of income tax paid. Contributions to the 457 plan are designed to help supplement pension and social security benefits at retirement. Retirement Investor's Club (RIC) is the administrator and provides investment services to employees for their 457/401a savings plans.

FLEXIBLE SPENDING PLAN

Story County currently offers full-time and three-quarter-time employees the opportunity to participate in flexible spending accounts. This plan is available to all eligible employees.

The Flexible Spending Plan allows employees to recoup non-reimbursed medical costs (up to \$2500 per year) and costs incurred for care of a dependent(s) (up to \$5000 per year). Designated amounts are withheld from an employee's pay on a pretax basis and are reimbursed. It is the responsibility of the employee to notify payroll of an improper deduction. Any errors made relative to flexible spending account deductions will be adjusted accordingly either in the form of a refund for overpayment or a deduction for underpayment. Repayment arrangements will be made between the affected employee and Human Resources and/or the Auditor's Office payroll staff on a case-by-case basis.

Contact Human Resources for details on eligibility per the plan requirements.

EMPLOYEE ASSISTANCE PROGRAM

Story County provides an employee assistance program through Employee and Family Resources (EFR) to its employees and their families to provide confidential assistance to them with personal problems that may adversely affect job performance, family relationship and their general well-being. The program is designed to provide employee education coupled with counseling services for assessment, referral and follow-up care. In addition, supervisors may, in consultation with Human Resources, make direct referrals as part of a corrective performance management or progressive discipline plan. Employees can contact EFR at (800) 327-4692 or on their website at www.efr.org/myeap.

Additional information concerning the employee assistance program can be obtained through Human Resources.

WELLNESS PROGRAM

Story County supports the well-being of employees through its worksite wellness program by providing a variety of programs that are designed to promote health and wellness of employees. Wellness initiatives include but are not limited to health risk assessments, wellness challenges, blood drives and flu shot clinics.

Contact Human Resources for more information on program eligibility.

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HOLIDAYS OBSERVED

The County recognizes the following holidays:

January 1	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Friday following Thanksgiving
July 4	Two Days at Christmas
Labor Day	Two hours on December 31 *

*This time is allowed only if December 31 falls on a Monday through Thursday.

When a Holiday Falls on a Saturday or Sunday

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Religious Holidays

It is the policy of the County to permit absence from work with compensation for employees who wish to observe religious holidays of their faith, providing previous arrangements are made with the County for establishing an alternative work time. If an alternate work period cannot be arranged, an absence will be charged to vacation leave or to leave without pay.

VACATION

An employee's anniversary date shall be used to compute vacation leave. Employees resigning or who are terminated before they have completed six (6) months of continuous employment will not be eligible for any prorated vacation benefits. Each person employed in a part-time position in County service shall earn vacation leave on a proportionate basis to the time worked per year. Temporary employees shall not be granted vacation pay. Vacation leave will not be considered work hours for the purpose of computing overtime pay.

Schedule

Vacation leave shall be accrued in accordance with the following schedule, determined from the anniversary date.

Years of Continuous Service	Working Hours off Per Year
One (1)	80 hours (10 days)
After five (5)	120 hours (15 days)
After ten (10)	160 hours (20 days)

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Vacation leave shall be computed on an hourly basis and credited to each employee's account on a bi-weekly basis. After the completion of six (6) months of full-time continuous employment, an employee shall be eligible for any vacation leave he/she has accumulated.

Procedure

An employee shall notify his/her immediate supervisor in advance of the desired vacation. The length of the advance notice shall be determined by the department needs. If it becomes necessary to limit the number of employees on vacation at one time, departmental procedures will prevail.

Compensatory Time

Any compensatory time is to be used before any charge is made to accrued vacation allowance (unless the employee is at risk of losing vacation as stated in the accumulation provision below).

Exceptions

An employee shall not accrue vacation leave during periods of temporary lay-off, suspension, or leave without pay. An employee on vacation extending through a holiday period shall not have those officially designated holidays charged against vacation leave.

Accumulation of Vacation Time

Accumulation of vacation time (as indicated on employee pay stub) will be limited to forty (40) hours plus current year vacation allowance for which an employee is eligible. After fifteen (15) years of continuous service, an employee may carry over sixty (60) hours of vacation time plus current year vacation allowance for which an employee is eligible. Any payroll period where vacation time exceeds the allowed accumulation amount, that vacation time will be forfeited.

Limitations

Vacation leave may not be taken in advance and an employee may not waive their vacation, in order to collect both vacation and work pay.

Accrued Vacation Payment at Termination

Any full-time or part-time employee separated from County employment by reduction in force, resignation, death or otherwise, shall be paid or have payment made to their estate or legal beneficiary in the amount of any unused vacation leave accrued at the time of separation. Employees separated from County employment before they have completed six (6) months of continuous employment will not be eligible for payment of any unused vacation leave accrued at the time of separation.

SICK LEAVE

Eligibility and Accrual

Full-time employees shall accrue sick leave at the rate of one and one-half (1 ½) days per month. Part time employees shall accrue on a prorated basis according to the appropriate classification. Sick leave may be

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accumulated up to nine hundred sixty (960) hours which is equivalent to one hundred twenty (120) working days. Once the maximum sick leave has been accrued, there will be no further sick leave accrued until the sick leave bank falls below nine hundred sixty (960) hours.

Provisions

Payment of accrued sick leave benefits will begin on the first day of absence, computed at the employee's regular base pay. If a holiday falls within a paid sick leave, that day will be counted as a holiday and not as sick leave. Sick leave shall not be taken in advance of accrual. Sick leave will not be considered work hours for the purpose of computing overtime pay.

Sick leave, up to a maximum of forty (40) hours per calendar year, beginning the first payroll of the calendar year, may be used to care for an immediate family member (mother, father, spouse, or children) for medical reasons. All sick leave shall expire on the date of separation from the County and no employee shall be reimbursed for sick leave outstanding at the time of such separation.

When an employee requests vacation time for a definite period and the request is granted, any period of illness during the period of such leave shall be charged to sick leave upon the employee producing a written certificate from a licensed health care provider stating the duration of the illness and the time period that the employee would not have been able to work. The Department Head will then determine the number of days to be credited to the employee's accrued vacation time, according to the physician's statement.

Overtime

Sick leave is not considered time worked for overtime purposes.

Sick Leave Donation

In the event that an employee exhausts his/her accumulated sick leave days, vacation and accumulated compensatory time, the Board of Supervisors, upon the recommendation of the Director of Internal Operation and Human Resources may grant additional sick leave days, or, with the permission from the affected individual, request voluntary donations of sick leave from staff for use by the affected employee for his/her personal illness or injury. Each employee may donate up to two (2) days of sick leave per request. Donation will be taken in order received until the maximum number of days required is met. Donated sick leave days which are not used by the affected employee will be cancelled and not returned to donating employees.

Wellness Days

Employees who have reached their maximum accumulation of sick leave (960 hours) may convert accumulated sick leave to wellness days up to a maximum of two days (16 hours) per fiscal year. Part time employees are eligible on a prorated basis according to their appropriate classification. Wellness days must be used in increments of no less than a full days shift. Wellness days do not carry over from year to year and must be used before the end of the fiscal year.

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LEAVES OF ABSENCE

A leave of absence is one or more days off for reasons not otherwise covered by vacation or sick leave. Leave circumstances for which the County has special policies cover are as follows:

- **GENERAL MEDICAL LEAVE**
- **FAMILY AND MEDICAL LEAVE**
- **BEREAVEMENT LEAVE**
- **JURY AND WITNESS DUTY**
- **MILITARY LEAVE**
- **VOTING LEAVE**
- **PERSONAL LEAVE WITHOUT PAY**

Eligibility: Regular, full-time employees may be eligible to take leaves of absence without loss of seniority, subject to the conditions and limitations described in the special policies or to the discretionary actions of the County where policies are not stated. Leaves require prior approval of the Elected Official or Department Head and Human Resources. Vacation time and sick leave will continue to accrue during any approved paid leave of twelve (12) weeks or less and made available for use upon return to active work status.

Limitations: In order to continue group health related insurance coverage after paid leave has been exhausted, the employee must make arrangements to pay the County's portion of the premium payments at his/her own expense.

Performance reviews and any eligible pay adjustments will be postponed until the employee returns to work, if his/her review date falls within the leave of absence period. The employee will be ineligible for pay for any holidays that fall within the leave of absence period.

Each request for leave should be made in writing to the Elected Official or Department Head. Each request will be considered on an individual basis. Leave time is not counted as hours worked in computing overtime.

GENERAL MEDICAL LEAVE

If an employee requires a leave of absence for medical reasons such as an extended illness, surgery, disability, pregnancy or injury, including injuries arising out of and in the course of employment, he/she should discuss his/her need for leave with his/her immediate supervisor as soon as possible. The immediate supervisor must direct the employee to Human Resources for proper processing of the leave.

If the absence is for a serious health condition, or if the absence is for other than a serious health condition and expected to be longer than 3 days, the employee will be required to complete a "Request for Leave of Absence" form. **If the leave requested qualifies for Family and Medical Leave and the employee qualifies for FMLA, the leave will be designated FMLA leave (see Family and Medical Leave on next page).**

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Any accrued sick leave, vacation, and compensatory time is to be applied to the leave. After vacation, sick leave, and compensatory time have been exhausted, any remaining leave time will be without pay. Limitations on benefits and appropriate pay practices during leaves of absences apply.

The employee must return to work as soon as possible upon receiving written approval from his/her physician. If circumstances require additional time beyond the original expiration date of the leave, the employee must submit a written request to Human Resources for an extension prior to that date. The County reserves the right to request a medical examination by a County-appointed physician to confirm the reason for leave or to confirm ability to return to work.

For leaves that do not exceed three months, service time with the County shall continue to accrue during the leave and an effort will be made to reinstate the employee to the same position or one of equal status at the same rate of pay upon returning to work. Failure to return on or before the expiration date of an employee's leave without receiving an approved extension will be recognized as a voluntary termination.

FAMILY AND MEDICAL LEAVE

It is the policy of the County to provide unpaid family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA) of 1993. Whether or not a particular situation is covered by FMLA depends on whether the law's requirements have been met, not on whether an employee actually requests FMLA leave. The County will designate leave as FMLA leave if the employee is eligible for FMLA leave and if the law's other requirements are satisfied, even if the employee has not requested FMLA leave.

Leaves Available

An eligible employee will be granted up to twelve (12) work weeks of unpaid, job-protected leave each twelve (12) month period for any of the following qualifying reasons:

- The birth of and/or need to care for a newborn child
- The placement of a child with the employee for adoption or foster care
- The need to care for a spouse, child, or parent with a serious health condition
- A serious health condition that makes the employee unable to perform the functions of the job

Eligibility Requirements

To be eligible for family and medical leave, the employee must have worked for the County for at least twelve (12) months, and for at least 1,250 hours during the twelve (12) months immediately preceding the start of the leave.

General Provisions

For purposes of this policy:

"**Child**" means son or daughter under eighteen (18) years of age, or a child eighteen (18) years of age or older who is incapable of self-care because of a mental or physical disability. An employee's child is one for whom the employee has actual daily responsibility for care and includes a biological, adopted, foster or step-child.

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"Parent" does not include parents-in-law.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves...

- Inpatient care in a hospital, hospice, or residential medical care facility
- A period of incapacity that requires absence from work for more than three (3) consecutive calendar days AND involves either two (2) or more treatments by a health care provider, OR at least one (1) treatment by a health care provider plus a regimen of continuing treatment
- Any period of incapacity due to pregnancy or for prenatal care
- Chronic serious health condition
- Long-term conditions for which treatment may not be effective
- Multiple treatments and recovery there from

"Spouse" does not include an unmarried domestic partner.

The **"twelve month period"** during which the leave entitlement occurs is designated as the twelve (12) month period measured forward from the first date of leave.

Married employees: If the employee and his/her spouse are both employed by the County, and are both eligible for family and medical leave, they will be limited to a combined total of twelve (12) weeks of family and medical leave a year taken for any one or all of the following reasons: birth of a child or to care for the child after birth; placement of a child with the employee for adoption or foster care, or to care for the child after placement; or to care for a parent with a serious health condition. This limitation does not apply in cases of leave to care for the serious health condition of a spouse or child, or because of the employee's own serious health condition.

Leave Rights related to Military Service (as amended in 2008):

Eligibility: Eligible employees are entitled to up to twelve (12) weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on covered active duty. This applies to covered family members in the National Guard, Reserves, Retired Forces and active Regular Armed Forces, and deployed for duty in a foreign country.

Entitlement: An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member (non-dishonorably discharged veterans for up to five (5) years after military service ends) who is recovering from a serious illness or injury sustained in the line of duty on active duty (to include those that manifested before or after veteran status began) is entitled to up to twenty-six (26) weeks of leave in a single twelve (12) month period to care for the service member. This military caregiver leave is available during "a single twelve (12) month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

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How and When Leave May Be Taken

Family and medical leave is taken either in consecutive workweeks; intermittently in separate blocks of time; or by reducing the number of days an employee works per week, or hours per day.

Intermittent or reduced schedule leave may be taken when medically necessary to care for a spouse, child, or parent with a serious health condition, or because of the employee's own serious health condition. The employee must provide the County with medical certification of the need for intermittent or reduced schedule leave, and must attempt to schedule intermittent or reduced schedule leave so as not to disrupt County operations. The employee may be transferred temporarily to an alternative position or schedule, with equivalent pay and benefits, which better accommodates the intermittent leave or reduced schedule.

Leave for childbirth, adoption or foster care may be taken intermittently or on a reduced leave schedule only if Story County agrees to the proposed intermittent or reduced leave schedule.

Leave for the birth of a child or placement of a child for adoption or foster care must be taken within twelve (12) months of the birth, adoption or placement.

Notice Requirements

If the employee knows in advance that he/she will be taking leave because of birth, adoption or placement of a foster child in his/her home, or because of planned medical treatment for him/her or a covered family member, the employee must notify the immediate supervisor in writing using a "Request for Family/Medical Leave" form at least thirty (30) days in advance.

If circumstances require that the leave begin in less than thirty (30) days, the employee must notify the immediate supervisor as soon as is practicable.

When the need for leave is foreseeable based on planned medical treatment for the employee or his/her covered family member, the County expects the employee to consult with the immediate supervisor and/or Department Head or Elected Official, and to make a reasonable effort to schedule the treatment so as not to unduly disrupt County operations.

Medical Certification

The County reserves the right to require written medical certification from the appropriate health care provider when leave is requested to care for a child, spouse, or parent with a serious health condition, or because of the employee's own serious health condition. Certification forms are available from Human Resources. This certification will include the date of onset, the probable duration, type of treatment, and other appropriate medical facts concerning the condition. If the employee is seeking leave for his/her own health condition, the certification must also state that he/she is unable to perform the functions of his/her position. For leave to care for a family member, the certification must state that the employee is needed to care for the family member, and an estimate of the amount of time needed. Other certification requirements apply in the case of intermittent or reduced schedule leave.

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The County may also require medical recertification, and/or periodic reports from the employee during FMLA. Medical certification may also be required when an employee is returning to work after leave for the employee's own serious health condition.

The employee is to submit a completed medical certification within fifteen (15) days of the request or provide an explanation why additional time is needed.

Use of Paid Leave/Compensatory Time

The County will require the employee to use paid leave and compensatory time as part of family and medical leave as follows:

Paid leave must be used in the following order: Any available compensatory time and accrued vacation for any portion of the twelve (12) week leave for birth, adoption, foster placement, or to care for a child, spouse, or parent with a serious health condition. However, employees may use their own personal sick leave for the above situation if they choose.

Paid leave must be used in the following order: Any accrued sick leave, compensatory time, and accrued vacation for any portion of the twelve (12) week leave to care for the employee's own serious health condition. Any situation in which paid sick leave is used because the employee is unable to work due to a condition that qualifies as a serious health condition under this policy will be counted against the twelve week FMLA entitlement. When the employee has used all required paid leave or compensatory time for any portion of an FMLA leave, the balance of the leave will be without pay.

Rights and Benefits During Leave

Seniority will accrue only during periods of paid leave. Vacation and sick leave will not accrue during an unpaid FMLA leave. Under certain circumstances, if the employee fails to return to work after an approved FMLA leave, the County may require him/her to reimburse it for the amount the County paid for the health insurance premium during the leave.

Returning to Work

At the conclusion of the FMLA leave, unless the employee qualifies as a "key" employee, he/she will be restored to his/her former position, if that position is vacant, or one with equivalent pay, benefits, and conditions of employment, provided he/she has complied with the requirements of this policy.

Upon returning to work from leave due to the employee's own serious health condition, he/she may be required to provide certification from a health care provider that he/she is able to resume work and is fit for duty.

If an employee qualifies as a "key" employee (those employees defined among the 10% highest paid of the County), there is a possibility that his/her employment will not be restored when the unfilled position, at the discretion of the County, will cause substantial and grievous economic injury to the operations of the County.

SECTION VII

Benefits

BEREAVEMENT LEAVE

A period not to exceed forty (40) hours with pay may be granted to an employee upon his/her request, due to the death of a member of the employee's immediate family (spouse, parent or step-parent, child (including step-children), brother, sister (including step-brother and step-sister), mother-in-law or father-in-law, son-in-law and daughter-in-law. In the event of the death of an employee's grandparent (including step-grandparent) or grandchild (including step-grandchild), brother-in-law, or sister-in-law, the employee may be allowed up to twenty-four (24) hours off with pay. A period of eight (8) hours with pay may be granted to an employee when attending funeral services for the employee's aunt or uncle. Employees may be granted four (4) hours with pay when attending funeral services for fellow County workers as well as for fellow retired County workers. Payment for this time shall be made only if the funeral has actually been attended. Department Heads and Elected Officials may request documentation from the employee that supports the requests for bereavement leave. Time off for bereavement leave will not be considered work hours for the purpose of computing overtime.

VOTING LEAVE

Every employee is encouraged to exercise his/her privilege to vote. If for any good reason an employee is unable to vote before or after working hours, the County will grant leave to vote according to state law (Code of Iowa 49.109). Employees shall request the time off to vote from their supervisor at least two working days prior to the Election Day and the Department Head or Elected Official shall designate the period of time to be taken, not to exceed three (3) hours. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift to provide the least disruption to the normal work schedule.

JURY AND WITNESS LEAVE

Any employee shall receive full compensation during the employee's working day for appearance as a witness or jury member before a court, legislative committee or other judicial or quasi-judicial body, in an action involving the Federal Government, the State of Iowa, Story County or a political subdivision thereof, in response to a subpoena or when such an appearance is ordered in connection with the employee's work by the Department Head or Elected Official. Since jury duty is paid time off, any compensation received by employees for court related activities shall be endorsed over to the County. Certification of the number of hours spent in such service shall be submitted to the County. Reimbursement for mileage or other related expenses may be kept by the employee. When released from jury duty during working hours, the employee will report to work within two (2) hours unless otherwise arranged with the respective Department Head or Elected Official. Jury leave shall not be considered as work hours for the purposes of computing overtime.

MILITARY LEAVE

Leaves Available

The County shall grant leaves of absence for military service to full-time and part-time employees in accordance with applicable state and federal law. A full-time or part-time employee, who is a member of the uniformed services, when ordered by proper authority to serve in the uniformed services, shall be granted

SECTION VII

Benefits

leave for the period of service. The first thirty (30) calendar days of military leave each fiscal year shall be without loss of pay. Any amount of military leave taken during any part of an employee's scheduled workday, regardless of the number of hours taken, shall count as one (1) day toward the thirty (30) work days without loss of pay. Absences required for military service that exceed thirty (30) work days shall be granted in accordance with the County's policies on vacation, personal, compensatory time, or unpaid leave, and with applicable state and federal law.

Reemployment Rights - Eligibility

Eligibility for reemployment with the County after the employee completes military service will be determined in accordance with applicable state and federal law. Conditions for reemployment are as follows:

- The employee, or an appropriate officer of the uniformed service in which the employee serves, must give advance written or verbal notice of service to the employee's immediate supervisor, unless military necessity prevents the employee from giving notice or if it is otherwise impossible or unreasonable;
- The cumulative length of the absence and all previous absences from employment with the County for reason of military service must not exceed five (5) years (a number of exceptions to the 5 years are listed in the full USERRA);
- Discharge from military service must be honorable; and
- When the employee returns from military service, he/she must report to work or submit a timely application for reemployment according to the following schedule (This schedule can be affected if the employee is hospitalized for, or convalescing from, an illness or injury incurred in, or aggravated during performance of service):
 - For service of less than thirty (30) days the employee must report to work by the beginning of his/her first regularly scheduled work day that would fall eight hours after he/she returned home
 - For service of thirty-one (31) to one hundred eighty (180) days the employee must apply for reemployment within fourteen (14) days after completing service
 - For service of one hundred eighty-one (181) days or more the employee must apply for reemployment no later than ninety (90) days after completing service

Continuation of Benefits During Military Service

Employees on leave for military service and any of their dependents entitled to coverage under the County's health insurance plan are entitled to coverage as follows:

- An employee who leaves employment for less than thirty-one (31) days is entitled to continued health insurance coverage, and will not be required to pay more than what an active employee would pay for coverage.
- An employee who leaves employment for more than thirty (30) days is allowed to elect to receive continued coverage under the County's health insurance plan for a period that is the lesser of: twenty-four (24) month-period beginning on the date on which the employee's absence for the purpose of performing service begins; or the period beginning on the date on which the employee's absence for the purpose of performing service begins, and ending on the date on which he or she fails to return from service. The County may require the employee to pay up to 102% of the premium.

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Benefits

UNPAID LEAVES OF ABSENCE

Unpaid leaves of absence may be granted in certain circumstances. If the employee has exhausted all applicable sick leave, vacation, compensatory time, and FMLA leave, he/she may request an unpaid leave of absence. Applications for unpaid leave must be made to the Department Head or Elected Official in writing and shall state the reasons for the leave and inclusive dates. Approval of unpaid leave is by Human Resources.

Employees who are not eligible for leave under the County's sick leave or Family and Medical Leave Act policies may apply for an unpaid leave under this section for purposes of disability due to pregnancy or a related condition as provided in Iowa Code section 216.6(2)(e). Medical certification stating that the employee is not able to perform the duties of employment may be required by the County.

During an unpaid leave granted under this section, the employee does not receive compensation, does not accrue length of service, and is not eligible for paid holidays. Sick leave and vacation will not accrue during an unpaid leave. The County does not make contributions to retirement programs for the duration of the leave. The employee may continue in the group health program during an unpaid leave under this section by paying the full cost of the premium by the first of the month for that month's coverage. Failure to pay the premium on time will result in termination of coverage.

If the employee plans to return to work following an unpaid leave taken under this section, he/she must notify the County before the end of his/her leave. The County will attempt to restore the employee to the position he/she held at the start of the leave, or in a comparable position, if possible. If the leave was for medical purposes, the employee will be required to pass a fitness-for-duty medical examination, by the County's designated doctor, to determine if he/she is able to perform the essential functions of the position. If no such position is available or the employee is unable to perform the essential functions of the position, employment will be terminated.

When an employee has been on unpaid leave for thirty (30) calendar days, the County shall review the circumstances and either extend the unpaid leave or terminate the employee.

BENEFITS REQUIRED BY LAW

Often overlooked by employees as a benefit they enjoy by working for a County like Story County are their legal benefits, namely:

- **Social Security** – a retirement benefit
- **Workers' Compensation** – for work-related disability
- **Unemployment Compensation** – in case of a reduction in the work force and termination of employment for reasons other than misconduct
- **IPERS** – a retirement benefit

SECTION VII

Benefits

Social Security

Each payday, the County deducts a tax from each employee's pay, which is paid into the Treasury of the United States Government. The County also contributes an equal amount to the fund so that the County shares on a 50/50 basis the cost of the Retirement Program for each employee.

Workers' Compensation Insurance

The employee is protected under the Workers' Compensation Act, which provides for hospital, medical, surgical care and income loss payments for work-related injuries and/or death. This insurance is paid for by Story County.

Unemployment Compensation

The employee is protected against loss of income by State and Federal laws when unemployed through no fault of his/her own. Story County pays for this insurance.

These unemployment benefits must be applied for by the unemployed individual through the local state agency. Benefits are paid for a given number of weeks at a dollar rate determined by the local state agency.

IPERS (Iowa Public Employee's Retirement System)

As the Code of Iowa requires, the County contributes a mandated amount to each employee's retirement fund. The County is also required to deduct a specific percentage from your gross pay. Your deduction is contributed on a pretax basis for federal and state income tax purposes. More information regarding IPERS can be found on the IPERS website at www.ipers.org or by calling IPERS directly at 1-800-622-3849.



Iowa Department of Transportation

ROADWAY MAINTENANCE AGREEMENT

INSTITUTION Iowa State University
AGENCY _____
COUNTY Story
CITY Nevada

This written agreement made and entered into by and between Story County Board of Supervisors, Party of the First Part, and the Iowa Department of Transportation, Party of the Second Part. The parties hereby desire to enter into this roadway maintenance agreement concerning the following roadway:

Institutional roads at Iowa State University (see attached list of roadways)

1. ROUTINE MAINTENANCE

- A. Party of the First Part will perform the following routine maintenance:
Winter maintenance such as snow and ice control; Roadside maintenance such as mowing, herbicide application, and maintaining clear channels through and adjoining drainage structures; Pavement maintenance such as patching, joint/crack filling, spot HMA overlays, transverse joint leveling, strip sealing, and edge sealing; Granular surface maintenance of shoulders and roadways such as application and shaping of granular material; Safety appurtenance maintenance such as repair of guardrail and safety grates; Traffic control device maintenance such as replacment of signs and pavement markings;
- B. Party of the First Part will perform the above described routine maintenance in compliance with the Iowa Department of Transportation's standard maintenance policies and procedures which include, but are not limited to, the Department's standards for maintenance activities and instructional memorandums. Particularly, Party of the First Part shall comply with:
Approved DOT policies, design guidance, and adopted national manuals (i.e. - MUTCD).
- C. Party of the Second Part will perform the following routine maintenance:
None

2. SPECIAL MAINTENANCE

- A. Party of the First Part will perform the following special maintenance:
Not applicable
- B. Party of the First Part will perform the above described special maintenance in compliance with the Iowa Department of Transportation's standard maintenance policies and procedures which include, but are not limited to, the Department's standards for maintenance activities and instructional memorandums. Particularly, Party of the First Part shall comply with:
Not applicable
- C. Party of the Second Part will perform the following special maintenance:
Not applicable

3. PAYMENT

- A. It is agreed that payment for the routine maintenance operations will be made after the work has been completed for the fiscal year ending June 30, and payment for maintenance operations will be made after the work has been completed. It is also understood and agreed that the right is reserved

by both Parties to review, adjust, or terminate this Agreement at any time, provided however that written notice be given either Party at least thirty days prior to such review, adjustment, or termination.

B. Payment for routine maintenance at the rate of \$ 2,000.00 per lane mile per year.

Total lane miles 2.50 at \$ 2,000.00 per lane mile = \$ 5,000.00

C. Payment for special maintenance shall be made as follows:

4. AGREEMENT TIME PERIOD

Beginning Date: 7/1/2021

Ending Date: 6/30/2022

5. Party of the First Part agrees to indemnify and save harmless the Party of the Second Part, the State of Iowa, and its agents or employees from any and all causes of action, suits, at law or in equity, for losses, damages, claims or demands, and from any and all liability and expense of whatsoever nature (including reasonable attorney fees), arising out of or in connection with the execution, performance, or attempted performance of this Agreement and work provided herein.
6. If any section, provision or part of this Agreement shall be found to be invalid or unconstitutional, such judgment shall not affect the validity of the Agreement as a whole or any section, provision, or part thereof not found to be invalid or unconstitutional.
7. Party of the First Part will follow all federal and state laws and regulations with regard to worker safety and the handling and disposal of hazardous waste and/or substances in performing any maintenance task.
8. Any subsequent change or modification to the terms of this Agreement shall be in the form of a duly executed addendum or amendment to this Agreement.

RECOMMENDED FOR APPROVAL:

Story County Board of Supervisors

(AGENCY) (COUNTY) (CITY) (BOARD)

BY

L. K. Holders

TITLE

Chair

6-22-21
(DATE)

IOWA DEPARTMENT OF TRANSPORTATION

BY

Tony Gustafson, District 1 Engineer

(DATE)

Recommended for approval by:

Darren R. Moon 6-14-21

Darren R. Moon, P.E.

Date

Institutional Roads maintained by Story County for Iowa State University

#070 – in Sec 17 & 20 – T83N – R24W (2 lane gravel road) 0.25 miles of 2 lane = 0.50 miles

#071 – in Sec 20 & 21 – T83N – R25W (2 lane gravel road) 1.00 miles of 2 lane = 2.00 miles

1.25 miles x 2 lane = 2.50

Total 2.50 miles

Closure No. 21-48

Date June 14, 2021

Resolution

BE IT RESOLVED

By the Board of Supervisors of Story County, Iowa, to approve the road Closure(s) for the purpose of Construction in section 15 & 22 New Albany Twp on

250th St is closed between 710th Ave and 720th Ave


Chair, Board of Supervisors

Attest: 
County Auditor

ROLL CALL	Latifah Faisal	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
FOR ALLOWANCE	Lisa Heddens	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
	Linda Murken	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>

ALLOWED BY VOTE OF THE BOARD	Yea <u>3</u>	Nay <u>0</u>	Absent <u>0</u>
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CHAIRPERSON

Above tabulation made by 

STORY COUNTY UTILITY PERMIT

Date 6/17/21

To the Board of Supervisors, Story County, Iowa:

The Iowa Regional Utilities Association Company, incorporated under the laws of Iowa authorize to do business within the State of Iowa, with its principal place of business at 1351 Iowa Speedway Drive, Newton, Iowa 50208, 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 Potable Water on secondary route 220th Street from along the S. side of to 65693 220th Street a distance of 3160 feet. ~~miles~~ 220th St.

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: Directional boring from South ROW line to North ROW line under 220th St. installing a 1" PVC service line, a minimum of 5 feet deep; and Directional boring, trenching & excavating along the S. side of 220th St. for ROW Occupancy installing a 3" PVC water main a minimum of 5 feet deep. See attached Plan Sheet.
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 cut trench.

Date 6-16-2021

Iowa Regional Utilities Association
Name of Company (Applicant - Permittee)

Gayla E. Hannagan
by Gayla E. Hannagan, Phone no. 641-792-7011
Permit Manager

Recommended for Approval:

Date 6-16-21

Jaime M...
County Engineer Phone no. 515-382-7355

Approved:

Date 6-22-21

Li K. Helder
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.

REQUEST FOR PROPOSAL FOR
Managed Print Service Program
Story County, Iowa



APPROVED

DENIED

Board Member Initials: AKH

Meeting Date: 6-22-21

Follow-up action: _____

Story County, Iowa (“County”) seeks proposals and cost estimates for a Managed Print Service Program as described in this Request for Proposal (“RFP”).

Sealed proposals: Vendor will deliver one (1) hard copy and one digital format (CD or flash drive) to the following address:

Story County Auditor’s Office
c/o County Outreach and Special Projects Manager
Story County Administration
900 6th Street
Nevada, Iowa 50201

The envelope must be clearly marked “SEALED RFP”. The name of the firm and contact person must also be listed on the outside of the envelope. Any restrictions on the use of data within proposals must be clearly stated in the proposal itself. Non-disclosure cannot be guaranteed after the selection stage of this procurement due to public record laws.

Proposal Deadline: 12:00 PM CST, August 24, 2021.

Proposals received after the proposal deadline will be considered late and will not be accepted. Proposals may be withdrawn and/or modified in writing prior to the submission deadline. Requests for withdrawal must be in writing by the contact person named on the outside of the envelope to the contact and address noted above. Proposals that are resubmitted must be sealed and received prior to the submission deadline. Each Vendor may submit only one proposal.

Conceptual Plan

The Vendor shall provide a Conceptual Plan, including a detailed statement of work for the product/services believed to be appropriate for Story County, addressing specifics outlined in the *Scope of Services, Capabilities, and Warranty and Maintenance*, presented herein.

The Conceptual Plan should indicate the following, at the minimum:

- Vendor name, address, and names of primary contacts.
- Vendor’s experience in providing services to the public sector, jobs of similar size(s) and provide applicable certifications for staff members involved in the process.

- Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this work.

Scope of Services

Introduction and General Information

Story County Iowa invites qualified vendors to submit a proposal to implement a managed print solution in order to drive efficiencies and minimize cost spent on printing activities. This solution would involve a complete evaluation of the current printer/copier deployment and provide a single point of contact for the entire County print/copy/scanning environment.

- Provide the earliest date available to assume these duties.
- Proposed project budget based upon the plan of work proposed by the Vendor.
- Three (3) references are to be included with the proposal.

Scope of Services

Vendor shall provide a printer/copier service solution that offers a single point for managing the entire print environment.

Vendor shall provide a professionally staffed helpdesk accessed via a toll-free number to assist with troubleshooting and problem resolution.

Vendor shall be able to dispatch qualified technicians to all County facilities to afford minimal downtime.

Vendor shall create and follow a preventative maintenance program and make this visible to Story County.

Additional Information

Describe your strategy for securing the client data. You may include your company policy and any security certificates that apply.

Describe the hours of operation for on-site staff as well as after-hours availability.

Describe your training program for users.

Describe your trouble ticket system and what can be expected during normal and after-hours.

Provide Vendor's average response time for business and after hours' calls.

Describe disaster recovery plans.

Describe how software upgrades would be applied.

Outline how the parts are delivered/installed?

Describe how the monitoring of the usage of this managed print solution is performed.

Vendor must provide all fees associated with the proposed contract for basic services and you may include optional fees for extra work outside the proposal.

A list of current County-owned devices will be available upon request.

Capabilities

This section details the work desired to be performed. Vendors must respond to these requirements with details as to the nature/types of services to be provided.

- *Low-cost printing with shared print volume for both colored and black and white copies.*
- *Streamlined fleet of devices to ensure uniformity and ease of management.*
- *One detailed invoice with department-level billing to show expense allocation based on usage.*
- *Device management software to automatically order/replace OEM supplies when needed.*
- *Employee badge/PIN authentication to ensure secure printing.*
- *Devices must be compatible with all software programs being used by Story County, Iowa.*
- *Managed solution must be able to maintain confidentiality with HIPPA and other confidentiality laws and regulations.*
- *Financial agreement to be between Story County and chosen vendor - no third party leases, sub-contracting or bank financing with invoice remit terms of 45 days.*
- *Story County access to online portal to view usage reports, place service requests, view vendor information, current inventory and other related information.*
- *Basic Troubleshooting documentation to reference prior to entering a service call.*
- *Capability to add devices mid-contract without extrapolation of the cost for the entire contract.*
- *Ability to add an additional device for a short period of time when extra capabilities are anticipated, for example during elections.*

Warranty and Maintenance

Vendors must provide any applicable warranty, service, and maintenance information in proposals.

Submittal Process and Details

All proposals must be submitted as detailed in the manner described herein. Exceptions nor extensions to established deadlines will not be granted.

Story County will not meet individually in person or via other means with potential contractors.

Story County will be accepting written questions from July 26, 2021, through 4:30 PM - August 6, 2021 regarding this RFP. Please submit questions via email to Leanne Harter, County Outreach and Special Projects Manager, at lharter@storycountyiowa.gov. Written responses will be published on Story County's website at www.storycountyiowa.gov on or before August 13, 2021 and distributed to those who submitted questions no later than 4:30 pm on August 13, 2021.

Estimated Timeline

July 26, 2021	Release RFP
August 6, 2021 (4:30 pm)	Questions due to Story County
August 13, 2021 (4:30 pm)	Story County Responses published
August 20, 2021 (4:30 pm)	RFPs Due
August 31, 2021	Board of Supervisor consultant selection
September 7-16, 2021	Contract development
September 21, 2021	Board of Supervisors action on contract
January 2022	Effective start of contract (proposed)

The above dates are subject to change at the option of Story County.

Proposal Terms

Story County reserves the right to reject any and all proposals received as a result of this Request for Proposal. If a proposal is selected, it will be the most advantageous regarding quality of service, the Vendor's qualifications, and capabilities to provide the specified service, and other factors which Story County may consider. Story County reserves the right to waive or not waive informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by Story County to be in the best interests of Story County even though not the lowest bid.

The price quotations stated in the Vendor's proposal will not be subject to any price increase from the date on which the proposal is opened Story County to the mutually agreed-to date of bid. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful Vendor to accept the obligation of the bid may result in the cancellation of any award. A service contract will be executed between Story County and the awarded Vendor.

The selected Vendor may not subcontract any of the work specified in this RFP without prior written consent of Story County.

Insurance

Vendor shall take out and maintain during service to the County under a contract such public liability and property damage insurance as shall protect Vendor, its subcontractors, and the County from claims for damages for personal injury, including accidental death, as well as for claims for property damage, which might arise from operations under its contract with the County, whether such operations be by Vendor or its subcontractor, or by anyone directly or indirectly employed by either of them. All insurance policies shall be issued by responsible companies who are acceptable to the County. The Vendor shall not cause any insurance to be canceled nor permit any insurance to lapse during the life of the contract with the County. Vendor shall indemnify and hold County harmless from any damages, cost, claims or expenses which may arise as a result of any failure on the part of the Vendor to provide accurate and/or complete data and information to the County as outlined and required by the terms and conditions of its contract with the County.

Form of Consultant Services Contract is provided as Appendix A.

Appendix A
Sample Provider Agreement

THIS AGREEMENT is entered into by and between Story County, an Iowa Municipal Corporation, whose mailing address and telephone number is 900 Sixth Street, Nevada, Iowa 50201, telephone 515-382-7200, hereinafter referred to as "County", and _____, hereinafter referred to as "Provider", whose mailing address and telephone number is _____, telephone _____.

1. PURPOSE AND INTENT. The purpose of this agreement is for the Provider to

2. FEES, EXPENSES & COMPENSATION. Consultant may charge a maximum hourly fee of \$_____ for professional services necessary under the terms of this Agreement. Consultant may bill Client for travel expenses at the rate of not more than _____ cents per mile, which shall be limited to actual mileage incurred to perform necessary tasks required to reach the Client's objective under this Agreement. Consultant may not bill or receive compensation from client for time spent traveling. All invoices must specify the invoice total and time period covered and detail the work performed or expense incurred per this Agreement. Consultant agrees that the hourly fee and mileage expense shall be Consultant's sole compensation for professional services and work performed because of this Agreement.

Provider understands that the County reserves the right to request additional specific information in assessing the accuracy of claim information.

3. INDEPENDENT CONTRACTOR. It is understood that Provider is an independent professional contractor and that Provider will not in any event be construed as or hold itself out to be an employee or agent of the County. It is further agreed that at no time will the Provider or the work efforts of the Provider be under the supervision or control of the County, although Provider agrees to comply with all reasonable requests and regulations applicable to any other business invitee of the County. It is also agreed that Provider, as an independent contractor, is not restricted to working exclusively for the County during the term of the Agreement.

4. INSURANCE & TAXES. Provider is responsible for Workers Compensation, Disability, Unemployment, Automobile Insurance, and any other insurance required by the State of Iowa and will provide certificates of insurance to the County on an annual basis. Provider is also responsible for payment of State and Federal taxes, and any other applicable tax. Provider is not eligible for any benefits the County may provide for its employees.

5. CONFIDENTIALITY. Provider agrees to comply fully with confidentiality in compliance with all laws and regulations regarding protected health information.

6. TERM AND TERMINATION OF AGREEMENT. This Agreement is effective on the ____ day of _____, 2021 for a period of ____ year (s). The County may terminate this agreement immediately upon Provider's refusal to, or inability to perform under the agreement or Provider's breach of this agreement. Either party may terminate this agreement for any reason, without cause, by giving 90 days written notice to the other party.

7. ACCESS TO BOOKS AND RECORDS. Unless otherwise required by applicable laws, Provider shall allow the County access to all books and records for purposes of auditing or reviewing Provider's claims, upon request by the County. Provider's failure to provide access under this section shall constitute a material breach of the agreement.

8. REQUIREMENTS. Provider hereby agrees to perform all duties in accordance with all state and federal laws and regulations. This provision includes but is not limited to Iowa Code Section 144.32. Provider assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this program or activity. Failure to perform duties in accordance with the applicable laws and regulations shall be considered a material breach of this agreement by the Provider.

9. EXENSION. If mutually agreeable to County and Provider, this Agreement may be extended. Such extension will be documented by written amendment, duly signed and dated by both parties.

10. ASSIGNMENT. Neither party to this Agreement may assign, sell or transfer any part thereof to any other firm or entity without first obtaining the written permission of the other party hereto.

11. APPLICABLE STATE LAW AND WAIVER OF FEDERAL REMOVAL. This Agreement has been negotiated, executed and delivered in the State of Iowa. The parties hereto agree that all questions pertaining to the validity and interpretation of this agreement will be determined in accordance with the laws of the State of Iowa in Story County, Iowa. The parties hereby waive removal of any issue hereunder to the federal courts.

This Agreement and referenced attachments constitute the entire contract of the parties hereto and supersedes any prior agreement between the parties.

STORY COUNTY, IOWA (County)

_____ (Provider)

By:

By:

Chairperson of the Board of Supervisors

Dated: _____

Dated: _____



100% Construction Documents Cost Opinion
6/17/2021

		Units		Unit Cost	Total
Division 1 - General Conditions					
PHASE 2	General Conditions	1	LS	10%	\$55,447
PHASE 3	General Conditions	1	LS	10%	\$66,706
Division 2 - Existing Conditions					
<i>Building Demolition</i>					
PHASE 2	Remove Acoustical Ceiling & Salvage for Reuse	1,892	SF	\$1.00	\$1,892
PHASE 2	Remove & Dispose of Debris	1,892	SF	\$0.50	\$946
PHASE 3	Remove Acoustical Ceiling & Salvage for Reuse	3,266	SF	\$1.00	\$3,266
PHASE 3	Remove & Dispose of Debris	3,266	SF	\$0.50	\$1,633
<i>Mechanical Demolition included in Division 23</i>					
<i>Electrical Demolition included in Division 26</i>					
Division 3 - Concrete					
<i>Nothing Required</i>					
Division 4 - Masonry					
<i>Nothing Required</i>					
Division 5 - Metals					
PHASE 2	Steel Angle Support Frames and Deck Infill	12	EA	\$4,000.00	\$48,000
PHASE 3	Steel Angle Support Frames and Deck Infill	2	EA	\$4,000.00	\$8,000
Division 6 - Woods, Plastics and Composites					
<i>Rough Carpentry</i>					
PHASE 2	Misc Blocking and Framing at each new RTU curb	12	EA	\$250.00	\$3,000
PHASE 3	Misc Blocking and Framing at each new RTU curb	2	EA	\$250.00	\$500
Division 7 - Thermal & Moisture Protection					
<i>Thermoplastic Membrane Roofing</i>					
PHASE 2	Roof System Repairs at each new RTU curb	12	EA	\$1,200.00	\$14,400
PHASE 2	Walkways	1400	LF	\$21.00	\$29,400
PHASE 3	Roof Repairs and Insulation at each new RTU curb	2	EA	\$1,200.00	\$2,400
PHASE 3	Walkways	300	LF	\$21.00	\$6,300
Division 8 - Openings					
<i>Nothing Required</i>					
Division 9 - Finishes					
PHASE 2	Acoustical Ceiling Remove and Replace	993	SF	\$4.00	\$3,972
PHASE 2	Acoustical Ceiling Remove and Reinstall	899	SF	\$2.00	\$1,798
PHASE 3	Acoustical Ceiling Remove and Replace	828	SF	\$4.00	\$3,312
PHASE 3	Acoustical Ceiling Remove and Reinstall	2,438	SF	\$2.00	\$4,876
Division 10 - Specialties					
<i>Nothing Required</i>					

APPROVED **DENIED**
 Board Member Initials: ACT
 Meeting Date: 6-22-21
 Follow-up action: _____



		Units		Unit Cost	Total
Division 11 - Equipment					
<i>Nothing Required</i>					
Division 12 - Furnishings					
<i>Nothing Required</i>					
Division 13 - Special Construction					
<i>Nothing Required</i>					
Division 14 - Conveying Equipment					
<i>Nothing Required</i>					
Division 21 - Fire Suppression					
<i>Nothing Required</i>					
Division 22 - Plumbing					
<i>Nothing Required</i>					
Division 23 - Heating, Ventilating and Air Conditioning (HVAC)					
<i>Refer to attached MEP Cost Opinion for details.</i>					
PHASE 2	General Conditions	1	LS	\$25,075.74	\$25,075.74
PHASE 2	Mechanical	1	LS	\$393,058.90	\$393,058.90
PHASE 2	Test and Balance	1	LS	\$5,720.65	\$5,720.65
PHASE 3	General Conditions	1	LS	\$47,268.52	\$47,268.52
PHASE 3	Mechanical	1	LS	\$538,976.66	\$538,976.66
PHASE 3	Test and Balance	1	LS	\$5,720.65	\$5,720.65
Controls - Included in "Additional Items by Owner" below.					
Division 26 - Electrical					
<i>Refer to attached MEP Cost Opinion for details.</i>					
PHASE 2	Electrical	1	LS	\$27,208.19	\$27,208.19
PHASE 3	Electrical	1	LS	\$44,805.87	\$44,805.87
Division 27 - Communications					
<i>Nothing Required</i>					
Division 28 - Electronic Safety and Security					
<i>Nothing Required</i>					
Division 31 - Earthwork					
<i>Nothing Required</i>					
Division 32 - Exterior Improvements					
<i>Nothing Required</i>					



		Units	Unit Cost	Total	
PHASE 2	Sub-Total of Direct Costs			\$609,918	
PHASE 2	Contractors Overhead & Profit		10%	\$60,992	
PHASE 2	Subtotal of Construction Cost			\$670,910	
PHASE 2	Contingency		5%	\$33,546	
PHASE 2	Scope Cost Opinion			\$704,456	
PHASE 3	Sub-Total of Direct Costs			\$733,765	
PHASE 3	Contractors Overhead & Profit		10%	\$73,377	
PHASE 3	Subtotal of Construction Cost			\$807,142	
PHASE 3	Contingency		5%	\$40,357	
PHASE 3	Scope Cost Opinion			\$847,499	
Total of Bid Scope Cost Opinion				\$1,551,955	
Additional Items Provided By Owner					
PHASE 2	HVAC - Controls	1	LS	\$4,200	\$4,200
PHASE 3	HVAC - Controls	1	LS	\$7,200	\$7,200
Total of Project Cost Opinion				\$1,563,355	

Opinion of Probable Construction Cost Summary

PROJECT: STORY COUNTY JUSTICE CENTER HVAC REPLACEMENT PHASE 2	DATE: 17-Jun-21
Proj. #: 2013	
BY: BKB	PCO PHASE: DD
NOTES:	

INPUT VARIABLES

CITY MATERIAL INDEX	100%	LABOR/HR	\$ 60.00
MATERIAL MARKUP	10%	CITY LABOR INDEX	94%
		OVERHEAD	40%
		PROFIT	15%
MATERIAL MARKUP	110%	TOTAL LABOR	\$ 90.80

BREAKDOWN SUMMARY

		LABOR HOURS	1353.71	
MATERIAL	\$ 271,650.68	LABOR \$	\$ 81,222.68	MATERIAL AND LABOR
MARKUP	\$ 27,165.07	OVERHEAD/PROFIT	\$ 49,545.83	SUBTOTAL
MATERIAL TOTAL	\$ 298,815.75	LABOR TOTAL	\$ 130,768.51	\$ 429,584.26
	\$ -		\$ -	\$ -

DIVISION SUMMARY

GENERAL CONDITIONS	\$ 25,075.74	5.6%
MECHANICAL Ph 2	\$ 393,058.90	87.1%
TEST AND BALANCE	\$ 5,720.65	1.3%
ELECTRICAL	\$ 27,208.19	6.0%

CONTINGENCY
5%
\$ 21,479.21

TOTAL	\$ 451,063.48	\$ -	100.0%
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TOTAL
\$ 451,063.47

ABOVE PROBABLE CONSTRUCTION COSTS DO NOT INCLUDE GENERAL CONTRACTOR MARKUP

This is an opinion of probable project construction cost. We have no control over costs of labor, equipment or materials, or over the Contractor's method of pricing. This opinion of probable cost is made on the basis of our knowledge and experience. We can make no warranty, expressed or implied, as to the accuracy of these probable costs as compared to bid or actual costs.

PROJECT: STORY COUNTY JUSTICE CENTER HVAC REPLACEMENT PHASE 2 DATE: 17-Jun-21
 Proj. #: 2013
 BY: BKB 1 MATER. INDEX PCO PHASE: DD
 0.94 CITY LABOR INDEX
 SQ.FT.
 NOTES: SHERIFF'S AREA AND JAIL

\$ 60.00	LABOR/HR
10%	MAT. MARKUP
40%	OVERHEAD
15%	PROFIT
	TAX
	LABOR TAX
5%	CONTINGENCY

Revised 11/19		LABOR HR	MATERIAL	TAXES	CONTINGENCY	PROJECT TOTAL			
Engineering Opinion of Probable Cost		1,353.71	\$298,815.75		\$21,479.21	\$451,063.48			
qty	item	material type	LF	unit material \$	unit labor hr	extended		TOTAL	UNIT COST
						material	labor		
36	GENERAL CONDITIONS	\$25,075.74							
1	CRANE FOR EXISTING REMOVAL		EA	\$7,500.00			\$7,500.00		\$8,662.50
13	GENERAL DEMOLITION COSTS		EA	\$200.00	2.0000		\$2,600.00	24.44	\$5,481.95
22	DEMO HORIZONTAL WSHP UNITS		EA	\$100.00	4.0000		\$2,200.00	82.72	\$10,931.29
2,540	MECHANICAL Ph 2	\$393,058.90							
1,341.96	GALVANIZED SHEET METAL 1" W.G.		LB	\$0.45	0.0910		\$603.88	114.79	\$12,340.76
1,160.00	.75 lbs / sq ft FRK JACKET FLEXIBLE		SF	\$0.23	0.0500		\$266.80	54.52	\$5,838.12
1	AAON RTUS W/ERW		LS	\$31,000.00	32.0000		\$31,000.00	30.08	\$38,856.01
1	AAON WSHPS 4-5T UNITS		LS	\$4,280.00	28.0000		\$4,280.00	26.32	\$7,613.04
21	AAON WSHPS 1-3T UNITS		LS	\$3,200.00	24.0000		\$67,200.00	473.76	\$125,669.48
1	GAS PIPING, REGULATORS, ROOF SUPPORTS		LS	\$5,000.00	40.0000		\$5,000.00	37.60	\$9,588.77
2	ROOFCURB ADAPTERS, EST		EA	\$1,500.00	6.0000		\$3,000.00	11.28	\$4,609.13
1	KITCHEN MAU		EA	\$20,000.00	32.0000		\$20,000.00	30.08	\$26,151.01
8	LENNOX RTU'S		EA	\$11,250.00	32.0000		\$90,000.00	240.64	\$128,358.12
1	AAON RTU		EA	\$22,000.00	32.0000		\$22,000.00	30.08	\$28,461.01
1	KITCHEN EF		EA	\$2,500.00	6.0000		\$2,500.00	5.64	\$3,459.57
1	ROOF EXHAUST FAN		EA	\$1,500.00	4.0000		\$1,500.00	3.76	\$2,113.88
1	TEST AND BALANCE	\$5,720.65							
1	HVAC TEST AND BALANCE		SUB		60.0000			56.40	\$5,720.65
35	ELECTRICAL	\$27,208.19							
13	ELECTRICAL EQUIP CONNECTIONS ROOFTOP		EA	\$500.00	4.0000		\$6,500.00	48.88	\$12,465.40
22	ELECTRICAL EQUIP CONNECTIONS		EA	\$250.00	4.0000		\$5,500.00	82.72	\$14,742.79
	END								

Opinion of Probable Construction Cost Summary

PROJECT: STORY COUNTY JUSTICE CENTER HVAC REPLACEMENT PHASE 3
 Proj. #: 2013
 BY: BKB
 NOTES:

DATE: 17-Jun-21

PCO PHASE: DD

INPUT VARIABLES

CITY MATERIAL INDEX	100%	LABOR/HR	\$ 60.00
MATERIAL MARKUP	10%	CITY LABOR INDEX	94%
		OVERHEAD	40%
		PROFIT	15%
MATERIAL MARKUP	<u>110%</u>	TOTAL LABOR	<u>\$ 90.80</u>

BREAKDOWN SUMMARY

MATERIAL	\$ 345,008.45	LABOR HOURS	2349.27	MATERIAL AND LABOR
MARKUP	<u>\$ 34,500.84</u>	LABOR \$	\$ 140,956.48	SUBTOTAL
MATERIAL TOTAL	<u>\$ 379,509.29</u>	OVERHEAD/PROFIT	<u>\$ 85,983.45</u>	\$ 606,449.23
		LABOR TOTAL	<u>\$ 226,939.93</u>	
	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>

DIVISION SUMMARY

GENERAL CONDITIONS	\$ 47,268.52	7.4%
MECHANICAL Ph 3	\$ 538,976.66	84.6%
TEST AND BALANCE	\$ 5,720.65	0.9%
ELECTRICAL	\$ 44,805.87	7.0%

CONTINGENCY
5%
\$ 30,322.46

TOTAL \$ 636,771.70 \$ - 100.0%

TOTAL
\$ 636,771.69

ABOVE PROBABLE CONSTRUCTION COSTS DO NOT INCLUDE GENERAL CONTRACTOR MARKUP

This is an opinion of probable project construction cost. We have no control over costs of labor, equipment or materials, or over the Contractor's method of pricing. This opinion of probable cost is made on the basis of our knowledge and experience. We can make no warranty, expressed or implied, as to the accuracy of these probable costs as compared to bid or actual costs.

PROJECT: STORY COUNTY JUSTICE CENTER HVAC REPLACEMENT PHASE 3 DATE: 17-Jun-21
 Proj. #: 2013
 BY: BKB 1 MATER. INDEX PCO PHASE: DD
 0.94 CITY LABOR INDEX
 SQ.FT.
 NOTES: CONNECTOR AND COURTS

\$	60.00	LABOR/HR
	10%	MAT. MARKUP
	40%	OVERHEAD
	15%	PROFIT
		TAX
		LABOR TAX
	5%	CONTINGENCY

Revised 11/19	LABOR HR	MATERIAL	TAXES	CONTINGENCY	PROJECT TOTAL
Engineering Opinion of Probable Cost	2,349.27	\$379,509.29		\$30,322.46	\$636,771.70

qty	item	material type	LF EA	unit material \$	unit labor hr	extended		TOTAL	UNIT COST
						material	labor		
79	GENERAL CONDITIONS			\$47,268.52					
1	CRANE FOR EXISTING REMOVAL		EA	\$7,500.00			\$7,500.00		\$8,662.50
2	GENERAL DEMOLITION COSTS		EA	\$200.00	2.0000		\$400.00	3.76	\$843.38
76	DEMO HORIZONTAL WSHP UNITS		EA	\$100.00	4.0000		\$7,600.00	285.76	\$37,762.64
3,144	MECHANICAL Ph 3			\$538,976.66					
1,592.25	GALVANIZED SHEET METAL	1" W.G.	LB	\$0.45	0.0910		\$716.51	136.20	\$14,642.48
1,486.67	.75 lbs / sq ft FRK JACKET FLEXIBLE		SF	\$0.23	0.0500		\$341.93	69.87	\$7,482.19
1	AAON RTUS (2) W/ERW		LS	\$83,600.00	64.0000		\$83,600.00	60.16	\$102,660.03
12	AAON WSHPS 4-5T UNITS		LS	\$5,400.00	28.0000		\$64,800.00	315.84	\$106,879.65
52	AAON WSHPS 1-3T UNITS		LS	\$3,135.58	24.0000		\$163,050.00	1173.12	\$307,312.31
1	TEST AND BALANCE			\$5,720.65					
1	HVAC TEST AND BALANCE		SUB		60.0000			56.40	\$5,720.65
66	ELECTRICAL			\$44,805.87					
2	ELECTRICAL EQUIP CONNECTIONS ROOFTOP		EA	\$500.00	4.0000		\$1,000.00	7.52	\$1,917.75
64	ELECTRICAL EQUIP CONNECTIONS		EA	\$250.00	4.0000		\$16,000.00	240.64	\$42,888.12
	END								