

The Board of Supervisors met on 6/28/22 at 10:00 a.m. in the Story County Administration Building. Latifah Faisal, Linda Murken, and Lisa Heddens, with Faisal presiding. (all audio of meetings available at storycountyiowa.gov).

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

PROCLAMATION RECOGNIZING JULY 11-15, 2022 AS SUMMER LEARNING WEEK IN STORY COUNTY: The Board members read the proclamation in full. Murken moved, Heddens seconded adopting the Proclamation recognizing July 11-15, 2022 as Summer Learning Week in Story County. Roll call vote. (MCU)

THE SALVATION ARMY ANNUAL REPORT: Administrator Kathy Pinkerton introduced new employee William Stodden, the Public Relations/Event Coordinator. Stodden is working to identify more sources of funding. She reported on programs, fundraising, and collaboration across all food pantries to share resources. Gardeners can donate excess produce from their gardens. The Board thanked Pinkerton.

YOUTH AND SHELTER SERVICES (YSS) ANNUAL REPORT: Chief Executive Officer Andrew Allen stated the overarching concern is youth mental health. He provided statistics on suicide and depression. YSS is approaching its 50th anniversary. He thanked the Board for the County's steady financial support. He spoke about staffing and funding challenges. He introduced staff to present on their areas of expertise. Gerri Bugg and Feleecia Watkins presented on mentoring programs. Bugg is retiring in July after 22 years with YSS. Watkins and Bugg answered questions from the Board. Hope Metheny presented on transitional housing and shared statistics and a success story. Terri Johanson and Emily Rebollozo presented on emergency services and housing. Andrea Dickerson reported on counseling services. Allen spoke about legislative changes affecting the number of therapists available to the Medicaid-based population. He spoke about YSS's positive relationships with both the mental health region and the state Department of Human Services. He spoke about the upcoming groundbreaking for the new YSS campus outside of Cambridge. He introduced Belinda Meis, the Chief Operating Office. The Board thanked everyone from YSS for attending and presenting.

MINUTES: 6/21/22 Minutes. Heddens moved, Murken seconded approval of the Minutes as presented. Roll call vote. (MCU)

PERSONNEL ACTIONS: 1) new hire, effective 6/29/22, in Conservation for Greta Wengert @ \$10.00/hr; 2) pay adjustment (resolution correction), effective 6/19/22 in Attorney's Office for Samantha Betz @ \$22.68/hr; 3) pay adjustment, effective 7/3/22, in Sheriff's Office for Carson Linkenmeyer @ \$2,467.08/bw; Kyle Thompson @ \$3,360.74/bw. Murken moved, Heddens seconded approval of Personnel Actions as presented. Roll call vote. (MCU) Heddens moved, Murken seconded the approval of Consent Agenda as presented.

1. Consideration of Story County Housing Grant Agreement, Contract #20224
2. FY23 Provider and Program Participation Agreement with Lutheran Services in Iowa (LSI), effective 7/1/22-6/30/23: Crisis Child Care (not to exceed \$2,509.00) \$1,233.78/contact
3. The Sheriff's Office to increase the mileage fee charged from \$.585 to \$.625 per mile to remain in line with the allowable fees permitted by the Internal Revenue Service (IRS)
4. Contract for Highway Right-of-Way (ROW) with McComber Revocable Trust under trust agreement dated 12/8/06 for the purchase of permanent easement for \$284.16 (L-C23--73-85)
5. FY23 Provider and Program Participation Agreement with the Bridge Home, effective 7/1/22-6/30/23: Emergency Shelter (not to exceed \$62,791.00) \$54.53/24-hour period of food and shelter; Transitional Housing (not to exceed \$24,622.00) \$52.22/day
6. Increasing the Victim Witness Intern rate of pay to \$12.00 per hour, effective 7/3/22
7. Test Licensing Agreement between Ergometrics and Story County for job applicant testing, effective 7/7/22, not to exceed \$300.00
8. Application for Permit to Use or Explode Display Fireworks for Twin Acres Golf Course, 68030 US Highway 30, Colo, Iowa, effective 7/2/22 at 10:00 p.m. with rain date of 7/3/22
9. Story County Substance Abuse Services Funding Policy Amendment, effective 7/1/22
10. Resolution #22-100, to Abate Taxes Against Said Mobile Home Due to Affidavit of Removal of Valueless Home
11. Resolution #22-101, to Abate Taxes Against Said Mobile Home Due to Affidavit of Removal of Valueless Home
12. Resolution #22-102, to Abate Taxes Against Said Mobile Home Due to Removal from Park
13. Contract between Sheriff's Office and Iowa Multisport for traffic control, effective 6/26/22, for \$65.00/hour
14. Resolution #22-103, FY23 Non-Union Pay Plan Implementation
15. Road Closure Resolutions: #22-57, #22-58, #22-59

Roll call vote. (MCU)

SECOND CONSIDERATION OF ORDINANCE NO. 305 AMENDING CHAPTER 20 GENERAL ASSISTANCE PROGRAM, SECTIONS 20.01 PURPOSE, 20.02 DEFINITIONS, 20.03 ELIGIBILITY FOR GENERAL ASSISTANCE, 20.05 GENERAL ASSISTANCE APPLICATION, 20.06 REVIEW BY THE BOARD, AND 20.07

APPEAL, OF THE STORY COUNTY CODE OF ORDINANCES: Erin Rewerts, Program Coordinator, reported receiving no comments. Faisal opened the public hearing at 11:11 a.m., and, hearing no comments, she closed the public hearing at 11:11 a.m. Murken moved, Heddens seconded the approval of Second Consideration of Ordinance No. 305, Amending Chapter 20 General Assistance Program, Sections 20.01 Purpose, 20.02 Definitions, 20.03 Eligibility for General Assistance, 20.05 General Assistance Application, 20.06 Review by the Board, and 20.07 Appeal, of the Story County Code of Ordinances and Waived Third Consideration. Roll call vote. (MCU)

RESOLUTION #22-98, APPROPRIATIONS RESOLUTION: Lisa Markley, Assistant Auditor, reported on the appropriations process necessary in order to spend budgeted dollars. Appropriations are 50% of budget except Countywide funds are appropriated at 100%. Heddens moved, Murken seconded approval of Resolution #22-98. Roll call vote. (MCU) The Board thanked Markley for her work.

RESOLUTION #22-99, INTERFUND OPERATING TRANSFER RESOLUTION: Lisa Markley, Assistant Auditor, reported on the process. Planned transfers are as outlined during the budget process. Murken moved, Heddens seconded approval of Resolution #22-99. Roll call vote. (MCU)

REVISED CLASSIFICATION AND COMPENSATION POLICY (AFTER SEVEN-DAY REVIEW): Alissa Wignall, Director of Internal Operations and Human Resources (via Zoom), reported on last week's presentation. She has

received no comments. Heddens moved, Murken seconded approval of the Revised Classification and Compensation Policy following seven-day review. Roll call vote. (MCU)

REVISED HOLIDAY POLICY ADDING MARTIN LUTHER KING JR. (MLK) DAY (AFTER SEVEN-DAY REVIEW): Alissa Wignall, Director of Internal Operations and Human Resources, reported on receiving a few comments: two in favor of MLK Day, and one favoring Juneteenth. Murken moved, Heddens seconded approval of the revised Holiday Policy adding Martin Luther King Jr. Day following seven-day review. Roll call vote. (MCU)

REVISED LONGEVITY PAY POLICY (SEVEN-DAY REVIEW WAIVED): Alissa Wignall, Director of Internal Operations & Human Resources, reported on her compensation plan presentation from last week. She provided detail about how longevity is treated, both under the new plan, and for the unions and statutory deputies. Heddens moved, Murken seconded approval of the Revised Longevity Pay Policy waiving seven-day review. Roll call vote. (MCU)

REVISED STORY COUNTY EMPLOYEE HANDBOOK, EFFECTIVE 7/1/22: Alissa Wignall, Director of Internal Operations and Human Resources, reported the revisions necessary reflect the newly-updated policies and compensation plan, and also include changes to the coverage for vision, dental, and life insurance, and the updated holiday schedule. The Board thanked Wignall for her work. Murken moved, Heddens seconded approval of the revised Story County Employee Handbook, effective 7/1/22. Roll call vote. (MCU)

DIRECTION FOR ADMINISTRATION BUILDING GENERATOR FUNDING: Joby Brogden, Facilities Management Director, reported on the generator for the Administration Building. Realistically, there is less than a 10% chance the County will receive federal hazard mitigation funding due to the fact that the building has not had any significant outages in the past 20 years. He asked the Board if a full generator backup is necessary. The Board concurs it is crucial. Brogden agrees. He estimates the cost is \$687,000.00. Discussion took place. The Board directed Brogden to return with a specific request to use American Rescue Plan Act (ARPA) funding for this project.

REVISED OPEN RECORDS POLICY (FOR SEVEN-DAY REVIEW): Sandra King, Director of External Operations and Services, reported on the change is necessary due to Code of Iowa changes to Chapter 22 made during the 2022 legislative session. The County Attorney has reviewed the changes. during the 2022 legislative session to Chapter 22. Heddens moved, Murken seconded approval of the Revised Open Records Policy, subject to seven-day review. Roll call vote. (MCU)

UPCOMING AGENDA ITEMS: Brogden will return with a funding request for the Administration Building generator as directed by the Board.

LIAISON ASSIGNMENTS, COMMITTEE MEETINGS UPDATES, AND ANNOUNCEMENTS FROM THE SUPERVISORS: All Board members spoke about multiple upcoming items and commitments. The Board wished everyone a happy Fourth of July.

Heddens moved, Murken seconded to adjourn at 11:35 a.m. Roll call vote. (MCU)

Story County Board of Supervisors
Meeting Agenda
Administration Building
900 6th St., Nevada, IA
6/28/22

1. SPECIAL NOTE TO THE PUBLIC: This Meeting Is Also Being Offered Via Zoom. While Joining Via Zoom, If You Have A Question And/Or Comment, You May Raise Your Hand To Speak During Public Forum Or Use The Chat Feature And The Chair Will Ask The Zoom Moderator To Review All Comments During Public Forum.

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. Consideration Of Proclamation Recognizing July 11-15, 2022 As Summer Learning Week In Story County

Department Board of Supervisors
Submitting

Documents:

PROCLAMATION.PDF

7. AGENCY REPORTS:

- I. The Salvation Army Annual Report - Kathy Pinkerton

Department Auditor
Submitting

Documents:

SALVATION ARMY.PDF

- II. YSS Annual Report - Andrew Allen

Department Auditor
Submitting

Documents:

YSS.PDF

8. CONSIDERATION OF MINUTES:

I. 6/21/22 Minutes

Department Auditor
Submitting

9. CONSIDERATION OF PERSONNEL ACTIONS:

I. Action Forms

1) new hire, effective 6/29/22, in Conservation for Greta Wengert @ \$10.00/hr; 2) pay adjustment (resolution correction), effective 6/19/22 in Attorney's Office for Samantha Betz @ \$22.68/hr; 3) pay adjustment, effective 7/3/22, in Sheriff's Office for Carson Linkenmeyer @ \$2,467.08/bw; Kyle Thompson @ \$3,360.74/bw

Department HR
Submitting

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 Story County Housing Grant Agreement, Contract #20224

Department Board of Health
Submitting

Documents:

SCHTSEPTICGRANT.PDF

II. Consideration Of FY23 Provider And Program Participation Agreement With Lutheran Services In Iowa Effective 7/1/22-6/30/23

Lutheran Services in Iowa - Crisis Child Care (Not to exceed \$2,509) \$1233.78/1 Contact

Department Board of Supervisors
Submitting

Documents:

LUTHERANSERVICESINIOWA FY23 CONTRACT.PDF

III. Consideration For The Sheriff's Office To Increase The Mileage Fee Charged From \$.585 To \$.625 Per Mile To Remain In Line With The Allowable Fees Permitted By The IRS

Department Sheriff
Submitting

Documents:

IRS MILEAGE INCREASE.PDF

IV. Consideration Of Contract For Highway Right Of Way With McComber Revocable Trust U/T/A Dated 12/08/06 For The Purchase Of Permanent Easement For \$284.16(L-C23--73-85)

Department Engineer
Submitting

Documents:

ROW CTR MCCOMBER.PDF

- V. Consideration Of FY23 Provider And Program Participation Agreement With The Bridge Home Effective 7/1/22-6/30/23

The Bridge Home - Emergency Shelter (Not to exceed \$62,791) \$54.53/1 24 Hour Period of Food and Shelter; Transitional Housing (Not to exceed \$24,622) \$52.22/1 Day

Department Submitting Board of Supervisors

Documents:

THEBRIDGEHOME CONTRACT FY23.PDF

- VI. Consideration Of Increasing The Victim Witness Intern Rate Of Pay To \$12 Per Hour Effective 7/3/22

Department Submitting Story County Attorney

Documents:

SKM_C450I22062116060.PDF

- VII. Consideration Of Licensing Agreement Between Ergometrics And Story County Effective 07/07/22 Not To Exceed \$300

Department Submitting Sheriff

Documents:

ERGOMETRICS AGREEMENT.PDF

- VIII. Consideration Of Application For Permit To Use Or Explode Display Fireworks For Twin Acres Golf Course, 68030 US Hwy 30, Colo, Effective 7/2/22 At 10 Pm With Rain Date Of 7/3/22

Department Submitting Auditor

Documents:

TAGC.PDF

- IX. Consideration Of Story County Substance Abuse Services Funding Policy Amendment Effective 7/1/22

Department Submitting Community Services

Documents:

STORY CO SA SERVICES FUNDING POLICY DRAFT 4 22.PDF

- X. Consideration Of Resolution #22-100, To Abate Taxes Against Said Mobile Home Due To Court Order

Department Submitting Treasurer's Office

Documents:

RES 22 100.PDF
100.PDF

- XI. Consideration Of Resolution #22-101, To Abate Taxes Against Said Mobile Home Due To Court Order

Department Submitting Treasurer's Office

Documents:

RES 22 101.PDF
101.PDF

XII. Consideration Of Resolution #22-102, To Abate Taxes Against Said Mobile Home Due To Removal From Park

Department Submitting Treasurer's Office

Documents:

RES 22 102.PDF
102.PDF

XIII. Consideration Of Contract Between Sheriff's Office And Iowa Multisport For Traffic Control, Effective 6/26/2022, For \$65.00 Per Hour

Department Submitting Sheriff

Documents:

CONTRACT BETWEEN STORY COUNTY SHERIFF AND IOWA MULTISPORT.PDF

XIV. Consideration Of Resolution #22-103, FY23 Non-Union Pay Plan Implementation

Department Submitting Human Resources

Documents:

22 103.PDF

XV. Consideration Of Road Closure Resolution(S): #22-57, 22-58, 22-59

Department Submitting Engineer

Documents:

RC 22 57.PDF
RC 22 58.PDF
RC 22 59.PDF

11. PUBLIC HEARING ITEMS:

- I. Second Consideration Of Ordinance #305 Amending Chapter 20 General Assistance Program, Sections 20.01 Purpose, 20.02 Definitions, 20.03 Eligibility For General Assistance, 20.05 General Assistance Application, 20.06 Review By The Board, And 20.07 Appeal, Of The Story County Code Of Ordinances – Erin Rewerts

Department Submitting Community Services

Documents:

ORDINANCE NO 305.PDF

12. ADDITIONAL ITEMS:

- I. Consideration Of Resolution #22-98, Appropriations Resolution - Lisa Markley

Department Auditor
Submitting

Documents:

RES 2298.PDF

II. Consideration Of Resolution #22-99, Interfund Operating Transfer Resolution - Lisa Markley

Department Auditor
Submitting

Documents:

RES 2299.PDF

III. Discussion And Consideration Of Revised Classification And Compensation Policy (After 7 Day Review) - Alissa Wignall

Department Human Resources
Submitting

Documents:

CLASSIFICATION AND COMPENSATION POLICY REVISED 2022.PDF

IV. Discussion And Consideration Of Revised Holiday Policy Adding Martin Luther King Jr. Day (After 7 Day Review) - Alissa Wignall

Department Human Resources
Submitting

Documents:

HOLIDAY POLICY REVISED 2022.PDF

V. Discussion And Consideration Of Revised Longevity Pay Policy (7 Day Review Waived) - Alissa Wignall

Department Human Resources
Submitting

Documents:

LONGEVITY POLICY REVISED 2022.PDF

VI. Discussion And Consideration Of Revised Story County Employee Handbook Effective July 1, 2022 - Alissa Wignall

Department Human Resources
Submitting

Documents:

EMPLOYEE HANDBOOK 072022.PDF
STORY COUNTY EMPLOYEE HANDBOOK REVISIONS 2022.PDF

VII. Discussion And Direction For Administration Building Generator Funding - Joby Brogden

Department Facilities Management
Submitting

Documents:

MEMO ADMN GEN.PDF

VIII. Discussion And Consideration Of Revised Open Records Policy (For 7 Day Review) – Sandra King

Department
Submitting

Board of Supervisors

Documents:

OPEN RECORDS REVISED DRAFT.PDF

13. DEPARTMENTAL REPORTS:

14. OTHER REPORTS:

15. UPCOMING AGENDA ITEMS:

16. PUBLIC COMMENT #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. 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.

PROCLAMATION
Summer Learning Week

July 11-15, 2022

WHEREAS, Summer is bursting with possibilities for all students to grow, learn and thrive. High-quality summer learning and enrichment opportunities will be more important than ever in 2022. Across the country, the state, and even here in Story County, summer programs are adapting and innovating to ensure children and their families can access the quality summer learning opportunities and critical supports and services they need. And;

WHEREAS, Summer Learning Week is a time to reflect on the importance of keeping young people learning, safe, and healthy every summer, ensuring they return to school in the fall ready to succeed in the year ahead; and

WHEREAS, Summer learning programs are proven to maintain and advance students' academic and social/emotional growth, keep children safe and healthy during the summer, and send young people back to school ready to learn; and

WHEREAS, A wide array of public agencies, community-based organizations, schools, libraries, museums, recreation centers, camps, and businesses in our community contribute to the well-being of youth through summer programming; and

WHEREAS, Joyful summer learning experiences are a critical component of our collective effort to ensure America's educational recovery and that all students heal, grow and thrive.

NOW, THEREFORE, BE IT RESOLVED THAT, We, the Story County Board of Supervisors, do hereby proclaim July 11-15, 2022 as Summer Learning Week in Story County, and do commend this observance to all our citizens.

 6-28-22

SIGNATURE

DATE



6-28-22

SIGNATURE

DATE



6-28-22

SIGNATURE

DATE





THE SALVATION ARMY OF AMES & STORY COUNTY AMES SERVICE CENTER

703 E. Lincoln Way
Ames, IA 50010
Office: 515.233.3567
Fax: 515.233.3713

Date: 6/22/22
To: Story County Board of Supervisors
From: Kathy Pinkerton
Subject: Annual Funding Report

MAJOR GREG THOMPSON
MAJOR LEE ANN THOMPSON
Divisional Leaders

MAJOR BUTCH FROST
Capital Iowa Area Coordinator

KATHY PINKERTON
Service Center Coordinator

The Salvation Army of Story County greatly appreciates the funding provided to our Ames Service Center each year. We are celebrating our 10 year anniversary of the opening of the Ames Service Center this year, and we have been providing services to Story County residents in various capacities for over 20 years. As you are aware, we offer a Food Pantry to eliminate food insecurity, rent and utility assistance through our Homelessness Prevention Program, financial assistance services through our Representative Payee Program, and help before, during, and after a disaster through our Emergency Disaster Services Program. We also offer hygiene and cleaning supplies as well as diapers and wipes through our Family Hygiene Pantry. Additionally, we provide case management services and resource referral.

We received Story County Funding through ASSET for hunger relief and Emergency Disaster Services in FY 21/22 as well as Emergency Rent and Utility Assistance through a separate grant. Funds for all of these services have been utilized and billed for.

Hunger Relief:

- Story County residents are able to use The Food Pantry every 30 days providing them with non-perishable/shelf stable food items such as canned foods, pasta, peanut butter, cereal, macaroni and cheese, etc. Pantry clients also receive 3 to 5 frozen meat choices (depending on our supply). We also offer our Doing The Most Good Market to residents 2 times per week – the Market includes perishable items such as fresh produce, bread/bakery items, dairy and other pre-packaged items. Between July 1, 2021 and May 31, 2022, we served a total of 10,164 people in 3555 separate visits to the pantry and Market. Based on numbers so far for June, we will exceed last year's number of visits by over 1000 and number of people served by more than 4000. We are seeing more and more new families each month, and our numbers have been rapidly increasing each month due to high food and gas prices, increased utility and rent costs, and the significant dip in the economy. Individuals served live throughout Story County.
- In addition to the individuals and families we provide food to through the Pantry and Market, we also support food pantries county-wide by sharing our food. We provide to other Ames pantries as well as Cambridge, Colo, Nevada, Story City and Zearing by giving sandwiches, eggs, meat, produce and other items that we have extra of. In addition, we give food three days per week to The Bridge Home and one day a week to Romero House.
- We offer scheduled deliveries two times per month, and also make deliveries throughout the week upon request when possible. Currently we are only able to deliver in Ames, Nevada, and Story City but we are working on a partnership with Door Dash that would increase deliveries throughout the county.
- In addition to funding from Story County, we receive funding from the City of Ames, United Way, Food Bank of Iowa, and private donations. We also receive food donations 3 days per week from area Kum & Go stores and Starbucks, and daily from the Walmart on North Grand in Ames and the Ames Fareways. We also benefit from many local food drives and individual donations.

Emergency Disaster Services

- In FY21/22 we provided disaster preparedness education for 3 agencies, and we are part of the Story County Emergency Response Team and the Disaster Coalition (food and shelter services). We mobilized volunteers, generators, and food in preparation for a potential Derecho on December 15, 2021 but fortunately did not have to respond to assist with any major damages. While we remain on call for floods or tornados, we have not had any in Story County this year.
- The Salvation Army also responds to individual disasters such as house or apartment fires. We served 4 families who lost their homes due to fires this fiscal year by getting them shelter, new residences, and replacing furnishings, food, toiletries, bedding, etc.



DOING THE MOST GOOD™

Homelessness Prevention:

- The Salvation Army received \$25,000 for Emergency Rent and Utility Assistance from Story County in October of 2021. We helped 45 families (124 people) prevent eviction or utility disconnection in Ames, Colo, Collins, Gilbert, Huxley, and Nevada in the months of October, November, and December with that \$25,000 grant.
- In addition to the special funds received from Story County this fiscal year, we receive ongoing funding from United Way, the City of Ames, the City of Nevada, and through various grants to prevent homelessness and utility disconnects. From July 1, 2021 through May 31, 2022 we assisted 208 families with rent and/or utilities – keeping a total of 593 people with a roof over their heads. Of these families, 164 were brand new to us.

We also provide other programs not currently funded by Story County. These programs as described below to provide a complete picture of how The Salvation of Army of Story County serves residents.

Temporary Shelter: The Salvation Army assists individuals and families experiencing homelessness with temporary shelter when local homeless shelters are at capacity. In FY21/22 we provided 33 individuals with up to 1 week in a motel.

Representative Payee Program: We manage the Social Security benefits of people deemed unable to manage their benefits by either the courts or SSA. We help each client prepare a monthly budget to assure that food, clothing, shelter, utilities, dental/medical care, and personal necessity items are paid for before issuing spending money. We are currently working 56 clients Story County clients and have a waiting list of 7. Our Representative Payee Coordinator excels in her job and has insured 3962 case management hours have been provided to payee clients so far this fiscal. Volunteers have provided 393 of these hours with the rest provided by 3 staff in the Ames Service Center.

Family Hygiene Pantry

- We provide hygiene products such as soap/body wash, shampoo, deodorant, toothpaste, toothbrushes, and toilet paper etc. to individuals 1 time per month (depending on availability).
- We also provide cleaning supplies such as dish soap, laundry detergent, bleach, sanitizing wipes, paper towels, etc. to households 1 time per month.
- Families with service animals or support animals can receive pet food/supplies from us once per month depending on availability.

Angel Tree Christmas Program: in December of 2021 we provided 419 children age 0-12 from 181 families with Christmas presents, books, games, and clothing items as well as gift cards for a holiday meal.

We have been an office of 3 employees the majority of FY 21/22. We are in the process of hiring a part time donation assistant, and we just hired a full-time Public Relations/Events Coordinator. In order to make all of our programs run, we rely on volunteers. A partnership with Retired Senior Volunteer Program provides many of our volunteers, but we also get assistance from local businesses and agencies who send volunteers to us. They help in the Food Pantry, Representative Payee Program and with our Christmas activities

Thank you again for your support over the years. If you should have any questions, please feel free to contact me at kathy.pinkerton@usc.salvationarmy.org or by phone at 515-233-3567.

Sincerely,

Kathy Pinkerton
Site Administrator
The Salvation Army of Ames & Story County

YSS

Report to Story County Board of Supervisors June 28, 2022

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 Programs provided by YSS are Prevention, Treatment, Child Welfare and Transition in focus 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 **challenges**, **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	<i>Teen Club</i>	4
Kids Club	<i>Elementary Program</i>	6
Mentoring	<i>Mentoring K-8</i>	8
Nest Program	<i>Baby Bump & Beyond</i>	11
Prevention Programming	<i>Adolescent Pregnancy Prevention</i>	12
	<i>Child Abuse Prevention</i>	13
	<i>Human Trafficking</i>	14
	<i>Suicide Prevention</i>	15
	<i>Substance Abuse Prevention</i>	16
Summer Enrichment Programs	<i>Ames, Nevada, and Collins-Maxwell</i>	18
Youth Development		20
Youth Employment		22
TREATMENT		
Behavioral Health Services	<i>Family Counseling and Clinic</i>	23
CHILD WELFARE		
Rosedale Shelter	<i>Emergency Shelter</i>	24
TRANSITION		
Transitional Housing Services		27
ATTACHMENTS	A,B	29



Family Development

Program: *Family Development & Self Sufficiency, (FaDSS) and Healthy Futures* **Submitted By:** *Peg Ragner and Cindy McVicker*

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 served for 68 Families fiscal year 21/22, 65 children, 42 under the age of 6 exited by 5/31/22 for all counties served. (11 Families in Story County 23 children under the age of 5)
- Healthy Futures provided services to 23 families; 62 % enrolled prenatally and 22 children under 5

Outcomes

Outcomes Healthy Futures: Several evidence-based assessments are completed with families. Families received 58 home visits; families completed a Life Skills Progression screening in indicated 100% of those screened improved or maintained healthy functioning, problem solving & communication improved or was maintained; an Edinburgh Postnatal Depression Scale was completed by 1/7 mothers with an infant under the age of 1; and 11 age- eligible children were provided an Ages Stages Questionnaires screening 91 screened negative and of the 9 children that screened positive are receiving services for their needs. 76.2% of the families' serviced are under 125% of poverty.

Outcomes FaDSS: FaDSS completes the General Family Functioning Screening within 60-days of enrollment. A Child Development Screening within 120 days of enrollment (timely) for families that were discharged between and a Relationship (Domestic Violence Screening): 7/01/21-5/31/2022 of exited families.



Challenges:

The Pandemic continued to impact programming and staff as they conduct services through a virtual world. This change in programming providing support virtually brought with it both advances in technology but barriers to families in poverty. Some referral offices closed or had limited hours. A number of resources closed i.e. food pantries closed or had limited hours. Family Development specialists during this 3rd quarter connected with families using phone, internet, and zoom meetings to provide parenting skills and resources. Family Development Specialists offered available resources and referrals, support during this difficult time, dropped off supplies providing books, food boxes' and activities or ideas to keep young children busy.

Success Story:

- **FaDSS:** a mother of two obtained a full-time job after earning her CNA during this pandemic.
- **Healthy Futures:** The Family development specialist provided ASQ-3 screenings identified two children that were behind in their developmental miles stones. This worker set goals for improvement based on these results with the family. The Specialist offered educational materials and parenting support to achieve these goals. As a result the 8- month old child is pulling themselves up on furniture and the 14 month old child is saying 3 words. The specialist also helped to facilitate the goal of Potty training and the child is now completely toilet trained.

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 FREE 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: 27

Colo-NESCO: 17

Outcomes:

- The students completed 360.25 hours of community service.
- We had 6 students complete more than the desired 20 hours of community service learning.

Success Story:

- The youth hosted a Christmas party where they invited elementary and middle school students. Many students came to the party and so did a parent! This was the highest attendance from community members so far. The youth watched The Polar Express, had homemade snacks, and took turns at carpet ball.
- Several families signed up for the holiday giving program!
 - Staff dropped off the gifts at the youth's home. One student was home when the gifts were dropped off and commented, "Yay! I wasn't sure if we would have any presents to open on Christmas morning or not so thank you!"
 - Youth earned a field trip to Sky Zone Trampoline Park by having positive attitudes, completing any missing schoolwork, and earning community service-learning hours.
 - The youth collectively decided to stay together as a group and rotate through each activity. They supported each other with the obstacles and laughed a lot!



- The youth started opening up more about each of their lives; we talked about what resources were available to them and how they felt about their 5-year plans
- Each week one day is devoted to youth employment activities where programs come with activities related to things they will need in the future. Some of these things were looking at resumes, working as a team, and building problem solving skills.
- Through all our activities the kids have been super supportive of each other. Staff especially saw this when we were sharing things we made- like our collages about the future and our city design.

Challenges:

We are servicing 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.

Attachments:

NONE



Kid Club (Elementary)

Program: *Elementary Kids Club*

Submitted By: *Jennifer Schmit*

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:

287 kids during the school year and 192 kids this summer:

- Roland-Story Kids Club served 57 kids during the school year and have 33 enrolled this summer.
- Gilbert Elementary Kids Club served 67 kids during the school year and have 59 enrolled this summer.
- Gilbert Intermediate Kids Club served 69 kids during the school year and have 49 enrolled this summer.
- Ballard Kids Club served 94 kids during the school year and have 51 enrolled this summer.

Outcomes:

97% of our Story County students felt that Kids Club has a positive impact on them.

90% of our Kids Club students feel the Kids Club staff care about them.

77% of our Kids Club students know who to ask when they have a problem

76% of our Kids Club students feel safe at Kids Club

Here are some of the student's favorite things about Kids Club:

"Everybody can help me"

"The teachers always include me"

"Fun games they have and all the people here"

"Group games centers and snack"

"I love love love it! All the staff, activities, lions quest, that we get the school, and the snacks"

95% of our parents said that Kids Club has allowed them to maintain or obtain a job because their child attended Kids Club

91% of our parents feel that Kids Club staff are accepting of other's differences (children and family's)

96% of our parents feel that Kids Club has a positive impact on their student's lives

Here are some of the Parent's favorite things about Kids Club:

"I love that KC is a safe place for our son to make new friends and explore different interests than just those offered in the school day! He has made a lot of friendships at different grades levels of kids who share his interests."



"They create a safe environment for my kids to have supervised time with friends and in learning activities. Staff are personable and engaging in relationship with my kids."

"It's a wonderful place for our child to go after school. He loves the environment and has made lots of new friends. The teachers are kind and respectful to him."

"Caretakers are very good and my child has the opportunity to increase social interactions with his peers"

"I love that my child is able to build relationships with other students that he wouldn't normally see during the school day, especially if they are in different grades. I also love that he has been building relationships with adults that have a positive impact on his physical, social, and emotional well-being. I am consistently impressed with the communication I received from KC regarding schedules and activities. All of the KC staff are dedicated and truly care for all students."

Challenges:

- We continue to have staffing challenges. We have needed to alter a start and end times slightly to help with our staffing.
- We have also seen a major increase in behaviors amongst our kids. More kids are needing action plans than before.
- The rising costs of everything has also affected our budget and continues to be a challenge as well.

Success Story:

While our increase in behaviors has been a challenge, it is also our success. With the action plans we put in place before the kids even start, we have seen great improvement with those students. We have even been told by their families and school teachers that their overall attitudes have improved tremendously since starting Kids Club. We have been able to meet kids where they are at and ensure their success in our program.

We have been able to award over \$3900 in scholarship funds to our families who are needing extra assistance with their childcare costs. This has helped families be able to focus on other areas that need their attention like such as food and shelter.

We were able to partner with the school district to try and hire more staff. Because we received multiple applications from teacher associates to work after school, we were able to get families off of our waitlist and into our program!

Trends:

- We are seeing more mental health concerns amongst our staff and students, and this has been causing a ripple effect in not being able to obtain and retain staff.
- The rising cost of the economy has played a role in our staffing struggles and for families.



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. In 2017, we started supporting youth in our YSS residential treatment and shelter programs and in fall of 2021, we expanded community-based mentoring services to Boone and Story counties. With this expansion, we have a goal to serve an additional 80 youth, with a focus on youth experiencing at risk and high-risk situations. This expansion has also focused on parent/caregiver engagement and supporting youth 13-17 years old.

- **School-Based Mentoring** serves Ames, Ballard, Gilbert, Nevada and Collins-Maxwell School Districts.
- **Residential Treatment/Shelter Based Mentoring** serves youth at Rosedale Shelter and both Residential Treatment Facilities in Ames.
- **Community-Based Mentoring** serves youth 6-17 years of age throughout Boone & Story 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: 193

School-Based	
	Youth Served
Ames	67
Ballard	23
Gilbert	28
Nevada	25
Collins-Maxwell	9
Total Served:	152
Total Waiting:	17

Residential Treatment & Shelter Based	
Total Served: 4	Total Waiting: 0

Community-Based	
Total Served: 37	Total Waiting: 4

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 2021-2022 school year. Outcomes for the 2020-2021 school year included below.

Outcomes - 2020-2021 School Year

56% Mentees who improved their attitude and behavior maintained)	(44%
34% Mentees who improved their grades maintained)	(66%
42% Mentees who improved positive relationship skills maintained)	(58%
72% Mentees who self-reported improved self-esteem maintained)	(28%
99% Mentees who believe it is wrong for someone their age to use alcohol tobacco and other drugs	

These outcomes reflect a year of virtual mentoring. In person mentoring did not take place in 2020-21 due to Covid.

Comments from End 2021-2022 End of Year Evaluations

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

- Someone to look up to. Someone to do fun stuff with when my parents can't.
- I am making better connections with people. He brings fun games and he tells me about his week too.
- Another person I can rely on who cares about me.
- Someone I can talk to and always rely on. Someone who can help me communicate with others. Someone who can help me learn how to communicate with others and to have fun with.
- Having my mentor means to me that I have a trusting, honest, loyal adult to talk to without getting judged and knowing that they won't tell someone else if it is something really personal in my mind and feelings.

Comments from Parents:

- This program has helped my child tremendously. I know it made him feel special, especially during a time in his life where big changes were happening. This program does help all children and is making a difference.
- Cant say Thank you enough for the help and watching my son progress and fill me in on how much he values his mentor.
- I really appreciate the mentor's time and dedication to spending time with my grandson. It is important for him to have a kind, loving male role model in his life

Comments from Teachers:

- My student loved her mentor! Her mentor was great about maintaining contact and letting me know if she was unavailable to meet with my student. I think that they will maintain contact going forward.
- My student was already a well socialized and academically high. I do feel like it helped a lot with his confidence and have a male figure to look up to.
- Thank you for your hard work on this program! It is greatly appreciated and I know my students always look forward to meeting with their mentors!

Comments from Mentors



- I absolutely love the mentoring program and believe that it is very much needed. It makes such a difference in the lives of the kids that are served! I have seen so many kids want a mentor because they know someone else that has one.
- I was matched perfectly with someone that has the same ideas and hobbies as me. Overall I think this organization is amazing for younger kids. And I really feel for many kids it helps them with socialization and behavior skills.

Success Stories:

Ames Elementary had 10 Iowa State Swimming and Diving team mentors this school year. Three mentees were able to attend a swim meet in February to see their mentors compete.

Gilbert Mentor Nominated for Excellence in Mentoring Award: This mentor has been matched with his mentee for 3 years! Over the years, they have worked on several great projects together. Recently they took on constructing a checkerboard. This was a complex project that provided numerous learning opportunities for the mentee.

An existing **Collins-Maxwell** school-based pair reconnected in person this year through the community-based program. This pair participated in virtual meetings through Zoom, as they were unable to meet face-to-face last year due to the pandemic. The two were very excited when they saw each other again for the first time. The mentor shared that investing in her mentee has helped her with the grief from the recent loss of her husband. The return to in person meeting is extremely important for this mentee in particular as her family has some difficult living conditions. Early this year the two made fleece blankets. After making these blankets they donated them to children at Mary Greeley Hospital. They also worked together to make a blanket for the mentee's mom. The mentee was so proud of this and enjoyed giving the blanket to her mom. In May, the mentee painted and framed a beautiful flower picture for her mentor to put up in her house. In June, the two attended the family fishing event where the mentor was able to meet the mentee's dad for the first time. All three were thankful for the opportunity to connect. This mentoring relationship continues to create stability and constant support for both the mentee and mentor.

The **Community-Based Mentoring Program** hosted a family fishing event at Ada Hayden the first Saturday in June during free fishing weekend. Mentees learned how to bait a hook, cast, and reel a fish. Families also enjoyed food off the grill, yard games and great conversation. What a great event this was! This event was possible with the support of sponsorship from an Ames law firm and Story County Conservation.

Trends:

We continue to have a growing need for funding as the need for mentoring services increases. Mentoring services are needed more now than ever as youth mental health needs have increased 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:

February 2022 Mentor Newsletter



Nest Program

Program: *Baby Bump and Beyond*

Submitted By: *Peg Ragner and Erin Hall*

Program Description:

Youth and Shelter Services, Inc. (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.

Number Served:

In FY 22 for the first three quarters in Story County YSS'- Baby Bump and Beyond Program served 40 families and 40 children.

Outcomes:

During the first three quarters Nest Programing combined provided: 120 Group-Based Parent Education meetings and 85% of the caregivers enrolled prenatally. Once back in person during the 3rd quarter alone Nest provided 47 Group-based Parent Education Meetings with 83% of the caregivers enrolling prenatally.

Outcomes from Protective Factors Survey for all 3 quarters (PFS), as follows:

- Healthy Functioning, Problem-Solving & communication Improved or Maintained 69%
- Social Supports Improved or Maintained 62%
- Connections to Concrete Supports improved or maintained 69%
- Nurturing attachment between parents and children improved 38%
- Knowledge of Child Development and parenting improved 75%

Challenges:

The Pandemic impacted the Nest: "Baby Bump and Beyond Program; participants have a monthly diaper, baby wipes, laundry detergent, and soap pick-up until services began to return to in person. We had a slight decrease in numbers during the Pandemic, 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. The numbers served increased as we returned to in person services from 19 families in 2nd quarter to 30 in the 3rd quarter.

Success Story:

A Baby Bump and Beyond, "NEST" mother reached out to staff when she had a surprise emergency with one of her children. The child was diagnosed with a rare condition that causes bruising easily. Nest staff were able to provide the family with safety padding to put on furniture in the home to help ease the families' worries about the child's safety

Trends:

- Nest programing report families have consistently attended classes in Ames
- Families will need dental care for families using Medicaid
- Families in Story County are expressing transportation needs outside of Ames to get to classes. Ames residents need Cy-ride passes in-order to get to services and other appointments



Prevention Services: Adolescent Pregnancy Prevention

Program: Adolescent Pregnancy Prevention

Submitted By: Mindy Speake

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:

532 students were served in Story County.

Outcomes:

These outcomes represent findings from July 01, 2022, through May 31, 2022. Due to not getting survey results back until the 4th quarter, the stats used are from the 2021 Iowa Youth Survey. 93% of students surveyed reported that they learned "some" or "a lot" that they didn't already know about sexual health topics. 94% of the students thought the class was better or as good as they expected.

Due to DHS and UNI reports on outcomes of programs in the fall, we will have numbers from the 2021-2022 school year August 2022.

Challenges:

From the time school started until January 2022, we were unable to hire for the Prevention Specialist position, which made scheduling and presenting programming a challenge. We have now hired 2 new staff.

Success Story:

Even though we were short staffed in our APP prevention program, we were able to provide facilitators for programming by collaborating with other prevention staff at YSS to assure that scheduled programming was able to be completed.

Trends:

- Students have more interest in birth control options.
- Students have been inquisitive about STD's and STI's asking about the symptoms and impacts, as well as how to prevent getting one.
- 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: *Mindy Speake*

Program Description:

The Child Safety curriculum used is *Second Step's* Child Protection Unit from the Talking About Touching curriculum.

Talking About Touching is a science-based program for Kindergarten, First and Second Grade students teaching children to protect themselves from dangerous or abusive situations. This program also discusses basic safety issues such as fire safety, gun safety, bullying, how to ask for help, as well as safe/unsafe touches. There are six lessons, each being 30-40 minutes.

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 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:

568 students were served in Story County.

Outcomes:

89.1% of students surveyed remained at the same or higher level of knowledge of the pre and posttest.

Challenges:

Kids have asked specifically what a caregiver is as the facilitator has begun using that term as opposed to mom and dad, as so many families do not have both a mom and a dad in the home. She has also introduced the students to foster parents and their role in caring for children. The students have also inquired when discussing helmet/seat belt safety, why they do not have to wear either on a bus.

Success Story:

- Students always showed excitement when we were coming for programming. they liked seeing YSS, puppy and snail!
- Students will return after the weekend to programming and share with YSS staff how they practiced the ways to stay safe skills.

Trends:

. If students feel they are in unsafe situations they are open and able to talk to their teacher, trusted adults and YSS staff.



Human Trafficking

Program: *Human Trafficking Awareness*

Submitted By: *Julie White*

Program Description:

The Human Trafficking Prevention Program continues to provide Human Trafficking Awareness Prevention training to Story County professionals, community members, etc. through a 2-hour training session. The Program has also provided Frontline Medical Workers training this past month in Story County.

Number Served:

3,606 community members, professionals, and/or students received a minimum of a 2-hour one time HTA – Thriving in Iowa Training. 180 Frontline Medical Professionals received a minimum of a 2-hour one time Frontlines Training.

Outcomes:

All participants surveyed said their knowledge of Human Trafficking increased. All participants surveyed stated they learned clues they can use to create safety for themselves and others. 99% of individuals surveyed said YSS staff provided information that was useful and relevant. 100% of Frontline workers surveyed indicated, "I will commit to being more diligent in listening, observation and documentation with patients who present with risk-areas attributed to red-flags for human trafficking."

Challenges:

For this current fiscal year we did not have grant funding. In the spring our trainer took a position elsewhere which has limited the number of trainings we have been able to offer and provide. She is still training through the end of the FY when she is able.

Success Story:

Here are some of the survey responses which show successful information relayed:

- Excellent!!! This is such good response!!!! Thank you for all you are doing!!!!
- I learned a lot. Kind of scary world that we live in. I have worked with trafficked women and those who have come out of SRA environments. Thank you for caring about this population.
- I thought I knew a lot but the judge! And the microchipping!! I never thought of that. I knew about trackers such as the Apple Air Tag but never dreamed of microchipping. Also track me apps on kid's phones.
- Great talk that really opened my eyes to Human Trafficking in Iowa. There was a lot of information covered in this short time. Overall very well done.
- Informative, I had no idea. I will definitely be more attentive.

Trends:

There is an increased amount of human trafficking, this creates a need for more trainings. Human Trafficking has increased during the pandemic. Participants continue to have their eyes opened up to how much of a 'business' human trafficking is and how anyone of any status group can be involved.



Suicide Prevention

Program: *Suicide Prevention*

Submitted By: *Staff*

Program Description:

This year we present a pilot suicide prevention program. The program we chose to do this much needed work is *Lifelines: A Comprehensive Suicide Awareness and Responsiveness Program for Teens* is Hazelden's evidence-based program for addressing suicide among young people. Lifelines is a whole-school program that educates administrators, faculty and staff, parents, and students on the facts about suicide and their roles in suicide prevention, intervention, and postvention. We have concentrated on the prevention aspect of the program.

Number Served:

114. In Roland-Story School District and Collins-Maxwell.

Outcomes:

The outcomes are not yet tallied.

Challenges:

- Roland-Story school district had a death by suicide in their 8th grade class six months prior to presenting the curriculum.. Several students had to step out during classes due to the content.
- Madrid School District heard about the suicide prevention programming and requested that service for their school; unfortunately, funding does not cover that county.

Success Story:

- After asking for feedback, one student told staff that he thinks this class should be a part of the school curriculum and be offered every year.
- Students understood the importance of the lessons and put forth great effort and thought with their responses.
- By the end of classes, Collins-Maxwell readily knew the steps to help a friend in crisis- show you care, ask the question directly, get help.

Trends:

The County data from the Iowa Youth Survey was just released. Unfortunately, only 4 of our 7 school districts participated in the survey. What the survey does show us is that those youth who have thought about killing themselves in the last year are higher among 6th and 11th graders in i Story County than in the state. Suicide attempts among students reporting suicidal ideation were higher than the state data among 8th and 11th graders.



Substance Abuse Prevention

Program: *Substance Abuse Prevention*

Submitted By: *Savanah Strahan*

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 Districts in the 2020/2021 school year. Historically it has been also implemented in Collins-Maxwell, 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 Collins-Maxwell School District during the 2020/2021 school year, and has previously been implemented in Colo NESCO, Nevada, Ballard.
- The Strengthening Families Program (SFP) is an evidence-based family skills training program for **high-risk and general population** families that is recognized both nationally and internationally. Parents and youth attend weekly SFP skills classes together, learning parenting skills and youth life and refusal skills. They have separate class training for parents and youth the first hour, followed by a joint family practice session the second hour.

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 local and statewide substance abuse initiatives including Story County Prevention Policy Board and Alliance of Coalitions 4 Change (AC4C). Staff 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 1,520.

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.
- **84.4%** of participants who maintained or increased their perception of harm regarding alcohol, tobacco, and other drugs and their harmful effects.



Challenges:

While YSS had vacant positions open in Substance Abuse Prevention, providing and scheduling programming, and being active participants in coalitions was a challenge due to being short staffed.

Success Story:

Prevention was able to hire a new Prevention Specialist and Specialized Prevention Services Coordinator, that started in February and March. Staff was able to end the year completing programming that was scheduled and has hopes to continue more programming for the following 2022/2023 school year.

Trends:

The 2021 Iowa Youth Survey was released this year and showed:

- Among all grades, 11th graders had the highest report of having at least one alcoholic drink in their lifetime. That was about 50% of 11th graders reported drinking one alcoholic drink at the age of 15-16 years old.
- Students who reported having a drink in their lifetime were also asked if they had a drink within in the past 30 days (at least 1 drink during the 30 days before they were surveyed). There was a steady increase across all grades: 21% 6th grade, 32% 8th grade, and 46% 11th grade.
- Regarding smoking cigarettes in grades 8th and 11th, the percentage of those who smoked within the last 30 days was lower in 2021 compared to the last four years.
- 6th grade students who have reported that they have used electronic nicotine products, 42% reported they started to use at the ages of 11 and 12.



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

2022:

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 "Read Off The Beaten Path", or camping focus. The students will get an opportunity to see the create camping inspired crafts and activities! In Ames, each week focuses on a different "mini camp": nature, dinosaur, ocean, spy camp, and summer camp.

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:

2021:

Ames: 94

Collins-Maxwell: 51

Nevada: 114

2022:

Ames: 75

Collins-Maxwell: 45

Nevada: 110

Success Story:

- Students created plays to share with families during the last week of program in Collins-Maxwell. We had multiple families show up to support their students!
- In Nevada, students chose to host an art fair for their families. Again, many families came out to see the art of the summer.
- The kids have been working on creating their own fairy tale skit to perform our last week of program.
- Virtual Reality equipment was brought in from Dan Foss. The kids were able to try it out and several other activities they brought!
- The youth really enjoyed the hands on activities- slime, exploding dragon experiments, and fairy dough!



- Boys & Girls Clubs has led our PE center. The kids really enjoy their staff member!
- A high school robotics club came each Thursday and presented their own lessons to the kids.
 - Virtual Reality equipment was brought in from Dan Foss. The kids were able to try it out and several other activities they brought!
 - Having educational assistants for many youth who require them has been a blessing! They have the flexibility to work with students one-on-one and take breaks as necessary.
 - The youth enjoy all of the messy projects! Lots of paint has been used and slime has been a favorite all summer.
 - We use tokens as incentives/rewards for good behavior and reading totals. The kids are able to spend them on prizes to encourage that behavior! Many students are easily redirectable with tokens.
 - A strategy was figured out for several students who could not be outside at recess with their peers due to behaviors and unsafe choices. They got to have lunch with staff and watch a movie!
 - There is one student that staff had been told was a challenge. He would go to school each day in the school year for just one class period/assignment and then would go home to finish schooling online; his behaviors were warned about and he reportedly was often violent. This summer, he has been nothing but awesome! There have been no moments where staff or other youth felt uncomfortable or unsafe. His attitude toward school and friends is improving and he thrived with the theme of fairy tales and imagination this summer.

Trends:

- Staffing has been really challenging. We had having trouble getting applicants. Students also used a variety of strong language throughout the program.



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 to Roland-Story, Colo-Nesco, Collins-Maxwel 7th and 8thl, Ballard and Nevada School Districts
- Circles of Champions in Roland-Story, Colo-Nesco, Collins-Maxwell, Nevada, Ballard School Districts
- Ames Middle School's Builders Club
- Morning Chats: Nevada, and Collins-Maxwell , Roland Story

Number Served:

- 431-Teen Maze attended from 5 Story County School District, Roland-Story, Colo-Nesco, Collins-Maxwell, Nevada School Districts.
- 60-Circles of Champions in Roland-Story, Colo-Nesco, Collins-Maxwell, Nevada, Ballard School Districts
- 21-Ames Middle School's Builders Club
- 25-Morning Chats

Outcomes:



- Morning Chats 80% of students attended the program more than 50%.
- Teen Maze:

Teen Maze 2022 Evaluations

Teen Maze Youth Survey	2011	2012	2013	2014	2015	2016	2017	2018	2019	2021*	2022*
Number of completed surveys-Youth	771	919	989	956	1105	1111	1065	1013	1013	411	869
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%	89%
I understood the information that was presented in Teen Maze	91.2%	93%	93.7%	97%	96%	96%	95%	95%	95%	89%	95%
I learned new information in the Teen Maze	87.9%	92.3%	86.7%	92%	91%	91%	89%	89%	89%	72%	88%
The information from Teen Maze will help me make better choices	87.3%	90.9%	89.3%	92%	92%	92%	88%	89%	89%	75%	88%
The information from Teen Maze will help me change my behaviors	76%	80.3%	76.2%	85%	83%	83%	78%	82%	82%	59%	78%
I will share the information from Teen Maze with my family	62.7%	68.7%	65.1%	74%	71%	71%	67%	68%	68%	49%	69%

Challenges:

- 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.

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 was back in person this year! Five of our 7 School districts participated in the program. Collins- Maxwell brought both 7th and 8th graders.

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: *Mandy Rangel-Schrank*

Program Description:

The YSS Youth Employment Program operates with the mission to inspire youth to dream, believe in themselves, and be equipped to access and succeed in living-wage careers. In order to accomplish this, Youth Employment aims to teach seven core standards:

- Professional Orientation
- Team Work Ethic
- Problem-Solving
- Time-Management
- Communication
- Career Awareness
- Personal Aspirations/Growth

to all participants through experiential group lessons and one-to-one sessions with a youth employment specialist. Currently group lessons are being taught in Youth Recovery House, 712, Collins-Maxwell Teen Club, Colo-NESCO Teen Club, Nevada Summer Enrichment, Collins-Maxwell Summer Enrichment, and Ames Summer Enrichment. One-to-one sessions are offered at both recovery houses and through referrals. Additionally, Youth Employment increases job access for Story County youth through #GETAJOB, the Story County Youth Summer Job Fair in collaboration with five other Story County organizations.

Number Served:

Between October 21, 2021 and June 16, 2022: number served in programming and one-to-one sessions- 721, served through Teen Maze- 870, served through #GETAJOB Story County Youth Summer Job Fair- 506 Total=2,097

Outcomes:

Youth Employment has increased participation totals in all areas with 98.1% of youth participants demonstrating an increase in knowledge and skills. 215 youth jobseekers were able to connect with 33 Story County businesses at #GETAJOB.

Challenges:

Due to covid and hiring issues, the youth employment specialist position had not been filled before my employment in October. The materials/curriculum that was previously being used was outdated.

Success Story:

Clients from Youth Recovery House and 712 have reported that having Youth Employment programming and one-to-one sessions has had a positive impact. One YRH client who finished his drug court told the judge that one thing that made a difference was working with Youth Employment and starting to think about his future and how he presents himself. Another client went from not being able to envision or think about her future to finishing high school, filling out FAFSA, and applying for college to become an EMT/nurse. Another client used Youth Employment services to help her find, apply for, interview, and eventually secure a job for when she graduates the program.

Trends:

Youth Employment is trending toward helping youth acquire the knowledge and skills to become successful at first time jobs and be set up to secure living-wage careers.



Behavioral Health Services

Program: YSS Family Counseling and Clinic **Submitted By: Andrea Dickerson**

Program Description:

The YSS Family Counseling and Clinic, provides mental health therapy, substance use counseling, psychiatric services and Integrated Health Home services to the Story County community.

Number Served:

Between July 1, 2021 and March 31, 2022

- Story County Individuals served – 991
- Story County Individuals who received an Assessment – 229
- Story County Individuals who received psychiatric services – 254

Outcomes:

Twice a year Satisfaction Surveys are completed by clients and their guardians. The results from December 2021 are:

- 97% of the clients reported feeling YSS services made a positive impact on their life.
- 94% of the clients reported a better understanding of how to create and keep healthy relationships.
- 97% of the guardians reported having hope for their child.
- 95% of the guardians reported YSS has made a positive impact on their child/family.

Challenges:

Therapist recruitment continues to be a struggle. We need to hire two more therapists to cover the need in Story County. We have increased wages, implemented a Sign On Bonus, and collaborated with a marketing firm to recruit applicants. We have also taken steps to retain current therapists.

Success Story:

Throughout the school year, one of our therapists was working with a middle school student from a local school. This student carries a significant trauma history, which means when their brain perceives a threat (big or small) it triggers their “survival” response in both their body and thinking. This defensive reaction (often out of fear and self-preservation) significantly influenced this student’s thinking and behavior choices in their day-to-day life. They struggled to find their role in social arenas and had a lot of sabotaging relationship norms. They were in a constant state of proving their worth by putting others down. This student described their lack of focus and maintained attention difficulties as shameful, reasoning that they were not smart enough to keep up with others and to do most things other kids could do.

Since participating in therapy at YSS for several months, this student is now navigating social relationships with a more stable self-esteem. They are able to have honest and compassionate conversations with family and supports. Now when they receive negativity from others, this student is able to recognize their trauma reaction, use regulating/calming skills and choose their responses rather than just reacting. Additionally they are now able to receive disappointment without spiraling into hopelessness or undeserving conclusions and are forming quality friendships and healthy routines for internal motivation and maintaining self-worth.

Trends:

We continue to see an increase in demand for our behavioral health services, especially from school districts. YSS therapists are spending more time providing therapy in local schools, including having a therapist devoted to the Roland-Story School District.



Rosedale Shelter

Program: Rosedale Shelter

Submitted By: *Emily Rebollozo, YSS Child Welfare
Emergency Services Program Director*

Program Description:

Youth and Shelter Services (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, referrals, and education, and serves as a temporary placement for youth awaiting the next step.

Rosedale Shelter services include but are not limited to: on-site shelter for youth, 24/7 professional staff supervision, crisis intervention and mediation, an Area Education Agency classroom, 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, safe, and loving homes for all youth.

Number Served:

As of March 2022: 51 clients served in shelter, total of 1490 units (bed days), 58 clients diverted from shelter placement and reunified with their parent(s), guardian(s), and/or relative(s). 5 youth were served in Crisis Stabilization for a total of 29 units.

Outcomes:

1. 98% of Story Co youth are discharged to a recommended destination.
2. 100% of Story Co youth showed improvement in basic living skills.

Challenges:

Workforce shortage continued to be one of the biggest challenges for Rosedale Shelter. With increased behavioral and mental health needs of the youth being served, there has been a need to lower the staff to client ratios. This requires more staff coverage on each shift. Due to the staff shortage, all Rosedale staff including leadership were covering direct care shifts and many staff were working multiple days in a row to meet required staff/client ratios. Rosedale Shelter worked closely with YSS People Development to increase marketing and recruitment strategies. The applicant pool slowly began to increase and several new staff have been hired and are involved in training.

Schools in surrounding areas that followed different learning platforms continues to be a challenge for youth in shelter and our staff. Experiencing an increase of youth utilizing different platforms and



not attending their home school or the AEA classroom required additional shelter staff on morning shifts. This also required staff to assist more in the youth's education & learning, when they have not been in this teaching role previously. Many of the youth struggle to navigate the online system and are not as connected as they would be if they were attending school. YSS shelter staff continued to work with the home schools and AEA to ensure the youth's preference of education was taken into consideration and different options utilized if the student was not successful with the online platform.

Success Story:

Rosedale shelter accepted a 15-year old female who had recently been charged with theft while on run. It was later discovered that while on run for several months she was being trafficked. This young lady was allowed to speak to a woman and her family that had provided her a home many months before to help her feel safe and grow her support system. While in shelter she was able to obtain her ID, enroll in a local high school, and get a job at a local grocery store. She continued contact with this family friend and ended up being able to discharge to their home. Since she remained in the area, she was able to keep her job and continue attending the local high school. She planned to continue her mental health and medication management services after leaving Rosedale Shelter and discharged to the suitable other placement.

Trends:

YSS is in the initial phases of planning for the new Central Iowa Campus that will include a facility for Rosedale Shelter, Crisis Stabilization Services, and YSS Residential Substance Disorder Treatment Services. The beginning phases have included several activity/brainstorming sessions in collaboration between Iowa State University Design students, YSS youth, and YSS Leadership Team & staff, and our design team. The new campus will provide a nature-based and Trauma Informed Care environment for all the youth to enjoy the outdoors and use nature to assist with individual healing and the recovery process. The campus will have an indoor gymnasium as well, allowing the youth to have additional recreation space that is not routinely available to them now.

Shelters throughout the State of Iowa continue with the challenges of workforce shortages and being able to financially support the necessary programming & activities for the youth we are serving that are experiencing more intense behavioral and mental health needs. Longer waiting periods for appropriate higher levels of care (QRTP/Residential Group Care and PMIC) have increased emergency shelter placement lengths of stay for the youth, as higher level of care beds are just not available.

Attachments:

Attached is a photo of displays that Rosedale youth made with assistance from the Iowa State University Design students. These displays are examples of what our shelter youth would like to see for their ideal bedroom spaces. This is one of the many projects completed throughout FY22 to engage youth perspectives related to design ideas for the new Central Iowa Campus.

*Adults pictured are Iowa State University Students:



A COMMUNITY-BASED ORGANIZATION
SERVING YOUTH AND FAMILIES SINCE 1976

Transitional Housing

Program: *Transitional Housing Services*

Submitted By: *Hope Metheny*

Program Description:

This service works with homeless youth to provide living skills such as budgeting, running a household, seeking, and maintaining employment, completing GED/high school diploma or other education, and teaching young adults the skills they need to be independent. The goal is to put homeless youth into housing and then surround them with the support (case management) that they need to promote self-sufficiency and skill development to help end long term chronic homelessness and help these youth obtain living wage jobs.

Number Served:

At the end of the 3rd quarter (July 1, 2021- March 31, 2022) we have served 25 participants for a total of 3958 units.

Outcomes:

So far this year housing services the programs have remained full or near full (turnover time). So far there have been 25 youth served. 12 of these youth have been discharged. 10/12 (84%) went to safe stable housing at discharge, 1 youth (8%) was discharged to jail, and 1 youth (8%) refused the exit/discharge with staff. We also track quarterly data for clear impact. In quarter 3 there were 17 clients served, 16/17 (94%) had been connected to mainstream benefits, 15/17 (88%) were able to obtain or remain in job or school, 13/17 (76%) reported a better understanding of how to create healthy relationships (not THS staff).

Challenges:

A challenge is that food assistance pandemic relief has ended. Youth had become accustomed to having about \$90 more per month per person for assistance through SNAP benefits. Between this and inflation, this creates another barrier to the low-income or homeless population to be able to afford adequate and nutritious food. During the pandemic YSS also obtained COVID funds provided by HHS also ended on Sept 30, 2021 which could assist those TLP youth that needed it about \$70 dollars in food assistance per month. Few youth have food assistance when they enter into programing and the turnaround time is around 30 days to get them started on SNAP benefits. That means that youth are relying on food pantries solely for the first 30 days in the program is a large struggle for youth.

Success Story:

A 20-year-old male recently successfully left the program in May. He had been couch surfing after having been evicted from his previous apartment. This made him a higher barriered youth to being able to rent his own place due to an eviction on his record. This client was very compliant with the program and is highly motivated to do well. He consistently attended weekly meetings with staff and groups that were offered. He gained employment and was able to put money into savings while in the program and work on other goals like getting a car. Staff also helped him with getting health insurance, food stamps, and his birth certificate. This client has been very self-sufficient for the most part and takes pride in what he does. He was often heard talking about leaving the program better



than he when he moved in. He was able to rent a place with his sister and together their rent will be more affordable since there are two of them in an apartment and they are a positive support for each other.

Trends:

Over the past year Transitional Housing Programming for YSS has been running full. In Story County we have been working from the Coordinated Entry prioritization list and when a participant is discharged another potential participant is quickly contacted to see if they are interested in program. We have recognized that there are many homeless/near homeless youth in our county that need housing services and have worked hard to obtain more housing options for our youth in Story County and look forward to offering more rapid rehousing units later this year since we have obtained additional funds for this and waiting for our contracts so that we can begin services. Youth continue to have higher needs when they enter programming, so we are proud to offer some of the best wrap around services to holistically get all of their needs met with they have a safe housing environment.



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.



A COMMUNITY-BASED ORGANIZATION
SERVING YOUTH AND FAMILIES SINCE 1976

ATTACHMENT B: Mentoring Newsletter

February Mentor Newsletter



National Mentoring Month may be over but it's never too late to express our continued gratitude for the role mentors play in our lives. Thank you YSS Mentors for your INVOLVEMENT, ENCOURAGEMENT, COMMITMENT and INVESTMENT!

Now is also the time to brag to all your friends that you are making a difference and they should too. We still have over 60 youth seeking a mentor in Boone, Story and Hamilton Counties. Please reach out to your mentoring facilitator if you have people in your life that would make a great mentor. We will reach out to them.

THANK YOU
to our National Mentoring Month Sponsors



BECOMING A BETTER

Strategies to Be There for Young People

Mentor

EACH MONTH WE WILL BE INTRODUCING RESOURCES TO ASSIST YOU IN YOUR MENTORING RELATIONSHIP:

- Becoming a Better Mentor: Strategies to Be There for Young People is a convenient and helpful resource for new and continuing mentors
- Monthly emails will contain tips in specific focus areas to support building your relationship with your mentee
- Guidance to form skills for a positive mindset, strong mentoring relationship, and assist in understanding youth development
- Expand knowledge to enhance your mentoring experience as well as your mentees
- These skills will help provide a strong foundation for your mentee relationship and other relationships in your life

READ: <https://www.mentoring.org/wp-content/uploads/2022/01/BBM-Introduction.pdf>

WATCH: <https://youtu.be/Uw2MYnrG30Y>



A COMMUNITY-BASED ORGANIZATION
SERVING YOUTH AND FAMILIES SINCE 1976

**Story County Housing Trust
GRANT AGREEMENT**

An Agreement between **Story County Environmental Health** as grantee and the **Story County Housing Trust (SCHT)** as grantor.

WITNESSETH

WHEREAS, Story County Environmental Health is qualified to receive a Housing Assistance grant from the SCHT and has the necessary ability to manage and apply such funds to eligible costs for the affordable housing program operated by the Grantee.

AND, WHEREAS, Story County Environmental Health agrees to comply with the policies, procedures and rules of the SCHT.

NOW, THEREFORE, in mutual consideration of the respective promises and benefits contained herein, the parties agree as follows:

Owner-Occupied Repairs:	\$144,250.00
Technical Services:	\$5,750.00
Total Amount:	\$150,000.00

Agreement Effective Date: **04/19/2022**
Agreement Expiration Date: **04/19/2024**

Section 1. Scope of Grant Agreement.

This Agreement is for funds in the amount of **\$150,000.00** has been approved subject to Section 12 of this agreement by the SCHT Board of Directors on April 19, 2022, for approximately **three (3)** units at or below 30% Area Median Income (AMI), **fourteen (14)** between 31-50% AMI, and **twenty (20)** between 51-80% AMI as published by HUD. Section 12 requires a minimum percentage of the awarded funds to be spent on housing at or below 30% AMI and overrides the applied for and approved number of units and corresponding AMI.

Section 2. Project Description.

The Grantee agrees to apply all grant proceeds to the approved program tasks as described in the grant Application. A description of the specific program along with allowable costs appears in the SCHT program Application, which is attached to this Agreement and is incorporated herein by reference as fully set forth. Funds from this grant are to be used for the rehabilitation of **37 owner-occupied units** as described above and in the Application.

Section 3. Grantee Request for Payments.

Disbursement of grant proceeds shall be subject to receipt by SCHT of a Payment Request Form. Form attached as Exhibit B. Invoices corresponding to, supporting, and documenting the request must be included with the Payment Request Form. Disbursements of grant proceeds shall be made on a reimbursable basis, after costs have been incurred by the Grantee. Payments will be made within thirty (30) days of the receipt of the Payment Request.

Section 4. Withholding of Grant Funds.

The SCHT reserves the right to withhold disbursement of grant funds until the conditions of the grant agreement have been fulfilled and the SCHT has received any or all of the following:

- a. Grantee's progress and performance;
- b. Required permits, licenses or approval actions by governmental agencies;
- c. Invoices, statements or equivalent documents;

Section 5. Reimbursement of Recovered Payments

In the event the grantee recovers payment of costs made on any project for which it receives grant proceeds from the SCHAT, the grantee will remit a portion of the recovered funds to SCHAT. The recovered funds shall be split by SCHAT and the grantee in the same proportion as each party's funds were used in the project. The provisions of this section (a) shall apply to funds recovered from payments made at any time after the effective date of the Agreement, and (b) shall survive the expiration or earlier termination of the Agreement.

Section 6. Allowable Costs.

The grantee agrees that allowable costs are those specified in Section 1 hereof. Costs other than those shown in the Program Budget shall be allowed only by written approval of the Story County Housing Trust.

Section 7. Grantee Reporting Requirements.

The Grantee agrees to submit reports and documents at such times and in such form as required by the SCHAT in accordance with the following schedule:

- a. **Semi-Annual Status of Funds Report:** Due on the 15th day of July for the period ending June 30th, and the 15th day of January for the period ending December 31st. The original should be submitted to the SCHAT. Form attached as Exhibit C.
- b. **Payment Request Form:** Exhibit B. Copy Attached.
- c. **Final Performance Report and Final Funds Report:** Due thirty (30) days after the end of the budget year with respect to which the grant was made. Exhibit C. Copy Attached.

The SCHAT reserves the right to require more frequent submission of reports or to require additional, special reports if the Administrator deems reporting is necessary. All reports should be submitted to:

Story County Housing Trust
% DMAMPO
420 Watson Powell Jr. Way, Suite 200
Des Moines, IA 50309 or
acollings@dmampo.org

Section 8. Grantee Performance Standards.

The Grantee certifies that it will satisfy all conditions of this Agreement. In the event that the Grantee does not satisfactorily comply as required in this Agreement, then the funds that are awarded through this Agreement may be subject to disallowance. The maximum amount of funds which may be disallowed due to failure to satisfactorily perform shall be equal to the budgeted costs as described in Section 1 hereof for any period following disallowance.

Section 9. Grantee Accounts and Records.

The Grantee shall maintain books, records, documents, and other evidence pertaining to all costs and expenses incurred and revenues received under and in connection with this project and this Agreement to the extent and in such detail as will properly reflect all costs,

direct and indirect, of personnel, materials, equipment, supplies, services and other costs and expenses of whatever nature for which payment is claimed under this Agreement.

All such accounts and records in the possession of the Grantee pertaining to this Agreement shall be retained by the Grantee for a period of three (3) years beginning with the date upon which the final report under this Agreement is approved. All records shall be retained beyond this three (3) year period if audit findings have not been resolved within that period.

Section 10. Inspection and Audit of Grantee Records.

At any time during normal business hours and as frequently as is deemed necessary, the Grantee shall make available to the SCHAT as administrator for their examination, any and all of its records pertaining to all matters covered by this Agreement, and permit these agencies to audit, examine, make excerpts or transcripts from such records, contracts, invoices, payrolls, personnel records (consistent with Chapter 22) and all other matters covered by this Agreement.

The Administrator may require that an independent audit of the Grantee's records be performed, at the Grantee's expense, in order to resolve any questions, claims or discrepancies.

Section 11. Performance by Grantees.

In order to ensure the timely expenditure of funds by Grantees, the SCHAT requires that by the one year anniversary of this agreement the grantee will have drawn down a minimum of 50% of the award amount. If the grantee has not done so, the available amount of funding will be reduced to 50% of the award amount. The SCHAT reserves the right to waive this requirement if substantial completion of projects have been accomplished and the SCHAT is satisfied with the grantee's progress.

Section 12. Minimum Percentage of Funding Spent on 30% or Less AMI Housing.

The Iowa Finance Authority requires a minimum amount of funding be spent on housing for households at or below 30% Area Median Income (AMI). In order to ensure compliance with these requirements the SCHAT is requiring that all grantees, including the grantee, spend, at a minimum, 30% of their award amount on housing for households at or below 30% AMI. This requirement overrides any other part of this agreement.

The SCHAT reserves the right to waive this requirement if it is determined that the minimum percentage required by IFA will be met through other means, such as other Grantees providing enough assistance at the 30% AMI threshold that this provision is no longer needed. One year from the beginning date of this agreement the SCHAT will review progress to date by all Grantees and make a determination if this requirement can be reduced in part or waived entirely. The grantee will be notified of such a decision shortly after it is made.

Section 13. Performance by Grantee

In order to ensure the timely expenditure of funds by Grantees, the SCHAT requires that by the one year anniversary of this agreement the Grantee will have drawn down a minimum of 50% of the award amount. If the Grantee has not done so, the available amount of funding will be reduced to 50% of the award amount. The SCHAT reserves the right to waive this requirement if substantial completion of projects have been accomplished and the SCHAT is satisfied with the Grantee's progress.

Section 14. Amendment of this Agreement.

SCHAT or the Grantee may, during the duration of this Agreement, deem it necessary to make alterations to the provisions and conditions of this Agreement. Any changes to this

Agreement which are approved in writing by the SCHAT and the Grantee shall be incorporated herein. The provisions of such amendment shall be in effect as of the date of such amendment unless otherwise specified within such amendment.

Section 15. Suspension or Termination of this Agreement.

If the Grantee fails to comply with the conditions of this Agreement, the SCHAT may, after reasonable notice to the Grantee, suspend the Agreement and withhold further disbursement of grant proceeds or prohibit the Grantee from incurring additional obligations to be paid from grant funds pending corrective action by Grantee or a decision by SCHAT to terminate this Agreement.

The SCHAT may terminate this Agreement in whole or in part, at any time, whenever it has determined that the Grantee has failed to comply with the conditions of this Agreement. The Administrator shall notify the Grantee of said determination and the reasons thereof, together with the effective date of the termination. Further, any costs previously paid from grant proceeds, which are subsequently determined to be unallowable through audit or other procedures, shall be returned to the SCHAT within thirty (30) days of such determination and subsequent notice.

Either party may terminate this Agreement in whole or in part when they agree that the continuation of the grant project would fail to produce beneficial results commensurate with the expenditure of funds. The grantee shall keep all grant funding awarded to the date of termination except for costs deemed unallowable as described in the previous paragraph.

Section 16. Agreement Coverage.

This Agreement, the Grantee's Program Application, the NOFA, and any referenced documents contain the entire Agreement between the parties. Any statement inducements or promises not contained herein shall not be binding upon the parties. The Grantee shall not assign this Agreement without prior written authorization from the SCHAT.

If any of the provisions herein shall be in conflict with the laws of the State or shall be declared to be invalid by any court of record in the State, such invalidity shall be construed to affect only such portions of the Agreement and the remainder of the Agreement shall remain in effect and shall be construed as if such invalid or conflicting portion of the Agreement were not contained herein.

Section 17. Litigation.

The Grantee agrees to pay its own costs and fees of litigation ordered by the court arising from failure of the Grantee to comply with the rules, regulations and conditions of this Agreement or resulting from the negligence of the Grantee. In carrying out the provisions of this agreement or in exercising any power or authority granted to the Grantee hereby, there shall be no liability, personal or otherwise, upon the SCHAT arising out of an act performed by or under the authority of the Grantee.

Section 18. Designation of Representatives.

The Board Chair and Administrator of the Story County Housing Trust are the representative authorized to execute or negotiate any changes in or to this Agreement.

The Grantee's representative authorized to execute or negotiate any changes in or to this Agreement is noted below.

Story County Housing Trust

Signed: _____
Amber Corrieri, SCHAT Board Chair

Story County Environmental Health Representative

Signed:  _____

Print name: Latifah Faizal

Title: Chair, Story Co Board of Supervisors

Date: 6.28.22

EXHIBIT C

**GRANTEE PERFORMANCE AND
ACTIVITY STATUS REPORT**

_____ Semi-Annual Report
_____ Final Report

Contract Number: **2022-4**

(See instructions and add additional sheets if necessary)

1. Grantee: _____ 2. Agreement Date: 04/19/2022

3. Period Ending: _____ 4. Estimated Completion Date: _____

5. Approved Dollar amount of the Grant: \$150,000.00

6. **ACTIVITY PROGRESS** (Summary of project and status to date. Include status of grant funds expended):

_____ % Complete

7. **ASSESSMENT OF PROGRESS:**

8. **CORRECTIVE ACTIONS REQUIRED** (if necessary):

9. **UPCOMING ACTIVITIES PLANNED:**

10. Submitted by: _____ Date: _____

11. Signature: _____ Title: _____

**INSTRUCTIONS
GRANTEE PERFORMANCE AND
ACTIVITY STATUS REPORT (EXHIBIT C)**

GENERAL INSTRUCTIONS

Please type the required information. This report is to be completed semi-annually. Indicate at the top of the report if it is a semi-annual report or the final report. Semi-Annual Reports **are due on the 15th day of January and July**. Final Performance Report is due (30) days after the end of the budget year with respect to which the grant was made.

- 1) GRANTEE: Self explanatory.
- 2) AGREEMENT DATE: Self explanatory
- 3) PERIOD ENDING: Enter the date of the last day of the reporting period for which the report is being filed (June 30, 20xx or December 31, 20xx).
- 4) ESTIMATED COMPLETION DATE: The expected completion date of your Project.
- 5) APPROVED DOLLAR AMOUNT OF GRANT: Self explanatory
- 6) ACTIVITY PROGRESS: Write, in detail, the steps which have been taken to complete the project. Include in this section the status of funds expended. Estimate the percent (%) of the project that has been completed. (Add additional pages if necessary.)
- 7) ASSESSMENT OF PROGRESS: Assess the progress made overall in the activity in achieving your project goal.
- 8) CORRECTIVE ACTIONS REQUIRED: When you have not or will not be able to stay on schedule, identify the problem encountered and actions being taken to correct the problem. If you cannot correct the timing problems and need to request an Agreement amendment, a separate letter and justification must be submitted.
- 9) UPCOMING PERIOD ACTIVITIES PLANNED: Self explanatory.
- 10) SUBMITTED BY AND DATE: Printed or typed name of person completing report and date the report was written.
- 11) SIGNATURE AND TITLE: of the person completing the report.

Send reports to: Story County Housing Trust
% DMAMPO
420 Watson Powell Jr. Way, Suite 200
Des Moines, IA 50309 or
acollings@dmampo.org

**PAYMENT REQUEST FORM
Exhibit B**

Grantee Name and Address: _____

Contract Number: 2022-4

Pursuant to, and in accordance with, the provisions of the Grant Agreement dated as of April 19, 2022 (the "Agreement"), between the SCHAT and the City of Collins (the "Grantee"), the SCHAT is hereby requested to pay to the Grantee the sum of \$ _____ to be used for reimbursement (include invoices if applicable) and made payable to:

_____ and sent to the following address:

Such amount represents payments for: _____

IT IS HEREBY CERTIFIED THAT:

(a) None of the items for which disbursement is requested has been previously paid under this Agreement;

(b) The obligation with respect to which this disbursement is being requested has been properly incurred in accordance with the Agreement with respect to the Program set forth in the approved SCHAT Grant Application and is a proper charge under the Agreement;

(c) The Grantee has no notice of, and is not otherwise aware of, any mechanics', materialmen's, laborers', suppliers', vendors' or other liens or rights in respect thereof which should, in accordance with the Agreement, be satisfied or discharged before this disbursement is made, other than those for which appropriate lien waivers are attached to this Payment Request Form.

AUTHORIZED GRANTEE
REPRESENTATIVE:

Date: June 24, 2022

Signature

Send requests to: : Story County Housing Trust
% DMAMPO
420 Watson Powell Jr. Way, Suite 200
Des Moines, IA 50309 or
acollings@dmampo.org

RECEIVED

JUN 16 2022

**STORY COUNTY
BOARD OF SUPERVISORS**

**Story County
Provider and Program Participation Agreement**

THIS AGREEMENT (the Agreement), entered into this First day of July, 2022 is by and between Story County and **Lutheran Services in Iowa** (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

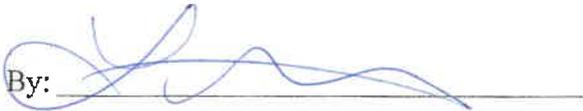
Section 9.9 Notices to Provider. Any notice, request, demand, waiver, consent, approval or other communication to Provider which is required or permitted herein shall be in writing and shall be deemed given only if delivered personally, or sent by registered mail or certified mail, or by express mail courier service, postage prepaid, as follows:

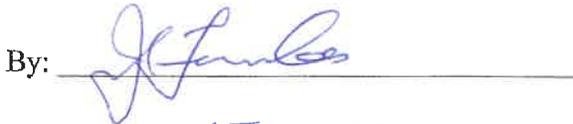
Attention: _____

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

COUNTY:

PROVIDER:

By: 

By: 

Print Name: Latifah Faisal

Print Name: JOHN TWARDOS

Print Title: Story County Board of Supervisors

Print Title: PRESIDENT/CEO

Date: 6.28.22

Date: June 14, 2022

ATTACHMENT A
SERVICE DEFINITIONS AND RATES
FISCAL YEAR: 2023

Service Description	Unit of Service	Rate
Crisis Child Care Not to Exceed \$2,509	1 Contact	\$1,233.78

ATTACHMENT A
SERVICE DEFINITIONS AND RATES
FISCAL YEAR: 2023

Service Description	Unit of Service	Rate
Crisis Child Care Not to Exceed \$2,509	1 Contact	\$1,233.78

Prepared by: Darren R. Moon, Story County Engineer's Office, 837 N Ave., Nevada, IA 50201 515-382-7355

CONTRACT FOR HIGHWAY RIGHT OF WAY

PARCEL No: 16-22-400-400
PROJECT No: L-C23-73-85
ROAD No: (720th AVE.)

THIS AGREEMENT made and entered into this 31 day of May, A.D. 2022 by and between
MCCOMBER REVOCABLE TRUST U/T/A DATED 12/8/06

Seller, and the Story County Secondary Roads Department, acting for the County of Story, Buyer.

1.a SELLER AGREES to sell and Buyer agrees to buy the following real estate, hereinafter referred to as the premises, situated in parts of the following (1/4 1/4 Sec./Twp./Rge.):

The West 20.00 feet of the East 45.00 feet of the North 75.00 feet of the South 615.00 feet in the SE¼, SE¼ of Section 22, Township 82 North, Range 21 West of the 5th P.M., Story County, Iowa. Easement contains 0.08 acres of which 0.04 acres is existing R.O.W.

County of Story, State of Iowa, and more particularly described on Page 3 and which include the following buildings, improvements and other property:

See attached graphical representation

1.b SELLER ALSO GRANTS to Buyer a temporary easement as shown on the Temporary Easement Plot attached as Page , and as shown on the project plans for said highway improvement. Said temporary easement shall terminate upon completion of this highway project.

1.c The premises also include all estates, rights, title and interests, including all easements, and all advertising devices and the rights to erect such devices as are located thereon. SELLER CONSENTS to any change of grade of the highway and accepts payment under this contract for any and all damages arising therefrom. SELLER ACKNOWLEDGES full settlement and payment from the Buyer for all claims per the terms of this contract and discharges the Buyer from liability because of this contract and the construction of this public improvement project.

2. Possession of the premises is the essence of this contract and Buyer may enter and assume full use and enjoyment of the premises per the terms of this contract. Buyer may take immediate possession of premises upon the execution of the contract by both Seller and Buyer.

3. Buyer agrees to pay and SELLER AGREES to grant the right of possession, convey title, and to surrender physical possession of the premises as shown:

		Payment Amount	Agreed Performance	
	\$	<u>284.16</u>		on right of possession
	\$			on conveyance of title
	\$			on surrender of possession
	\$			on possession and conveyance
	\$	<u>284.16</u>		TOTAL LUMP SUM
BREAKDOWN:	ac.=acres	sq.ft.=square feet		
Land by Fee Title		ac./sq.ft.	\$	Buildings & Improvements
Underlying Fee Title		ac./sq.ft.	\$	Fence <u> </u> rods woven
Permanent Easement	<u>0.04</u>	ac./sq.ft.	\$ <u>259.16</u>	Fence <u> </u> rods barb
Temporary Easement		ac./sq.ft.	\$	
Damages for:				\$
		<u>Future Abstract Entry in the amount of \$25.00</u>		

4. The Seller is responsible for any and all matters relating to any tenant on the land and hereby releases the Buyer from all tenant liabilities.

SELLER'S SIGNATURE AND CLAIMANT'S CERTIFICATION: Upon due approval and execution by the Buyer, we the undersigned claimants certify the total lump sum payment shown herein is just and unpaid.

X Prane R. McCumber

- 5. Each page and each attachment is by this reference made part hereof and the entire agreement consists of _____ pages.
- 6. In the event that said premises is burdened by the lien of a mortgage, judgement or other encumbrance, Sellers agree to fully cooperate with Buyer in securing a release of such lien from said premises, and if necessary and proper, Sellers agree that any part of the sum owing to them under this contract may be paid to the holder of such lien for such release.
- 7. Buyer agrees that any drain tile that is located within the premises and is damaged by highway construction shall be repaired at no expense to Seller. Where Buyer specifically agrees to construct and maintain fence, the fence shall be constructed and maintained for vehicle access control purposes only at no expense to the Seller. Buyer shall have the right of entry upon Sellers remaining property along the right of way line, if necessary, for the purpose of connecting said drain tile and constructing and maintaining said fence. Seller may pasture against said fence at his own risk. Buyer will not be liable for fencing private property of maintaining the same to restrain livestock.
- 8. If the Seller holds title to the premises in joint tenancy with full rights of survivorship and not as tenants in common at the time of this contract, Buyer will pay any remaining proceeds to the survivor of that joint tenancy and will accept title solely from that survivor, provided the joint tenancy has not been destroyed by operation of law or acts of the Seller.
- 9. These premises are being acquired for public purposes and this transfer is exempt from the requirements for the filing of a Declaration of Value by the Code of Iowa.
- 10. Seller states and warrants that, to the best of Seller's knowledge, there are no burial site, well, solid waste disposal site, hazardous substance, nor underground storage tank on the premises described and sought herein except,
- 11. This Written contract constitutes the entire agreement between Buyer and Seller and there is no agreement to do or not to do any act or deed except as specifically provided for herein.

Additional Right of Way Agreements:

State of Arizona
County of Maricopa
Avilone

SELLER'S ACKNOWLEDGMENT

STATE OF IOWA: ss On this 31 day of May, 2022, before me, the undersigned, personally appeared Prane R. McCumber

Known to me to be the identical persons named in and who executed the foregoing instrument and acknowledged that they executed the same as their voluntary act and deed.



Billie J. Wahl
Notary Public in and for the State of Arizona

BUYER'S APPROVAL

Darren Moon 6-16-22

Recommended by: Darren Moon P.E., Story County Engineer (Date)

[Signature] 6-28-22
Approved by: Chairperson, Story County Board of Supervisors (Date)

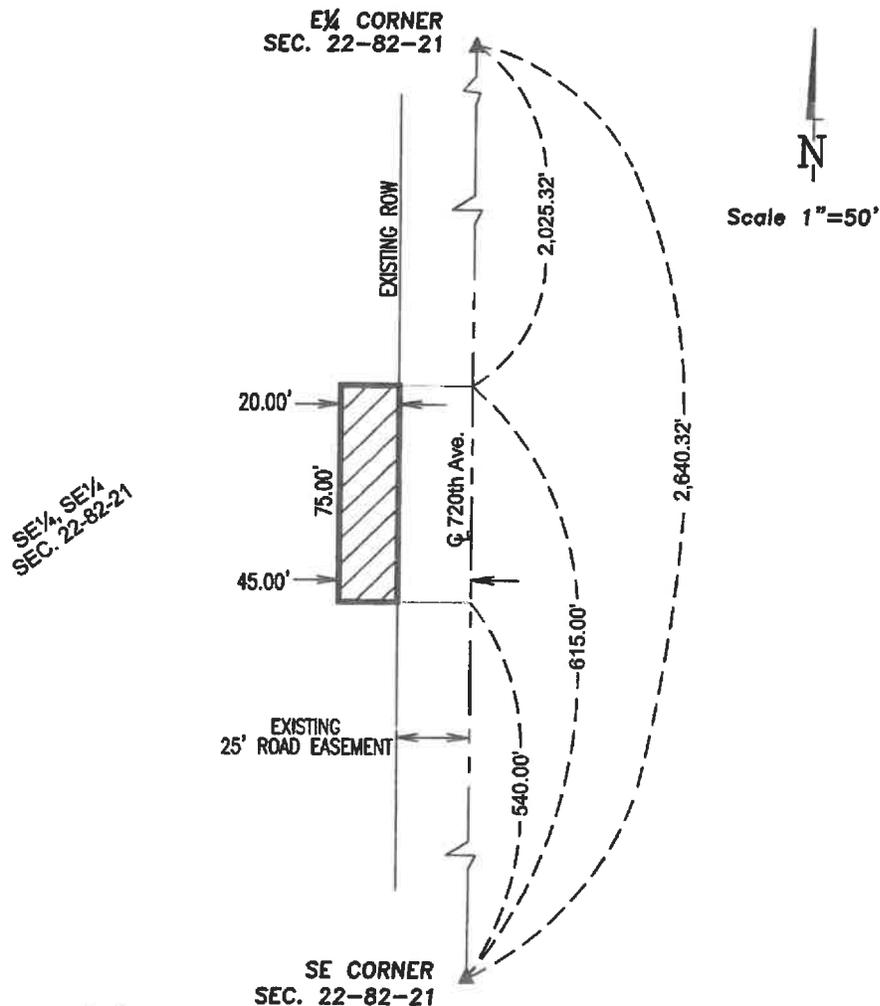
"Exhibit A"

STORY COUNTY SECONDARY ROADS EASEMENT ACQUISITION

PROJECT NO. L-C23--73-85 PARCEL NO. 16-22-400-400
SECTION 22, TOWNSHIP 82N, RANGE 21W, OF THE 5TH P.M., STORY COUNTY, IOWA.
ACQUIRED FROM MCCOMBER REVOCABLE TRUST U/T/A DATED 12/8/08

EXISTING R.O.W. 0.04 ACRES NEW R.O.W. 0.04 ACRES TOTAL R.O.W. 0.08 ACRES

The West 20.00 feet of the East 45.00 feet of the North 75.00 feet of the South 615.00 feet in the SE $\frac{1}{4}$, SE $\frac{1}{4}$ of Section 22, Township 82 North, Range 21 West of the 5th P.M., Story County, Iowa. Easement contains 0.08 acres of which 0.04 acres is existing R.O.W.



DATE DRAWN 4/26/2022

RECEIVED

JUN 21 2022

STORY COUNTY
BOARD OF SUPERVISORS

**Story County
Provider and Program Participation Agreement**

THIS AGREEMENT (the Agreement), entered into this First day of July, 2022 is by and between Story County and **The Bridge Home** (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:

Shelter Housing Corp dba The Bridge Home
225 S. Kellogg Ave.
Ames, IA 50010

Attention: Jodi Stumbo,

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

COUNTY:

By: 

Print Name: Latifah Faizal

Print Title: Story County Board of Supervisors

Date: 6-28-22

PROVIDER:

By: 

Print Name: Jodi Stumbo

Print Title: President and CEO

Date: 6/16/2022

ATTACHMENT A
SERVICE DEFINITIONS AND RATES
FISCAL YEAR: 2023

Service Description	Unit of Service	Rate
Emergency Shelter Not to Exceed \$62,791	1 24 Hour Period of Food and Shelter	54.53
Transitional Housing Not to Exceed \$24,622	1 Day	\$52.22



STORY COUNTY ATTORNEY'S OFFICE

Timothy C. Meals – County Attorney

Story County Justice Center
1315 South B Ave – Nevada Iowa 50201
(515) 382-7255 | FAX: (515) 382-7270
Ames Office – Human Services Center
126 South Kellogg Ave, Suite 203 – Ames Iowa 50010
(515) 232-4185 | FAX: (515) 232-6405



June 21, 2022

Dear Board of Supervisors,

In reviewing compensation rates for FY23, I am recommending that the rate of pay for the following intern position be set at \$12.00 per hour effective July 3, 2022.

Victim Witness Intern – Story County Attorney's Office

Sincerely,

Handwritten signature of Timothy C. Meals
Timothy Meals
Story County Attorney

APPROVED DENIED
Board Member Initials: [Signature]
Meeting Date: 6-28-22
Follow-up action: _____

Test Licensing Agreement

This is a legal agreement between the Licensing Agency (Licensee) and Ergometrics and Applied Personnel Research, Inc. (Licensor) By accepting the Ergometrics test materials for use, you are agreeing to the terms of this agreement and that you have authority to enter into such an agreement on behalf of the Agency.

Licensee

Latifah Faisal _____ **6/28/2022** _____
Principal Signer Date

[Signature] _____ *6-28-22* _____
Signature

Story County Board of Supervisors, Chair _____
Title

Story County Sheriff's office _____
Agency Name

1315 S B Avenue _____
Physical Address

Nevada _____ **Iowa** _____ **50201** _____
City State Zip

(515)382-7458 _____ **ctoresdahl@storycountyiowa.gov** _____
Telephone Email

Authorized Contacts

Please list, in addition to the Principal Signer, anyone who is authorized to receive materials, scores or discuss scores with Ergometrics. Licensee is responsible for updating Ergometrics of any changes to Authorized Contacts.

Nicolas Briseno _____
Authorized Contact

Communications Commander _____
Title

(515)382-7477 _____
Telephone

nbriseno@storycountyiowa.gov _____
Email

Constance Toresdahl _____
Authorized Contact

Administration Commander _____
Title

(515)382-7458 _____
Telephone

ctoresdahl@storycountyiowa.gov _____
Email



Return to:
Ergometrics &
Applied Personnel Research, Inc.
2122 184th St SW Suite 300
Lynnwood, WA 98087
FAX: 425-877-0506
Or email
clientservices@ergometrics.org

Failure to return the signed licensing agreement, will delay the processing of your order.

For Office use only:

Product: _____

License Type: _____

Highrise: _____

Exam HQ: _____

Notes: _____

Per Applicant Test Licensing Agreement

1. Scope of Agreement

Ergometrics & Applied Personnel Research, Inc. ("Licensor") grants to the Licensee the right to use the Licensor's tests, outlined in Attachment A to this Agreement, incorporated herein by reference, and all associated materials (collectively, the "Test"), for the sole purpose of pre-employment and promotional testing. The Test may not be used for training purposes under any circumstances. The Licensee may not lease, rent, loan, transfer or administer this test to or for any other agency or entity without express written permission from the Licensor. The Test meets and/or exceeds all Equal Employment Opportunity Commission guidelines and professional standards. This agreement does not include local validation for the Licensee. The Licensor will provide national validation reports upon request. In the event of challenge, the Licensor will provide expert testimony at its regular consulting rates. The Licensor assumes no liability for the use or misapplication of this product.

2. Copyright

The Test is owned by the Licensor and protected by United States copyright laws and international treaty provisions. The Licensee is not authorized to copy any videos or DVD's. Printed materials may only be copied with express permission from the Licensor and may only be used for the purposes described in this Agreement or as otherwise approved by the Licensor.

3. Implementation

The Licensor will provide the Licensee general written or telephone instructions on the administration and use of the Test. The Licensor warrants that the video, audio, and printed materials are free from defects in material and workmanship. Licensor will assist Licensee with interpretation of score results and scoring methodology. The licensee was offered a transportability analysis as part of the implementation process. If the licensee chose not to conduct such an analysis, they hereby affirm they understand it is their responsibility to ensure the job is similar enough to the departments that participated in the criterion validation of the exam and/or have sufficient evidence of content validity.

4. Test Security

Licensee will maintain strict security of the Test in accordance with accepted security practices and those incorporated herein. Licensee shall be fully responsible for the secure storage and use of the Test and will establish and maintain strict test security procedures, including precautions preventing materials from being stolen, copied, or otherwise compromised.

- a. The Test must not be left unattended at any time, and when not in use, the Test must be kept in a secured and locked location. Trash containing confidential material will be disposed of securely.
- b. All persons having access to the Test must sign the Individual Statement of Understanding, found in the Administration Packet, and all signed copies kept on file with the Licensee for one year from the date of signature.
- c. Certification of Compliance with Confidentiality and Copyright, found in the Administration Packet, must be collected from each applicant before testing sessions begin, and all signed copies kept on file with the Licensee for one year from the date of signature.
- d. The Test maintained in electronic format must be kept on a non-networked, standalone computer.
- e. Cell phones and electronic devices are not allowed in the test administrations.
- f. No one, other than the official test monitor, should take notes or any other confidential materials from a testing room. In the event of loss or theft of the Test, or cheating, Licensor must be notified immediately.
- g. Any testing materials shipped must use a form of registered

service with tracking number and signature for delivery.

- h. Test content is confidential and copyrighted. Any conversations about Test content must only be conducted formally in conjunction with the Licensor.

5. Subcontracting the Test

The Test is licensed for use only by the Licensee. The Licensee must contact the Licensor to obtain permission if the Licensee wishes to subcontract test administration or other services that involve the outside handling of the Test. The Licensee will remain fully responsible for the security of materials that are handled in this manner.

6. Termination

This Agreement may be terminated in whole in the event that the Licensee or Licensor breaches any material provision of this Agreement and fails to cure such breach within thirty (30) days after the non-breaching party delivers written notice of such breach to the breaching Party. Upon termination, Licensor will be entitled to payment, determined on a pro rata basis for services performed or rendered, and all Test materials must be returned immediately to the Licensor once the Agreement has been terminated.

7. Events Upon License Expiration or Termination

Upon any termination or expiration of this Agreement for any reason, Licensee will cease use of all testing materials and return such materials within 15 days of expiration or termination of the Agreement. Late or lost Test materials will be subject to additional fees. Attachment A to this Agreement sets out additional provisions in respect of the parties' obligations upon termination.

8. Pricing

Pricing for this Agreement is specified in Attachment A, incorporated herein by reference.

9. No Waiver

The waiver or failure of either Party to exercise in any respect any right provided in this Agreement shall not be deemed a waiver of any other right or remedy to which the party may be entitled.

10. Entirety of Agreement

The terms and conditions set forth herein constitute the entire Agreement between the Parties and supersede any communications or previous agreements with respect to the subject matter of this Agreement. There are no written or oral understandings directly or indirectly related to this Agreement that are not set forth herein. No change can be made to this Agreement other than in writing and signed by both Parties. Any previous Test Licensing agreements between Licensee and Licensor are null and void, replaced by this one.

11. Headings in this Agreement

The headings in this Agreement are for convenience only, confirm no rights or obligations in either party, and do not alter any terms of this Agreement.

12. Severability

If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.

13. Governing Law

This Agreement is governed by the laws of the State of Washington.



Ergometrics &
Applied Personnel Research, Inc

Story County Sheriff's Department
Licensing Agreement
Attachment A

Pricing

Per Applicant License:

Ecomm National Testing One Time Setup Fee	Paid
10 Applicants @ \$30 each	\$300
(\$150 minimum order)	

**cost may vary based on actual number tested*

Scoring will include standard and diagnostic scoring. Licensee will be responsible for all associated freight expenses. Minimum charges will be applied to each batch of answer sheets submitted.

Term of Agreement

The service agreement will begin and end on the following dates:

Start Date	End Date
7/7/22	7/22/22

All testing materials must be returned by the due date listed above. Materials MUST be returned using some form of registered, secure service that has a tracking number and requires a signature for delivery. Materials not returned by the specified due date will be subject to a \$25 late fee for every 15 days overdue. Any lost test materials must have the incident documented on company letterhead and will be subject to lost fees.

**STORY COUNTY
APPLICATION FOR PERMIT
TO USE OR EXPLODE DISPLAY FIREWORKS**

APPLICANT INFORMATION

Name: TAGC
Address: 68030 US Hwy 30 COLO, IA 50055
Phone: Day: 515-291-3759 Fax: 515-291-3759
Operator's name and address (if different from applicant):
JAM JUNGERS 68030 US Hwy 30 COLO 50055

DESCRIPTION OF OPERATOR'S COMPETENCY

40 + YEARS

EVENT INFORMATION

Date: 7-2-22 Time: 10 P.M. Location: GOLF COURSE
Rain Date: 7-3-22

INSURANCE INFORMATION

Are you insured?

Yes

No

Name, address, and phone number of insurance company and agent:

A certificate of insurance shall accompany the application.

[Signature]
SIGNATURE OF APPLICANT

6-9-22
DATE

"Pursuant to Iowa Code §331.304(8) and §727.2, the Story County Board of Supervisors may grant a permit for the use or explosion of display fireworks upon a written application when the display fireworks will be handled by a competent operator. The operator shall handle and discharge the display fireworks according to applicable law and manufacturer's recommendations, and shall operate safely under all circumstances. The permittee/operator certifies that s/he has authority to operate display fireworks on and over the location listed in the permit where the display is to occur. Any such permit shall be void if the use occurs when a 'burn ban' is in effect or if conditions are conducive to fire. Any permit is valid only in the unincorporated areas of Story County, Iowa, and this permit is immediately void if any display fireworks are operated over any part of a city, airport, airstrip or outside of Story County (except non-nuisance airborne smoke that may drift from the display location). Any permit so issued does not immunize the applicant or operator from complying with all laws and regulations concerning the purchase, transportation, possession, storage, firing, and discharge of explosives and fireworks. The permittee/operator shall comply with lawful directives of any peace officer and emergency services worker and the permittee/operator shall produce the permit upon request of any peace officer or emergency services worker. The applicant/permittee and/or operator shall assume all liability and risk of loss, injury or death to any entity or person associated with the handling and/or discharge of the display fireworks, and agrees to indemnify and hold Story County, its agents and employees, harmless from any and all liability associated with the use or explosion of display fireworks. The permittee/operator specifically and voluntarily agrees to the foregoing and understands the granting or denial of this application is a matter of discretion resting solely with the Story County Board of Supervisors, its agents and/or assigns."

- Attach certificate of insurance to the application
- Submit completed application and insurance information to the following:

Story County Auditor's Office
900 6th St.
Nevada, Iowa 50201

The deadline for the Board of Supervisors' weekly meeting agenda is Thursday at 3 pm. Completed applications received by the deadline shall be placed on the agenda for the following Tuesday.

OFFICIAL USE ONLY

APPLICATION APPROVED

APPLICATION DENIED

[Signature]
CHAIRPERSON, BOARD OF SUPERVISORS

6-28-22
DATE

Story County Substance Abuse Services Funding Policy

Funding

Story County funds detox services for clients of Story County ~~Community Services~~ General Assistance through the county budgeting process. These services are subject to change or termination by decision of the Board of Supervisors during budgeting each fiscal year for the period of July 1 to June 30.

For Substance Abuse involuntary commitments, Story County funds court appointed attorney services and transportation services provided by the Sheriff or Sheriff Designee.

The funding and service coordination for detox services and Substance Abuse involuntary court appointed attorney and transportation services is administered through the Story County ~~Community Services~~ General Assistance Office. Story County funds will be administered in accordance with all applicable laws and regulations.

Story County is subject to all laws pertaining to equal access to services and supports without regard to race, age, sex, religion, cultural customs, or disability.

Contracting and Reimbursement Methodology

Story County will negotiate a contract and a unit rate with providers of detox services and involuntary commitment related transportation services not provided by a Sheriff's Office. The unit of service and the unit cost will be included in the contract for the service provided. Story County will ensure a uniform and consistent basis for cost finding and cost analysis. In the event an individual receives detox services with a provider located outside of Story County, the county will honor the provider's host county contract for detox services up to three days.

Contracted providers will be reimbursed by submitting a statement of charges for detox services and involuntary commitment related transportation services provided to Story County residents. Any client co-pays for detox services will be subtracted from the charges and billed directly to the client by the provider. Contractors to the county will be required to follow all applicable federal, state, and county policies.

In a Substance Abuse involuntary commitment proceeding Story County will compensate a court appointed attorney at an hourly rate to be established by the county board of supervisors as identified in Iowa Code 125.78 (1) and (2).

Application Process and Eligibility Criteria

Clients with a diagnosis of substance abuse may be eligible for county funding of inpatient detox services on either a voluntary or involuntary basis. Story County will fund up to three days of detox services. Income and resource criteria will be the same that is used for MH/DS regional funding for Adults. See Appendix A for current criteria.

A funding application and prior authorization through the Story County ~~Community~~

General Assistance Services Office is required for funding consideration of detox services. The Community Services General Assistance Director (CSD) or Designee is responsible for securing and evaluating necessary information to determine eligibility. The Community Services General Assistance Director or Designee will give funding approval, denial, or pending notice in writing on a Notice of Decision. The decision of the CSD General Assistance Director is final. All client and service information that is shared as part of the eligibility determination process will be regarded with strict confidentiality. Release of confidential information will be done in accordance with applicable state and federal standards.

A written Notice of Decision will be issued to the client and a copy to the provider within ten working days of receipt of a fully completed application. The Notice of Decision will outline the client's right to appeal and will include a description of the appeal process.

Upon the admission for detox services, the Story County Community Services General Assistance Office must be notified within 24 hours of admission or the next business day following admission in order for funding to be considered. Additionally, the funding application form must be completed and forwarded to the Community Services General Assistance Office. Services may be given to ensure safety and stabilization, however, additional service planning or authorization requiring county funding needs to involve the Community Services General Assistance Office.

Appeals Process

Clients, families, client representatives (with the consent of the client), and providers may appeal the decisions of the county or any of its designees or contractors at any time. Such individuals or organizations may also file a grievance about the actions or behavior of a party associated with the county managed system of care at any time.

How To Appeal:

Written appeal forms, with a clear description of the appeals, investigation, and disposition process will be attached to the Notice of Decision form.

To appeal, a completed appeal form must be sent to the Story County Community Services General Assistance office located at 126 S. Kellogg Ave. Suite 001 Ames, IA 50010 within ten (10) working days of receipt of the Notice of Decision.

Step One - Reconsideration - The Community Services General Assistance Director or the Director's Designee will review all appeals and grievances. After reviewing an appeal, the Community Services General Assistance Director shall contact the appellant not more than five (5) working days after the written appeal is received. The Community Services General Assistance Director will discuss the facts of the decision and will consider additional information the appellant submits relevant to the appeal. A written decision will be issued no later than five (5) working days following the date of

BOARD OF SUPERVISORS RESOLUTION NO. # 22-100

**RESOLUTION TO ABATE TAXES ASSESSED AGAINST SAID MOBILE HOMES DUE TO AFFIDAVIT OF
REMOVAL OF VALUELESS HOME**

WHEREAS, said mobile homes are located at 101 1st Ave, Slater, Iowa, a/k/a Hammond Estates MHC LLC, Story County, Iowa; and,

WHEREAS, the said mobile homes will be removed from the park pursuant to the provisions of Section 555C.2 of the Code of Iowa; Affidavit -Disposal of Valueless Mobile Home; and,

WHEREAS, now Junking Certificates will be issued to Hammond Estates MHC LLC; and,

WHEREAS, the said mobile homes have delinquent taxes in the amount of \$1,260.00; 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 homes;

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

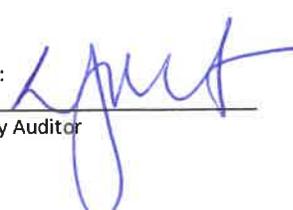
Michael Hanks	VIN:5318	Title # 85AC80609	\$394.00
Michael Hanks	VIN:60126705	Title # 85AC80608	\$363.00
Trent D Brown	VIN:NEB49A22636	Title # 85AD55195	\$105.00
Melissa Shaffer	VIN:S2917	Title # 85AC07725	\$398.00

APPROVED this 28th of June, 2022



Chairperson, Board of Supervisors

Attest:



County Auditor

ROLL CALL Latifah Faisal Yea ___ Nay ___ Absent ___
FOR ALLOWANCE Lisa Heddens Yea ___ Nay ___ Absent ___
 Linda Murken Yea ___ Nay ___ Absent ___

ALLOWED BY VOTE
OF BOARD

Yea ___ Nay ___ Absent ___



Above tabulation made by _____
CHAIRPERSON

AFFIDAVIT — DISPOSAL OF VALUELESS MOBILE/MANUFACTURED HOME BY OWNER OF MANUFACTURED HOUSING COMMUNITY PURSUANT TO IOWA CODE 555C

STATE OF Iowa
COUNTY OF Story) ss:

I, the undersigned, being first duly sworn upon my oath, do depose and state as follows:

1. I am the Community Manager of Hammond Estates MHC, LLC
a mobile home/manufactured housing community located in Story County, Iowa.
2. The below mobile or manufactured home (check applicable box) was disposed of or will be disposed of, on or about the following date or approximate date 4/1/22 by causing the same to be hauled to a demolisher, sanitary landfill, or other lawful disposal site, pursuant to the provisions of Iowa Code Chapter 555C:
 - a. Description of the valueless home: 1994 Bellavista 14x166
 - b. Address of mobile home: 101 1st Ave lot 47 Slater, IA 50244
 - c. Name of previous owner of home: Jennifer Lee
3. The mobile home being disposed of has been deemed valueless by the mobile home/manufactured housing community by said community through the community:
 - a. Determining the total value of the mobile home was equal to or less than the reasonable cost of disposal plus all sums owing to the mobile home park pertaining to the valueless home;
 - b. Determining the mobile home was abandoned as defined by Iowa Code Chapter 562B.27(1); and,
 - c. Obtaining an order of removal pursuant to Iowa Code Chapter 648. See attached FED Order.
4. (check if applicable) The undersigned hereby requests that the County Treasurer issue a junking certificate and tax clearance for purposes of disposal of the mobile home.
5. I make this affidavit pursuant to the provisions of Iowa Code Chapter 555C.2(1) for delivery to the County Treasurer of the county in which the mobile/manufactured home community is located.

Owner/Manager of Manufactured/Mobile Home Community:

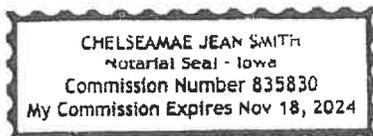
Dated: 3/31/2022

By: Cassidy Serck

Print Name and Title: Cassidy Serck/Community Manager

Subscribed and sworn to before me by Cassidy Serck, this 31st day of March, 2022

Chelseae Smith
NOTARY PUBLIC IN AND FOR SAID STATE



VIN: NEB49A22636

IN THE IOWA DISTRICT COURT FOR STORY COUNTY

HAMMOND ESTATES
Plaintiff(s)

vs.

JENNIFER LEE
Defendant(s)

Case No. 02851 SCSC062682

**Writ of Removal
and Possession**

Docket Event Code: WOPO

TO THE SHERIFF OF STORY COUNTY, IOWA:

On 10/11/21, judgment was entered in the court named above. The judgment requires that the defendant(s) be removed and HAMMOND ESTATES be put in possession of the following property:

101 1ST AVENUE #47, SLATER, IOWA 50244

You are commanded to remove the above named defendant(s) from the premises, as well as all persons claiming to be entitled to possession through them, and to place the above named in possession. Based on 648.22 Code of Iowa you are also commanded to collect from the defendant(s) the costs in the same manner as in ordinary cases. After performing as commanded by this writ you will file with the court a return describing your actions in execution of the writ.

Dated: October 11, 2021

/s/ Sandra Charter

Clerk of Court/Designee
STORY County



IN THE IOWA DISTRICT COURT FOR STORY COUNTY

HAMMOND ESTATES
Plaintiff(s)

vs.

JENNIFER LEE
Defendant(s)

Case: 02851 SCSC062682

**Receipt and Return
(626.16 Code of Iowa) of
Writ of Removal
and Possession**

Docket Event Code: RSOT

This writ came into my hands on _____, _____. On _____, _____. I personally served it on the named defendant(s) by reading it to them and giving them a copy. The defendant(s) was/were removed from the premises described and the plaintiff(s) was/were placed in possession.

Date: _____

Signature of Serving Officer

IN THE IOWA DISTRICT COURT FOR STORY COUNTY

Case No: SCSC062682

Hammond Estates vs
[Plaintiff Mobile/Manufactured Housing
Community]
917 S Kennedy Ave
Madrid IA 50156
PLAINTIFF

Jennifer Lee and All other Occupants or Parties in Possession
[Defendant Tenant]
101 1st ave #47
Slater, IA 50244
DEFENDANT

NOTICE OF Hammond Estates/ MOBILE HOME COMMUNITY'S ELECTION TO LEAVE
MOBILE/MANUFACTURED HOME AND CONTENTS IN Hammond Estates/MANUFACTURED HOUSING
COMMUNITY FOR UP TO SIXTY (60) DAYS

TAKE NOTE THAT pursuant to Section 648.22A, Code of Iowa, [Mobile/Manufactured Housing Community],
Plaintiff in the above captioned matter, hereby gives Notice of its election to leave the mobile/manufactured home
located in Lot 47, HAMMOND ESTATES MOBILE HOME COMMUNITY and its contents in HAMMOND
ESTATES MOBILE HOME COMMUNITY for up to sixty (60) days from the date judgment was entered in this
matter, October 11, 2021.

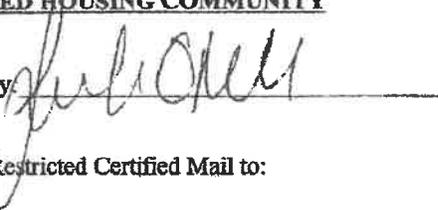
Defendant Jennifer Lee may have reasonable access to said mobile/manufactured home, provided Defendant gives
HAMMOND ESTATES MOBILE HOME COMMUNITY at least 24 hours' written notice prior to exercise of the
right of access.

Defendant Jennifer Lee may not occupy said mobile/manufactured home during the 60-day period.

Defendant Jennifer Lee may not be present on the premises of said mobile/manufactured home between the hours of
7:00 p.m. and 7 a.m. during the 60-day period.

Dated this 13th day of October 2021.

HAMMOND ESTATES MOBILE/MANUFACTURED HOUSING COMMUNITY

By 

Original filed:

Copies mailed with Copy of Judgment by Certified or Restricted Certified Mail to:

Defendant: Jennifer Lee (PERSONAL SERVICE)

Lienholders: NONE

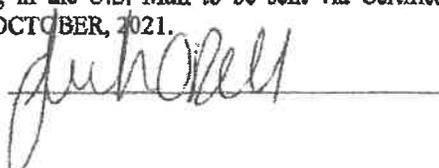
Sheriff of STORY County PERSONAL SERVICE

Treasurer of STORY County Certified Mail

IOWA Title: Unknown

SERIAL # Unknown

I, SARAH ODELL, REGIONAL MANAGER, do hereby certify that I placed a copy of the above and
foregoing NOTICE, together with a copy of the Judgment, in the U.S. Mail to be sent via Certified/Restricted
Certified Mail to the above-noted persons on the 13th day of OCTOBER, 2021.



Owner: BROWN TRENT DONSLER APNs (0) Legn: 80145574 1794 Title #1500
 Year: 2020 Treasurer Situs: 101 1ST AVE LOT 47

Overview	1st Half 10/01/21	2nd Half 04/01/22	Fall Year	
General	Tax Billed	147.00	144.00	Breakdown (1)
Ownership	Adjustments	0.00	0.00	Adjustments (0)
Billed Owners	Tax Overdue	0.00	0.00	Tax Overdue (0)
Status Address	Amount Paid	0.00	0.00	Payments (1)
Legal	Interest Due	0.00	0.00	Charge Detail
Mobile Home	Misc Due	0.00	0.00	
(0) Notes	Amount Due	147.00	144.00	
(0) Certificates				
(?) Advanced Payments				
Charges				
Documents	Last Paid			View Parcel
	Override Taxes	Repeal	Pay Half Fee	

Payable Year	Assessment Year	Bill Number	Type	Whole Amount	First Half Balance	Second Half Balance	Whole Balance
				\$202.00	\$98.00	\$104.00	\$104.00

Automatically Add Rows

AFFIDAVIT — DISPOSAL OF VALUELESS MOBILE/MANUFACTURED HOME BY OWNER OF MANUFACTURED HOUSING COMMUNITY PURSUANT TO IOWA CODE 555C

STATE OF Iowa)
COUNTY OF Story) ss:

I, the undersigned, being first duly sworn upon my oath, do depose and state as follows:

1. I am the Community Manager of Hammond Estates MHC, LLC a mobile home/manufactured housing community located in Story County, Iowa.

2. The below mobile or manufactured home (check applicable box) was disposed of or will be disposed of, on or about the following date or approximate date 4/1/22 by causing the same to be hauled to a demolisher, sanitary landfill, or other lawful disposal site, pursuant to the provisions of Iowa Code Chapter 555C:

a. Description of the valueless home: 1976 Victor 14x70

b. Address of mobile home: 101 1st Ave lot 2 Slater, IA 50244

c. Name of previous owner of home: Melissa Shaffer

3. The mobile home being disposed of has been deemed valueless by the mobile home/manufactured housing community by said community through the community:

a. Determining the total value of the mobile home was equal to or less than the reasonable cost of disposal plus all sums owing to the mobile home park pertaining to the valueless home;

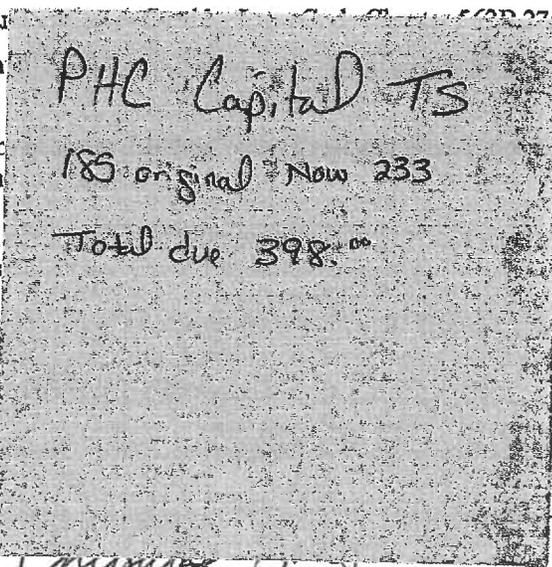
b. Determining the mobile home was abandoned pursuant to Iowa Code 555.27(1); and,

c. Obtaining an order of removal pursuant to Iowa Code 555.27(2).

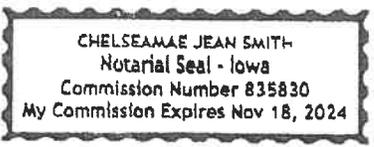
4. (check if applicable) The undersigned hereby certifies that the mobile home has been abandoned and tax clearance for purposes of disposal of the mobile home has been obtained from the County Treasurer of the county in which the mobile/manufactured home is located.

5. I make this affidavit pursuant to the provision of Iowa Code 555.27(2) and I have caused to be subscribed and sworn to before me by the undersigned Community Manager of the community in which the mobile/manufactured home is located.

Owner: _____
Dated: 3/31/2022
By: _____
Print Name: _____
Subscribed and sworn to before me by Cass



NOTARY PUBLIC IN AND FOR SAID STATE



TS# 2021-0264
VIN: 52917

IN THE IOWA DISTRICT COURT FOR STORY COUNTY

HAMMOND ESTATES
Plaintiff(s)

vs.

MELISSA SHAFFER
Defendant(s)

Case No. 02851 SCSC062779

**Writ of Removal
and Possession**

Docket Event Code: WOPO

TO THE SHERIFF OF STORY COUNTY, IOWA:

On 11/12/21, judgment was entered in the court named above. The judgment requires that the defendant(s) be removed and HAMMOND ESTATES be put in possession of the following property:

101 1ST AVENUE #2, SLATER, IOWA 50244

You are commanded to remove the above named defendant(s) from the premises, as well as all persons claiming to be entitled to possession through them, and to place the above named in possession. Based on 648.22 Code of Iowa you are also commanded to collect from the defendant(s) the costs in the same manner as in ordinary cases. After performing as commanded by this writ you will file with the court a return describing your actions in execution of the writ.

Dated: November 15, 2021

*/s/ Sandra Charter*Clerk of Court/Designee
STORY County

IN THE IOWA DISTRICT COURT FOR STORY COUNTY

HAMMOND ESTATES
Plaintiff(s)

vs.

MELISSA SHAFFER
Defendant(s)

Case: 02851 SCSC062779

**Receipt and Return
(626.16 Code of Iowa) of
Writ of Removal
and Possession**

Docket Event Code: RSOT

This writ came into my hands on _____, _____. On _____, _____, I personally served it on the named defendant(s) by reading it to them and giving them a copy. The defendant(s) was/were removed from the premises described and the plaintiff(s) was/were placed in possession.

Date: _____

Signature of Serving Officer

IOWA DISTRICT COURT FOR STORY COUNTY

Plaintiff(s),

HAMMOND ESTATES,

vs.

Defendant(s),

MELISSA SHAFFER.

Small Claim No: 02851 SCSC062779

Order for Forcible Entry and Detainer

Appearances:

Defendant(s) failed to answer and appear by the required time.

Judgment is entered based on the following:

Plaintiff met their burden of proof.

It is Ordered:

That Defendant(s) be removed from the premises described below and that Plaintiff(s) be put in possession of the premises. Upon issuance of the Writ of Execution, the court commands the Sheriff of STORY County, Iowa, to remove Defendant(s) from the premises in the daytime, put Plaintiff(s) in possession of the premises, and remove from the property all persons claiming to hold property under or by virtue of authority of permission of Defendant(s). The court **further orders** that judgment be entered in favor of Plaintiff(s) and against Defendant(s) for the costs of this action and for all costs accrued on the Writ of Possession.

Description of Property:

101 1st. Ave. #2, Slater, Iowa 50244

Writ of Possession shall issue on 11/15/21.

Clerk to notify Plaintiff(s).

Clerk to notify Defendant(s).



State of Iowa Courts

Case Number
SCSC062779
Type:

Case Title
HORIZON HAMMOND ESTATES VS MELISSA SHAFFER
ORDER TO ISSUE WRIT

So Ordered

A handwritten signature in cursive script that reads "Steven P. Van Marel".

Steven P. Van Marel, District Associate Judge
Second Judicial District of Iowa

Electronically signed on 2021-11-12 08:45:30

Parcel: 22917 District: 10117 - DARTER CITY/BALLAFOOTH Class:
 Owner: SHAFER, BRUCE D Alerts 11 Legal: VICTOR 1676 (1st - 656872)
 Year: 2020 Treasurer Situs: 101 SET AVE L&C 2

Overview	1st Half 10/01/21	2nd Half 04/01/22	Full Year	
General	Tax Billed		1,211	Breakdown (1)
Ownership	Adjustments		275	Adjustments (0)
Billed Owners	Tax Overdue		0	Tax Overdue (0)
Legal Address	Amount Paid		1,486	Payments (6)
Legal	Interest Due		1,001	Change Detail
Mobile Home	Misc Due		485	
(0) Notes	Amount Due		1,001	
(1) Certificates				
(0) Advanced Payments				
Charges	Last Paid			View Parcel
Documents	Override Taxes	Suspend	Post Misc Fees	

Payable Year	Assessment Year	Bill Number	Type	Whole Amount	First Half Balance	Second Half Balance	Whole Balance
2021	2021	2021-0254	Tax Sale	\$233.00	\$233.00	\$0.00	\$233.00
				\$358.00	\$321.00	\$77.00	\$398.00

Put manually, Add Rows

Affidavit — Removal of Valueless Mobile or Manufactured Home

STATE OF IOWA)
)SS.
County of STORY)

I, the undersigned, being first duly sworn upon my oath, do depose and state as follows:

1. I am the Community Manager of Hammond Estates
A mobile home park located at SLATER, STORY County, IA

2. On or about the 6 day of 20, 20 22, the following mobile or
manufactured home was removed from the mobile home park, to-wit:

a. Description of removed home VIN #60126705 and VIN #5318

b. Name of owner or occupant of removed home Michael Hanks

3. If applicable, the name and address of the third party to whom a new title shall be issued
pertaining to the removed home is:

Name FCP MHC IA Sales LLC

Address 917 S Kennedy Ave Lot 120

City, State, Zip Madrid, IA 50156

4. I make this affidavit pursuant to the provisions of Section 555C.2, Code of Iowa for
delivery to the county treasurer for the count in which the mobile home park is located.

Dated this 15th day of June, 20 22

Cassidy Serck
Subscribed and sworn to before me by Cassidy Serck

This 15th day of June, 20 22.

Chelseamae Jean Smith
Notary Public for the State of Iowa

CHELSEAMAE JEAN SMITH
Notarial Seal - Iowa
Commission Number 835830
My Commission Expires Nov 18, 2024

IN THE IOWA DISTRICT COURT FOR STORY COUNTY

HAMMOND ESTATES
Plaintiff(s)

vs.

MICHAEL HANKS
Defendant(s)

Case: 02851 SCSC062680

**Receipt and Return
(626.16 Code of Iowa) of
Writ of Removal
and Possession**

Docket Event Code: RSOT

This writ came into my hands on _____, _____. On _____, _____, I personally served it on the named defendant(s) by reading it to them and giving them a copy. The defendant(s) was/were removed from the premises described and the plaintiff(s) was/were placed in possession.

Date: _____

Signature of Serving Officer

Parcel: 2218 Date: 2017 - WATER CITY BALLARD SCH Class:
 Owner: HANES, ARCHAE LEE Alerts (1) Legal: VEMCO RCGOAG11R 1580 Title #:
 Year: 2020 Treasurer: Status: 151 151 AVE LOT 32

Overview	1st Half 10/01/21	2nd Half 04/01/22	Full Year	
General				
Owenship	Tax Billed	7.23	7.23	7.23
Billed Owens	Adjustments	0.00	0.00	0.00
Site Address	Tax Overide	0.00	0.00	0.00
Legal	Amount Paid	0.00	0.00	0.00
Mobile Home	Interest Due	0.00	0.00	0.00
(1) Notes	Inst. Due	0.00	0.00	0.00
(1) Certificates	Amount Due	7.23	7.23	7.23
(0) Advanced Payments				
Charges				
Documents	Last Paid			

Payable Year	Assessment Year	Bill Number	Type	Whole Amount	First Half Balance	Second Half Balance	Whole Balance
2021	2019	2021-0773	Tax Sale	\$323.00	\$161.50	\$161.50	\$323.00
				\$394.00	\$197.00	\$197.00	\$394.00

Automatically Add Rows

Parcel: 601N005 District: 10117 - STATES CT/SHALLARD SCH Class: PAPERWOOD 1966 Tric # 89AC00
 Owner: HANKS, MICHAEL LEE Alerts (11) Legal: 100 1ST AVE LOT 38
 Year: 2020 Treasurer Status: 100 1ST AVE LOT 38

Overview:	1st Half 10/01/21	2nd Half 04/01/22	Full Year	
General	Tax Billed	51.00	51.00	102.00
Ownership	Adjustments	0.00	0.00	0.00
Billed Owners	Tax Override	0.00	0.00	0.00
Site Address	Amount Paid	0.00	0.00	0.00
Legal	Interest Due	0.00	0.00	0.00
Mobile Home	Misc Due	0.00	0.00	0.00
(1) Notes	Amount Due	51.00	51.00	102.00
(1) Certificates	Amount Due	0.00	0.00	0.00
(0) Advanced Payments				
Charges				
Documents				

- Breakdown (1)
- Adjustments (0)
- Tax Overrides (0)
- Payments (0)
- Change Detail

Payable Year	Assessment Year	Bill Number	Tax	Type	Whole Amount	First Half Balance	Second Half Balance	Whole Balance
2020	2019	2021-0036	Tax Sale		\$519.00	\$519.00	\$0.00	\$519.00
					\$536.00	\$542.00	\$64.00	\$636.00

Automatically Add Rows

BOARD OF SUPERVISORS RESOLUTION NO. # 22-101

**RESOLUTION TO ABATE TAXES ASSESSED AGAINST SAID MOBILE HOMES DUE TO AFFIDAVIT OF
REMOVAL OF VALUELESS HOME**

WHEREAS, said mobile home is located at 120 1st St Lot #55, Story City, Iowa, a/k/a Ledgestone Meadows LC, Story County, Iowa; and,

WHEREAS, the said mobile home will be removed from the park pursuant to the provisions of Section 555C.2 of the Code of Iowa; Affidavit -Disposal of Valueless Mobile Home; and,

WHEREAS, now a Junking Certificate will be issued to Ledgestone Meadows LC; and,

WHEREAS, the said mobile home has delinquent taxes in the amount of \$631.00; 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;

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:

Carey Leroy Lindsey Sr

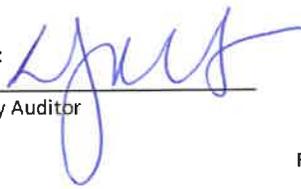
VIN:04561944H

Title # 85AC95182

APPROVED this 28th of June, 2022


Chairperson, Board of Supervisors

Attest:


County Auditor

ROLL CALL Latifah Faisal Yea ___ Nay ___ Absent ___
FOR ALLOWANCE Lisa Heddens Yea ___ Nay ___ Absent ___
 Linda Murken Yea ___ Nay ___ Absent ___

ALLOWED BY VOTE
OF BOARD

Yea ___ Nay ___ Absent ___


Above tabulation made by _____
CHAIRPERSON

IN THE IOWA DISTRICT COURT FOR STORY COUNTY

Ledgestone Meadows, LC

Plaintiff,

Vs.

Estate of Carey L. Lindsey,
Deceased.

Probate No. SCSC063370

)
)
) NOTICE OF PETITION
) OF ABANDONED
) PROPERTY

) *TAX ID: 045-619-44H*

To all persons interested in the estate of Carey Lindsey, Sr., who died on or about June 20, 2020.

You are hereby notified that a hearing will be held regarding a mobile home owned by Carey L. Lindsey, deceased, on June 2, 2022 at the Ames City Hall. *at 10:30 AM.*

Failure to assert a claim to the mobile home is deemed a waiver of all right, title, claim, and interest in the mobile home and is deemed consent to the sale or disposal of the mobile home.

By Joseph B. Wallace

Date: 5-20-2022

/s/ Joseph B. Wallace

Hastings, Gartin & Boettger LLP
409 Duff Avenue
Ames, IA 50010
515-232-2501
Attorney for Administrator

Tax Sale 2021-0022

VIN 04561944H

Small Claims Form 3.8: *Original Notice and Petition for Disposition of Abandoned Property*

The Iowa District Court for STORY County

Plaintiff(s)		<p align="center">Original Notice and Petition for Disposition of Abandoned Property (Iowa Code chapter 555B) (Mobile Home and Personal Property in the Vicinity)</p> <p>If you need assistance to participate in court due to a disability, call the disability coordinator (information at https://www.iowacourts.gov/for-the-public/ada/). Persons who are hearing or speech impaired may call Relay Iowa TTY (1-800-735-2942). Disability coordinators cannot provide legal advice.</p>
	Ledgestone Meadows, LC	
	57482 130 th Street	
	Story, City, IA	
Defendant(s)	vs.	
	Estate of Carey L. Lindsey 120 1 st Street #55 Story City, IA 50248	

To Defendant(s):

Plaintiff(s) demand(s) a judgment of abandonment for:

1974 Buddy model mobile home. Tax ID 045-619-44H. Title #85-H003511.

Because:

This mobile home belonged to Carey and Ilene Lindsey. The mobile home has been parked at Ledgestone Meadows mobile home park for several years. To the best of Plaintiff's knowledge, Ilene Lindsey died several years ago, and Carey L. Lindsey died on June 20, 2020. To the knowledge of the Plaintiff, Carey and Ilene have a son named Carey L. Lindsey, Jr. The son initially claimed ownership of the mobile home, but he never lived there and has had no contact with the park. It is believed that Carey L. Lindsey, Jr. lives at 2512 Morton Ave, Des Moines, Iowa.

The mobile home is in very poor condition, the roof is caving in, and it cannot even be trailered off the lot. Racoons and feral cats have taken over the property.

The mobile home has no value. At least \$600 is owed in back taxes to Story County, and many months of land rent are due to the Plaintiff.

Plaintiff now seeks to have the home demolished and hauled off. Notice of the hearing will be served to the son of Cary and Ilene, if he can be located, and to the purchaser of the Tax Certificate, who is listed as BB Equity, LLC.

1. In support of this demand Plaintiff(s) state(s):

- Plaintiff has not requested notice by the sheriff as provided for in Iowa Code section 555B.2;
- The property is located in Story County; and
- There is no lien against the property other than a tax lien pursuant to Iowa Code chapter 435.

2. **Hearing is set** for the date, time, and court location listed on the last page of this Original Notice and Petition. The court will electronically record the hearing. Any party desiring that a certified court reporter report the hearing must arrange and pay for the costs of reporting. **Failure to appear at the hearing may result in judgment entered against you for statutory damages, interest, and court costs, and the property will be disposed of as abandoned property.**

Note: Service must be made on the owner of the property at least **10 days** before the hearing and the hearing must be set within **14 days** of filing the Petition.

/s/ Joseph B. Wallace _____
Filing Plaintiff or Attorney
Hastings, Gartin & Boettger, LLP
Law firm, or entity for which filing is made, if applicable
409 Duff Ave, Ames, Iowa 50010
Mailing address
515-232-2501
Telephone number
joseph.wallace@amesattorneys.com
Email address
Additional email address, if applicable

/s/ _____
Second Plaintiff, if necessary
Law firm, or entity for which filing is made, if applicable
Mailing address
Telephone number
Email address
Additional email address, if applicable

Iowa Judicial Branch

Case No. **SCSC063370**
County **Story**

Case Title **LEDGESTONE MEADOWS, LC VS ESTATE OF CAREY LINDSEY**

You must file your Appearance and Answer on the Iowa Judicial Branch eFile System, unless the attached Petition and Original Notice contains a hearing date for your appearance, or unless the court has excused you from filing electronically (see Iowa Court Rule 16.302).

Register for the eFile System at www.iowacourts.state.ia.us/Efile to file and view documents in your case and to receive notices from the court.

For general rules and information on electronic filing, refer to the Iowa Rules of Electronic Procedure in chapter 16 of the Iowa Court Rules at www.legis.iowa.gov/docs/ACO/CourtRulesChapter/16.pdf.

Court filings are public documents and may contain personal information that should always be kept confidential. For the rules on protecting personal information, refer to Division VI of chapter 16 of the Iowa Court Rules and to the Iowa Judicial Branch website at www.iowacourts.gov/for-the-public/representing-yourself/protect-personal-information/.

Scheduled Hearing:
FORCIBLE ENTRY
06/02/2022 10:30:00 AM
duration - 30 minutes
AMES CITY HALL, 515 CLARK AVE, AMES, IA 50010

If you need assistance to participate in court due to a disability, call the disability access coordinator at **(641) 421-0990**. Persons who are hearing or speech impaired may call Relay Iowa TTY (1-800-735-2942). For more information, see www.iowacourts.gov/for-the-public/ada/. **Disability access coordinators cannot provide legal advice.**

Date Issued **05/19/2022 02:19:51 PM**



District Clerk of Court or/by Clerk's Designee of Story
/s/ **Sandra Charter**

County

BOARD OF SUPERVISORS RESOLUTION NO. #22-102,

RESOLUTION TO ABATE TAXES ASSESSED AGAINST SAID MOBILE HOME DUE TO REMOVAL FROM PARK

WHEREAS, the following mobile homes were located at 2279 E 190th, Ames, Iowa, also known as Hickory Grove Mobile Home Park, Story County, Iowa; and,

WHEREAS, said mobile homes were removed without our knowledge; and,

WHEREAS, a request is made by Bill Williams, Park Manager of Hickory Grove Mobile Home Park, see attached addendum; and,

WHEREAS, said mobile homes have an outstanding tax sale certificate, and/or delinquent taxes; 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 homes;

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

Marvin Reiter	VIN:2779	Title: #85AC93715	Amount: \$299.00
Marcus Holveck	VIN:4749810218	Title: #85AA97399	Amount: \$538.00
Kevin Johnson	VIN:AP10532	Title #85AB69365	Amount: \$1,631.00

APPROVED this 28th day of June, 2022.


Chairperson, Board of Supervisors

Attest: 
County Auditor

ROLL CALL FOR ALLOWANCE
Latifah Faisal Yea___Nay___Absent___
Lisa Heddens Yea___Nay___Absent___
Linda Murken Yea___Nay___Absent___

ALLOWED BY VOTE OF BOARD Yea___Nay___Absent___


Above tabulation made by _____
CHAIRPERSON

6/17/2022

Bill Williams, Mgr.

Hickory Grove Trailer Park

Ames, IA 50010

Story County Board of Supervisors

900 6th St.

Nevada, IA 50201

Dear Supervisors,

I am writing this letter to ask you to abate the delinquent taxes on Lots 20, 27 and 34. When I started the management position here at Hickory Grove there were no homes on these lots. If there are any further questions I can be contacted at 515-512-2915 or billw@discoverpropertiesllc.com.

Sincerely,

Bill Williams

**STORY COUNTY SHERIFF
SERVICE AGREEMENT
22-05**

The following agreement is intended to be the sole and only agreement between the parties and supersedes all other agreements. All terms and conditions are in their customary usage and any additional definitions of terms or conditions are stated in this agreement.

Definitions:

The Agreement is this four page agreement identified by the numerical designation and any and all attachments reference.

Story County Sheriff, hereinafter (the "Service Provider") agrees to provide the services as listed in this agreement.

The Iowa Multisport, hereinafter (the "Contractor") agrees to employ the Service Provider as set forth by the terms listed in this agreement.

The Parties, refers to the "Service Provider" and the "Contractor".

Additional Terms, if none then state "none":

None _____

Terms

Service Provider:
Story County Sheriff's Office
1315 South "B" Avenue
Nevada, IA 50201
515-382-7457

Contractor Address:

Iowa Multisport

~~1828 E Thornton Ave~~

~~Des Moines, IA 50320~~

515-450-1751

1502 20th Ave SE
Altoona, IA 50009

I Description of Services

The Service Provider shall provide the services of law enforcement during the times and days specified at the location(s) indicated. These services include, but are not limited to, armed deputies in marked patrol vehicles and dispatch services including 911 emergency. Specific instructions for services shall be included in division II for "Additional Services". This agreement should be considered as in addition to the law enforcement responsibilities of the Story County Sheriff for geographic area of Story County. However, this agreement shall not supplant or subordinate the law enforcement and public safety duties and responsibilities of the Story County Sheriff's Office and this agreement shall at all times remain subordinate to the duties, responsibilities and discretion of the Sheriff, his deputies, agents and employees under all circumstances.

II Additional Services

List the specific additional services requested by the Contractor. Include any specific instructions to the Service Provider from the Contractor which are to be made a part of this agreement. (Refer to attachments here and staple attachments to back.)

- 1. **Traffic control with deputies posted at the following intersections:**
 - GWC Ave. and Cameron School Rd.: 07:30 – 11:00
 - 190th and GWC: 07:30 – 11:00
 - Cameron School Rd and 500th Ave.: 07:30 – 11:00

III Times and location(s)

The Contractor requires the services of the Service Provider at the following location: (For more than one location list in section C and make attachments as necessary.)

Location: Ada Hayden Park
 Address: 5205 Grand Ave.
 City/rural: Ames, IA 50010

A. If the services is to continue for an indefinite period complete this section only.

State date of service:

Day	Month	Year
-----	-------	------

B. If the service is to be for a single date complete this section only.

Date of service:

26 th	June	2022
Day	Month	Year

C. If the service is for more than one date or is to continue on different dates at different locations use the chart below.

Start date of service:

Day	Month	Year
-----	-------	------

Chart

Days

Times

Monday	___	___ a.m. to ___ p.m. and ___ p.m. to ___ a.m.
Tuesday	___	___ a.m. to ___ a.m. and ___ p.m. to ___ a.m.
Wednesday	___	___ a.m. to ___ p.m. and ___ p.m. to ___ a.m.
Thursday	___	___ a.m. to ___ p.m. and ___ p.m. to ___ a.m.
Friday	___	___ a.m. to ___ p.m. and ___ p.m. to ___ a.m.
Saturday	___	___ a.m. to ___ p.m. and ___ p.m. to ___ a.m.
Sunday	___	___ a.m. to ___ p.m. and ___ p.m. to ___ a.m.

Additional Locations:

Address:
 City/rural:

(If necessary attach additional descriptions)

IV Duration of Agreement

This agreement shall be in effect for the period(s) stated in section III. For continuing agreements it shall remain in effect until terminated in accordance with the section VII of this agreement.

V Fees

The Contractor agrees to pay:

Sixty five dollars (\$65.00) per hour for a minimum of two (2) hours for the Story County Sheriff, and each Story County Deputy Sheriff, Senior Reserve Deputy, Dispatcher, Detention Officer, Diver (dive team members are required to work in a team of four) and civilian employees.

Thirty two dollars and 50 cents (\$32.50) per hours for a minimum of two (2) hours/for each Story County Sheriff's Reserve (Reserves are required to work in pairs unless authorized by the Sheriff or designee).

VI Payment

Contractor agrees to pay for ___ one time/or multiple event in advance; or pay on a XX monthly basis as invoiced by the Story County Sheriff. (Check which payment)

VII Changes or Termination during the Agreement

The parties recognize that the business of law enforcement and private interest may change. The Contractor understands that public protection or economic demands may require the Service Provider to focus resources in other areas. The Service Provider recognizes that private business may develop other needs or demands. This understanding is to ensure both parties have the ability to amend or terminate the agreement before the expiration date. The parties may amend the agreement only in writing signed by both the Contractor and the Service Provider. Termination of the agreement shall be written notice. An agreement for single or multiple events where payment has been made in advance requires ___ days notice for a full refund. All other agreements require thirty (30) days notice. During the thirty day period the parties agree to perform their respective obligations unless otherwise agreed in writing. The foregoing requirements for amendment or termination shall not apply when, in the sole discretion of the Sheriff, his deputies, agents and employees; the duties and responsibilities of the Sheriff's Office to protect and promote public safety and law enforcement require that the resources and personnel for the Sheriff's Office be redirected away from Contractor's event or venue to respond to emergency or urgent calls for assistance by any person or entity other than the Contractor. In the event that personnel or resources of the Sheriff's Office are redirected to respond to an emergency or urgent call away from Contractor's venue, or if circumstances require additional resources/personnel to maintain order and safety at the venue covered by this agreement, the parties will later endeavor to negotiate a fair and reasonable accommodation which may include but is not necessarily limited to refund of any prepaid services not delivered by the Service Provider, or additional payment from the contractor.

VIII Confidentiality

It is necessary that the Contractor understand when contracting with a public entity that The contract is public information and will be produced when requested as required by law. The Contractor should be mindful of the public's right to know.

IX Liability

The Parties shall maintain insurance during this agreement. Each party will be Responsible for their respective acts. The Service Provider, its employees or Agents shall not be responsible for any special, incidental or consequential Damages to the Contractor while acting in performance of this agreement.

X Acts of God and Acts of Others

The Service Provider is not responsible in the event of a natural disasters, or acts of civil unrest, or acts of Contractors employees, agents or third persons which prevent Service Provider from performing as expected or originally intended under this agreement.

XI Hazards

Contractor shall have a duty to inform the Service Provider of any known hazards, either natural or manmade, which may pose a danger to an employee or agent of the Service Provider, that exist upon or appurtenant to any property owned or leased by the Contractor. This shall be a continuing duty for the Contractor.

XII Inconsistent Terms

The Contractor by this agreement has attempted to reduce the chance for misunderstanding by the inclusion of all terms. The Contractor and the Service Provider agree to resolve any dispute in a manner using common English usage of the term(s) in dispute.

XIII Representative

The Contractor designates Alex Syhlman as their representative and contact for this agreement with the following address and phone numbers listed below. The Service Provider requires twenty-four (24 hr(s) contact information from the Contractor and agrees to supply the same twenty-four (24 hr(s) contact to the Contractor.

Service Provider Representative

Contractor Representative

Lt. Gary Backous

Alex Syhlman

Address:

Story County Sheriff
1315 South "B" Avenue
Nevada, IA 50201
515-382-7473
equinn@storycounty.com

Iowa Multisport
1828 E Thornton Ave 1502 20th Ave SE
Des Moines, IA 50320 Altoona, IA 50009
515-450-1751
alex@truetimeracing.com

Billing Address:

Contact Person: Same as above.
Contractor Billing Address: Same as above

Make payment payable to: **Story County Treasurer**

Mail Payments to: **Story County Sheriff
P O Box 265
1315 South "B" Avenue
Nevada, IA 50201**

Service Agreement Signatures

Service Provider


Authorized Representative

Sergeant, Support Services

Title

6/23/2022
Date

Contractor


Authorized Representative

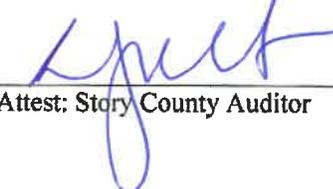
Race Director

Title

6/22/2022
Date

The Service Provider representative has the authority to enter this agreement as authorized by the Story County Board of Supervisors. The date of this agreement by the Board of Supervisors is 6/28/22


Board of Supervisors


Attest: Story County Auditor

(Staple attachments to back)

Resolution #22-103

FY23 Non-union Pay Plan Implementation

BE IT RESOLVED that the grade, step and salaries for Story County employees on the new pay plan (for the pay period beginning July 3, 2022 and payable on July 22, 2022) shall be as follows:

The following rates are bi-weekly:

		Grade	Step	Rate			Grade	Step	Rate
Ahrens	Joel	20	H	2994.83	Davis	Connie	16	C	27.16
Amman	Marcus	18	C	2398.05	DeVries	Jennifer	14	E	25.85
Anderson	Ethan	24	M	5030.07	Eames	Cassandra	14	E	25.85
Anderson	Kelly	18	A	2282.50	Eames	Wade	13	D	24.00
Barker	Jeremy	19	K	3069.70	Elbert	Madison	16	B	26.49
Brogden	Joby	23	E	3740.14	Esala	Anna	9	D	19.70
Christensen	Theron	22	B	3146.45	Golden	Carol	10	A	19.22
Duden	Joshua	22	B	3146.45	Grimard	Shelley	9	J	22.85
Eickholt	Jonathan	19	M	3225.11	Harrison	Danny	13	G	25.85
Forbes	Carin	22	D	3305.74	Hilleman	Patricia	14	C	24.60
Fountain	David	22	E	3388.38	Ingham	Darla	12	D	22.85
Grimm	Tyler	23	F	3833.64	Kerns	Jennifer	16	C	27.16
Harter	Leanne	21	N	3833.64	Knapp	Jordan	9	G	21.21
Henderson	Anna	21	C	2921.79	Koepp	Debbie	12	C	22.29
Johnson-Miers	Shawna	23	I	4128.41	Krukow	Leslie	10	A	19.22
Jones	Stephanie	14	D	2017.39	Lehman	Tammie	10	I	23.42
King	Sandra	26	B	4670.92	Litke	Hannah	9	E	20.19
Markley	Lisa	22	J	3833.64	Logsdon	Sue	12	E	23.42
Matchan	Benjamin	22	G	3559.92	Loneman	Terri	14	M	31.49
McLain	Brett	20	L	3305.74	Macki	Kristy	16	C	27.16
Moon	Darren	27	I	6128.65	Massey	Stacey	12	B	21.74
Moore	Brian	22	D	3305.74	Mensing	Lori	14	O	33.09
Naumann	Andrew	22	G	3559.92	Miller	Matthew	14	I	28.53
Nehring	Joe	22	C	3225.11	Mitchell	Jennifer	10	B	19.70
Patterson	Timothy	19	C	2519.45	Myer	Clint	18	C	29.98
Pewerts	Erin	22	H	3648.91	Naumann	Cathy	12	D	22.85
Richardson	Lucas	23	O	4787.69	Northrup	Lacey	9	A	18.29
Riese-Wignall	Alissa	26	C	4787.69	Norton	Heather	14	E	25.85
Ringle	Michael	23	K	4337.41	Oberbeck	Gregory	14	A	23.42
Rink	Crystal	24	K	4787.69	Oborny	Robert	13	M	29.98
Schoeneman	Amelia	24	C	3929.48	Patterson	Alanna	12	A	21.21
Sparks	Tyler	24	I	4556.99	Perisho	Lacey	14	B	24.00
Stalzer	Monika	21	C	2921.79	Russell	Randall	9	D	19.70
Steinback	Barbara	25	I	5030.07	Sanders	Dillon	18	B	29.24
Strottman	Sara	18	I	2781.00	Schmitz	Wendy	16	C	27.16
Toresdahl	Constance	21	K	3559.92	Smith	Laura	9	J	22.85
Van Wyngarden	Lynnette	22	G	3559.92	Sullivan	Todd	14	K	29.98
Wagner	Andrea	18	B	2339.56	Tiernan	Justin	17	B	27.84

The following rates are hourly:

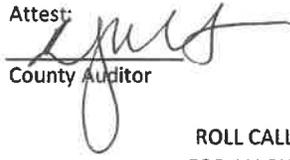
Albright	Amber	10	B	19.70	Van Sickle	Bre	12	E	23.42
Anderson	Malissa	12	A	21.21	Vickers	Melinda	12	E	23.42
Baker	Samantha	10	B	19.70	Wall	Scott	14	L	30.72
Bellile	Michelle	14	C	24.60	Warren	Kevin	9	J	22.85
Betz	Samantha	14	B	24.00	Wilson	Nicole	12	F	24.00
Borton	Aaron	13	L	29.24	Winchell	Kevin	13	L	29.24
Carey	Katelyn	10	D	20.70	Wirtz	Kasey	14	C	24.60
Cash	Katelyn	15	B	25.22	Witek	Kathryn	10	A	19.22
Cerka	Amie	14	J	29.24					
Cripps	Kylie	14	B	24.00					
Crutchfield	Rachel	9	C	19.22					

Dated this 28th day of June, 2022



Chairperson, Board of Supervisors

Attest:


County Auditor

ROLL CALL
FOR ALLOWANCE

Latifah Faisal
Lisa Heddens
Linda Murken

Yea	_____	Nay	_____	Absent	_____
Yea	_____	Nay	_____	Absent	_____
Yea	_____	Nay	_____	Absent	_____

Closure No. 22-57

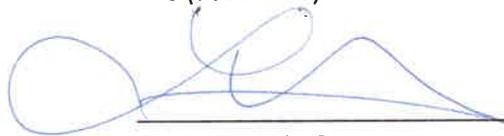
Date June 21, 2022

Resolution

BE IT RESOLVED

By the Board of Supervisors of Story County, Iowa, to approve the road Closure(s) for the purpose of Maintenance in section 16/17 Grant Twp on

R70 (580th Ave) is closed between US Hwy 30 and 250 St



Chair, Board of Supervisors

Attest: 

County Auditor

ROLL CALL
FOR ALLOWANCE

Latifah Faisal
Lisa Heddens
Linda Murken

Yea	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Yea	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Yea	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>

ALLOWED BY VOTE
OF THE BOARD

Yea Nay Absent


CHAIRPERSON

Above tabulation made by 

Closure No. 22-58

Date June 21, 2022

Resolution

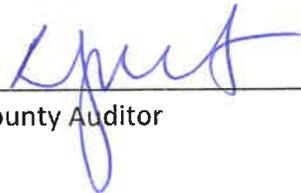
BE IT RESOLVED

By the Board of Supervisors of Story County, Iowa, to approve the road Closure(s) for the purpose of Maintenance in section 28 Union Twp on

R70(585th Ave) is closed between 320th St and Highway 210



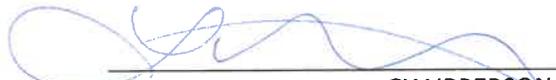
Chair, Board of Supervisors

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 Nay Absent



CHAIRPERSON

Above tabulation made by 

Closure No. 22-59

Date June 21, 2022

Resolution

BE IT RESOLVED

By the Board of Supervisors of Story County, Iowa, to approve the road Closure(s) for the purpose of Maintenance in section 16/17 Grant Twp on

R70 (580th Ave) is closed between US Hwy 30 and 250 St



Chair, Board of Supervisors

Attest: 

County Auditor

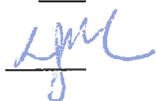
ROLL CALL	Latifah Faisal	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
FOR ALLOWANCE	Lisa Heddens	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
	Linda Murken	Yea <input checked="" type="checkbox"/>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

ALLOWED BY VOTE
OF THE BOARD

Yea Nay Absent



CHAIRPERSON

Above tabulation made by 

DO NOT WRITE IN THE SPACE ABOVE, RESERVED FOR RECORDER

Prepared By: Karla Webb, Story County Community Services, 126 S. Kellogg Ave., Ste. 001, Ames, IA 50010 (515) 663-2930

Please return to:
Community Services

**STORY COUNTY IOWA
ORDINANCE NO. 305**

**AN ORDINANCE AMENDING CHAPTER 20 GENERAL ASSISTANCE PROGRAM, SECTIONS
20.01 PURPOSE, 20.02 DEFINITIONS, 20.03 ELIGIBILITY FOR GENERAL ASSISTANCE,
20.05 GENERAL ASSISTANCE APPLICATION, 20.06 REVIEW BY THE BOARD, AND 20.07
APPEAL, OF THE STORY COUNTY CODE OF ORDINANCES.**

BE IT ENACTED by the Board of Supervisors of Story County, Iowa:

Section 1. Purpose. An Ordinance amending Chapter 20 – General Assistance Program of the Story County Code of Ordinances, as follows, to update the Sections 20.01 Purpose, 20.02 Definitions, 20.03 Eligibility for General Assistance, 20.05 General Assistance Application, 20.06 Review by the Board, and 20.07 Appeal.

Section 2. Proposed Amendments. The amendments are as shown in Attachment A of this ordinance and are summarized below.

20.01 Purpose

- *Amending the statement as indicated by the changes below:*

It is the position of the County that provision of assistance to poor or needy persons is a matter of public benefit as well as a statutory duty of the County, and to that end general assistance, as defined herein, shall be administered to poor or needy families and individuals, as identified by General Assistance Manual guidelines, promptly, humanely, and equitably, in order to assure those persons decent, healthful living situations.

20.02 Definitions

- *Amending the listed definitions as indicated by the changes below:*

1. "Designee" means qualified ~~Community Services~~ General Assistance staff appointed by the Director to help administer the County's General Assistance program.

2. "Director" means the ~~Community Services~~ General Assistance Director appointed or designated by the Story County Board of Supervisors to oversee the County's General Assistance program.

4. "General assistance" means County payment made on behalf of poor or needy persons for rent, utilities, food, medical services, burial, and miscellaneous expenses.

5. "Poor" defined by Iowa Code 252.1 as persons who have no property, exempt, or otherwise and are unable, because of physical or mental disabilities, to earn a living by labor.

~~56. "Needy" means a lack of resources to maintain self or family in a decent, healthful situation. defined by Iowa Code 252.1 as persons who have some means when conducive to their welfare and the best interests of the public.~~

20.03 Eligibility for General Assistance

- *Amending the statement as indicated by the changes below:*

Eligibility for general assistance shall be determined on the basis of need as established and verified by the ~~Community Services~~ General Assistance Director or designee, according to the guidelines set out in Sections III and IV of the General Assistance Manual and shall be determined without regard to race, creed, religion, national origin, sex or age.

20.05 General Assistance Application

- *Amending the statement as indicated by the changes below:*

Application for general assistance shall be made to the Director or designee on forms supplied by the ~~Community Services~~ General Assistance Office. Upon receipt of a completed application ~~The the~~ Director or designee shall give written notification to the applicant of the decision to grant, pend, or deny the application within five working days ~~after receipt of the completed application~~. Such notice shall include the factual basis for the Director's or designee's decision, a statement of the right to appeal, and a recital of appeal procedures.

20.06 Review by the Board

- *Amending the section as indicated by the changes below:*

Notice of the hearing shall be given to the applicant in the same manner as if the applicant had taken the appeal.

20.07 Appeal

- *Amending the Section 20.07.2 as indicated by the changes below:*

Any written appeal or communication to the Director by or on behalf of an applicant requesting appeal of the Director's or designee's determination shall be received by the Director and put ~~immediately~~ upon the Board's agenda in accordance with Chapter 21, Code of Iowa, for the next regular Board meeting, provided that such appeal shall not be heard sooner than five working days after appeal is taken.

Section 3. Repealer. All ordinances or parts, of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. Saving Clause. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 5. Effective Date. This ordinance shall be effective after its final passage, approval and publication of the ordinance or a summary thereof, as provided by law.

Action upon FIRST Consideration: Approved
DATE: June 21, 2022

Moved by: Heddens
Seconded by: Murken
Voting Aye: Heddens, Murken, Faisal
Voting Nay: none
Not Voting: none
Absent: none

Action upon SECOND Consideration: Approved
DATE: June 28, 2022

Moved by: Murken
Seconded by: Heddens
Voting Aye: Heddens, Murken, Faisal
Voting Nay: none
Not Voting: none
Absent: none

Action upon THIRD Consideration: WAIVED
DATE: _____

Moved by: _____
Seconded by: _____
Voting Aye: _____
Voting Nay: _____
Not Voting: _____
Absent: _____

ADOPTED THIS 28 day of June, 2022.



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 Nay Absent



CHAIRPERSON

Above tabulation made by 

ATTACHMENT "A"

Chapter 20 General Assistance Program with Proposed Changes

CHAPTER 20
GENERAL ASSISTANCE PROGRAM

20.01 Purpose	20.05 General Assistance Application
20.02 Definitions	20.06 Review by the Board
20.03 Eligibility for General Assistance	20.07 Appeal
20.04 General Assistance Manual	20.08 Appeal Hearings

20.01 PURPOSE.

It is the position of the County that provision of assistance to poor or needy persons is a matter of public benefit as well as a statutory duty of the County, and to that end general assistance, as defined herein, shall be administered to poor or needy families and individuals, as identified by General Assistance Manual guidelines, promptly, humanely, and equitably, in order to assure those persons decent, healthful living situations. Together, this chapter and the Story County General Assistance Manual fulfill the duties imposed upon the County by Chapter 252 of the Code of Iowa.

20.02 DEFINITIONS.

The definitions of terms used in this chapter are as follows:

1. "Designee" means qualified ~~Community Services~~ General Assistance staff appointed by the Director to help administer the County's General Assistance program.

2. "Director" means the ~~Community Services~~ General Assistance Director appointed or designated by the Story County Board of Supervisors to oversee the County's General Assistance program.

3. "Family" means the person applying for general assistance, that person's spouse, children under 18 years of age, older children who are dependent on the applicant due to school attendance or incapacity, and anyone else domiciled with the applicant and dependent upon the applicant according to guidelines used by the State Department of Revenue in collecting income tax.

4. "General assistance" means County payment made on behalf of poor or needy persons for rent, utilities, food, medical services, burial, and miscellaneous expenses.

5. "Poor" defined by Iowa Code 252.1 as persons who have no property, exempt, or otherwise and are unable, because of physical or mental disabilities, to earn a living by labor.

~~56.~~ "Needy" means ~~a lack of resources to maintain self or family in a decent, healthful situation.~~ defined by Iowa Code 252.1 as persons who have some means when conducive to their welfare and the best interests of the public.

~~67.~~ "Vendor payment" means a County Auditor's warrant to the supplier of goods or services.

20.03 ELIGIBILITY FOR GENERAL ASSISTANCE.

Eligibility for general assistance shall be determined on the basis of need as established and verified by the ~~Community Services~~ General Assistance Director or designee, according to the guidelines set out in Sections III and IV of the General Assistance Manual and shall be determined without regard to race, creed, religion, national origin, sex or age.

20.04 GENERAL ASSISTANCE MANUAL.

1. The rules, regulations, standards, and guidelines for administrating general assistance shall comprise the General Assistance Manual.
2. The General Assistance Manual shall be adopted by resolution of the Board.
3. Amendments to the General Assistance Manual shall be made by resolution pursuant to Section 331.302 of the Code of Iowa, following publication of notice of the proposed change and opportunity for the public to be heard.
4. Copies of the General Assistance Manual shall be available to the public in the office of the Director.

20.05 GENERAL ASSISTANCE APPLICATION.

Application for general assistance shall be made to the Director or designee on forms supplied by the ~~Community Services~~ General Assistance Office. Upon receipt of a completed application ~~The the~~ Director or designee shall give written notification to the applicant of the decision to grant, pend, or deny the application within five working days ~~after receipt of the completed application~~. Such notice shall include the factual basis for the Director's or designee's decision, a statement of the right to appeal, and a recital of appeal procedures.

20.06 REVIEW BY THE BOARD.

The Board may review the determination of eligibility made by the Director or designee. If the Board questions any allowance of assistance benefits allowed by the Director or designee, it shall take no action concerning such allowance until it conducts a hearing. Notice of the hearing shall be given to the applicant in the same manner as if the applicant had taken the appeal. This hearing shall proceed in the same manner as an appeal by the applicant from the Director's or designee's determination.

20.07 APPEAL.

1. Every applicant, whether granted assistance or not, shall be informed in the Director's or designee's written decision of the applicant's right to appeal from such decision to the Board of Supervisors. The applicant shall be informed: (i) of the method by which an appeal may be taken; and (ii) that he or she may represent himself or herself, or may be represented by counsel at applicant's expense.
2. The written appeal or communication shall be made to the Director within 10 days after the Director's or designee's determination, shall provide applicant's current address and telephone number, and shall state the reasons for the appeal. Any written appeal or communication to the Director by or on behalf of an applicant requesting appeal of the Director's or designee's determination shall be received by the Director and put ~~immediately~~ upon the Board's agenda in accordance with Chapter 21, Code of Iowa, for the next regular Board meeting, provided that such appeal shall not be heard sooner than five

working days after appeal is taken. The applicant shall be informed immediately, by telephone and by ordinary mail, of the date and time of hearing before the Board. Applicant and applicant's attorney, upon written authorization from applicant, shall be granted access by the Director to applicant's case file upon request.

20.08 APPEAL HEARINGS.

1. The Board of Supervisors shall hear applicant's appeal at the time scheduled in the agenda unless continuance is requested by applicant and granted by the Board of Supervisors. Applicant shall be permitted to present any evidence desired in support of the appeal by personal testimony, by having other witnesses testify, by offering documentary evidence and by reasonable cross examination of other witnesses, if present. The technical rules of evidence shall not apply. The Board may set reasonable times for the present action of the parties at any appeal. The applicant's file shall be admitted into evidence. The Board may question the applicant, and the Director shall present the Board with the reasons for the determination. The appeal shall be tape recorded. The hearing before the Board shall not be an open meeting under Chapter 21, Code of Iowa, since the confidential files of the applicant will be in evidence. When the Board deliberates on the appeal, no persons other than Board members shall be present. The Board's deliberations shall not be tape recorded.

2. The Board shall make a decision on the appeal within 10 working days after the hearing. The Board's findings of fact and decision shall be based only on the evidence submitted during the hearing. Immediately after making its decision, the Board shall mail to applicant at his or her last known address, by ordinary mail, its decision in writing. The decision shall state the reasons for the action and shall also state that an appeal may be taken to District Court from the Board's determination, and shall state the method by which such appeal may be taken.

3. Any appeal from the Board's decision to the District Court shall be allowed within the time and by the manner and procedures established under the Iowa Administrative Procedures Act, Chapter 17A, Code of Iowa.

**RESOLUTION NO. 22-98
APPROPRIATIONS RESOLUTION**

WHEREAS, it is desired to make appropriations for each different officer or department for the fiscal year beginning July 1, 2022, in accordance with section 331.434, subsection 6, Code of Iowa,

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Story County, Iowa, as follows:

Section 1. The following amounts are hereby appropriated from the resources of the county to the department or office listed:

<u>Dept# & Name</u>	<u>\$ Amount</u>	<u>Dept# & Name</u>	<u>\$ Amount</u>
01-Bd of Supervisors	593,067	02-Auditor	657,967
03-Treasurer	530,465	04-Attorney	1,632,158
05-Sheriff	5,713,095	07-Recorder	245,873
08-Animal Control	315,893	20-Engineer	4,293,048
10-General Betterment	1,351,009	21-Veteran Affairs	68,235
22-Conservation Bd	3,450,006	23-Environmental Hlth	185,265
24-IRVM	184,010	25-Community Services	217,165
26-Comm. Life	41,033	50-Human Serv. Center	350,095
51-Facilities Mngmt	792,907	52-Information Tech	703,063
53-Planning & Development	182,070	54-Justice Cntr Fac.	491,120
59-Dept. Human Serv	32,600	60-Mental Health	451,890
61-Juvenile Ct. Serv	70,025	99-Countywide Serv	16,804,012

Section 2. Subject to the provisions of other county procedures and regulations, and applicable state law, the appropriations authorized under Section 1 shall constitute authorization for the department or officer listed to make expenditures or incur obligations, effective July 1, 2022

Section 3. In accordance with Section 331.434, Code of Iowa, no department or officer shall expend or contract to expend any money or incur any liability, or enter into any contract which by its terms involves the expenditure of money for any purpose in excess of the amounts appropriated pursuant to the resolution.

Section 4. If at any time during the 2022-2023 budget year the auditor shall ascertain that the available resources of a fund for that year will be less than said fund's total appropriations, she shall immediately so inform the board and recommend appropriate corrective action.

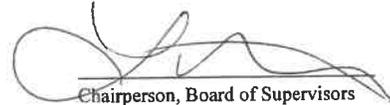
Section 5. The auditor shall establish separate accounts for the appropriations authorized in Section 1, each of which account shall indicate the amount of the appropriations, the amounts charged thereto, and the unencumbered balance. The auditor shall report the status of such accounts to the applicable departments and officers monthly during the 2022-2023 budget year.

Section 6. All appropriations authorized pursuant to this resolution lapse at the close of business June 30, 2023.

Approved this 28th day of June 2022.

Attest: 

County Auditor



Chairperson, Board of Supervisors

ROLL CALL
FOR ALLOWANCE

Lisa Heddens	<input checked="" type="radio"/> Yea	<input type="radio"/> Nay	<input type="radio"/> Absent
Latifah Faisal	<input checked="" type="radio"/> Yea	<input type="radio"/> Nay	<input type="radio"/> Absent
Linda Murken	<input checked="" type="radio"/> Yea	<input type="radio"/> Nay	<input type="radio"/> Absent

ALLOWED BY VOTE
OF BOARD

Yea _____ Nay _____ Absent _____

 Above tabulation made by 
CHAIRPERSON

RESOLUTION NO. 22-99

RESOLUTION FOR INTERFUND OPERATING TRANSFERS

WHEREAS, it is desired to authorize the auditor to periodically transfer money from the general basic fund to the general supplemental fund, secondary roads fund and capital projects fund; and from the rural services basic fund to secondary roads fund; and from the TIF fund to the urban renewal projects fund during Fiscal Year 2023 and

WHEREAS, said operating transfers are in accordance with section 331.429 and 331.432, 2021 Code of Iowa,

NOW, THEREFORE BE IT RESOLVED by the Board of Supervisors of Story County Iowa as follows:

Section 1. The total maximum transfer from the general basic fund to the secondary roads fund shall not exceed \$ 700,000 ;

Section 2. The total maximum transfer from the general basic fund to the general supplemental fund shall not exceed \$ 300,000 ;

Section 3. The total maximum transfer from the rural services fund to the secondary roads fund shall not exceed \$ 2,785,000 ;

Section 4. The total maximum transfer from the TIF fund to the urban renewal projects fund shall not exceed \$ _____ ;

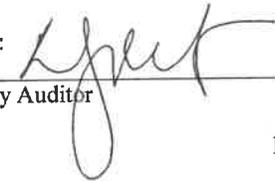
Section 5. The total maximum transfer from the general basic fund to the capital projects fund shall not exceed \$ _____ ;

The amount of any transfer shall not exceed available fund balances in the transferring fund.

The auditor is directed to correct her books when said operating transfers are made and to notify the treasurer of the amounts.

Approved this 28th day of June, 2022


Chairperson, Board of Supervisors

Attest: 
County Auditor

ROLL CALL	Lisa Heddens	<u>Yea</u>	Nay	Absent
FOR ALLOWANCE	Latifah Faisal	<u>Yea</u>	Nay	Absent
	Linda Murken	<u>Yea</u>	Nay	Absent

ALLOWED BY VOTE OF BOARD Yea _____ Nay _____

 Above tabulation made by 
CHAIRPERSON



Board of Supervisors

Story County, Iowa

Classification and Compensation Policy

Approval Date: 06/28/2022	Effective Date: 07/01/2022	Revision No: 03
-------------------------------------	--------------------------------------	---------------------------

Reference: BOS Minutes: Initially Adopted: 07/01/2016	Distribution: Employee Handbook, Intranet, S: drive; Policy Book
---	---

APPROVED
DENIED
 Board Member Initials: *[Signature]*
 Meeting Date: 6-28-22
 Follow-up action: _____

GENERAL POLICY

This policy is intended to provide Story County with a system for classifying and compensating its employees to support the recruitment, motivation, success and retention of qualified and productive employees based on the principles of fairness and equity.

SCOPE

This policy is applicable to all Story County employees responsible to the Story County Board of Supervisors; all Story County employees responsible to a county elected office holder with the exception of statutory deputies, and employees covered by a collective bargaining agreement; and all employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors has certified its applicability.

When there is a conflict between this policy and a collective bargaining agreement and/or the Iowa Code, the provisions of a collective bargaining agreement and/or the Iowa Code prevail.

Classification Plan

Story County's classification plan utilizes an adapted version of the Factor Evaluation System (FES). FES is considered to be a state-of-the-art system in public human resource management.

FES is a point-factor-comparison evaluation system that uses nine factors for the evaluation of jobs: Knowledge Required by the Position, Supervisory Controls, Guidelines, Complexity, Scope and Effect, Personal Contacts, Purpose of Contacts, Physical Demands, and Work Environment. In order to adapt it to this setting, a tenth factor covering supervisory responsibility was added by Condrey and Associates. The factors are weighted (i.e., Knowledge Required by the Position "counts more" than Physical Demands). Each factor has several levels, and each level is assigned a specified number of points. The combined score on all the factors determines the total number of points for each position and its assignment to a grade in the classification plan.

Human Resources is responsible for maintaining the job classification plan, including an analysis of the duties and responsibilities assigned to and the qualifications required for each position. Department Heads and Elected Officials shall cooperate with Human Resources in maintaining

an accurate and up-to-date job description for each regular position. New position descriptions or reclassification of existing position descriptions that result in a budgetary impact require approval of the Board of Supervisors. The addition of positions or reclassification of existing positions will normally be accomplished during the County's annual budget review. The Board of Supervisors may consider requests for additional positions or reclassification of existing positions outside the annual budget review in its sole discretion in situations including but not limited to the following: where there is an increase in workload or unanticipated increase in the duties and responsibilities assigned to a given position, the requested change provides greater efficiency of operations, situation where there is a change in key personnel and a reorganization of the department or office is desired, or a situation resulting from a change in external funding.

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 established in this policy. This shall include periodic salary surveys of comparable positions in other comparable organizations and making recommendations concerning the pay plan to the Board of Supervisors for approval.

Story County's compensation plan will consist of twenty-seven grades with sixteen salary steps for positions within each grade. The salary ranges will be adjusted annually on the first day of the fiscal year by the cost-of-living adjustment approved by the Board of Supervisors.

Hourly pay rates for temporary and seasonal staff shall be established on an as-needed basis. The Human Resources department shall recommend appropriate pay rates for such positions in consultation with the hiring department or office. The Board of Supervisors shall approve the hourly pay rates for temporary and seasonal staff.

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. New employees may be initially placed up to salary step "H", with the approval of the Board of Supervisors. Exceptions for placement above step "H" will only be considered when there are special labor market considerations or in recognition of a candidate's exceptional qualifications. Internal equity with current incumbents of the position, candidate qualifications, and relative success of the current and relevant prior recruitment history shall be used as determining factors for an individual's starting wage/salary. Exceptions can be requested by the department head or elected official by completing the Request for Salary Exception form and returning it to Human Resources for submittal to the Board of Supervisors.

The wage/salary for new non-public safety bargaining unit employees will normally be established at the minimum of the salary range unless the new employee has credentials,

experience or other relevant criteria to warrant a starting salary above the minimum. New non-public safety bargaining unit employees may be initially placed up to salary step 5 on the respective bargaining unit wage scale. Internal equity with current incumbents of the position shall be used as a determining factor for an individual's starting wage/salary.

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 may authorize one or a combination of the types of pay increases listed below for non-bargaining employees.

1. Across-the-board increases (cost-of-living increases) adjust the pay of all employees on an equal basis. The salary ranges will be adjusted by the cost-of-living. This type of increase does not distinguish or recognize individual employees' performance. All employees on the pay plan are eligible for the COLA adjustment effective the first day of the fiscal year.
2. Step Increases adjust the pay of employees based on the employee's anniversary date and the annual performance review. Employees 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 the annual 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 the employee's anniversary date if at that time performance is satisfactory and the employee is no longer on a performance improvement plan.

Transfers

When an employee is transferred from one position to another position within the same pay grade, the employee 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 the employee's position is moved to a higher pay grade after re-evaluation, the employee shall 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. Exceptions to this policy can be made by the department head or elected official completing the Request for Salary Exception form and returning it to Human Resources for submittal to the Board of Supervisors. The Board of Supervisors shall be responsible for reviewing and approving all such requests.

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. 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 be placed on a step in the Department Head pay grade which equates to a 5% increase, 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.

Particular dates for each holiday will be determined by the Story County Board of Supervisors at the beginning of each calendar year. 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.

Holiday Pay

Full and part-time employees will receive their regular compensation for the holidays approved by the Board of Supervisors. Compensation for each designated holiday will consist of eight (8) hours. 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.

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 scheduled, it will be counted as a holiday and not charged to the employee's accumulated vacation or sick leave bank.

Overtime

Holiday pay is considered work time for the purpose of computing overtime.



Board of Supervisors

Story County, Iowa

~~APPROVED~~ ~~DENIED~~
Board Member Initials: *[Handwritten initials]*

Longevity Pay

Meeting Date: *6-28-22*

Approval Date:

06/28/2022

Effective Date:

07/01/2022

Revision No:

2

Reference: BOS Minutes: 06/28/22

Initially Adopted: 06/07/2011

Distribution: (Elected Officials, Department Heads, County Employee Handbook, Intranet, etc. -> list all that apply)

Employees shall be compensated for their years of service, based on their anniversary date and continuous employment with Story County. Employees covered by the Secondary Roads Union Contract, the Conservation Union Contract and Deputies of Elected Officials are eligible for longevity pay so long as payment of longevity pay to Deputies does not violate the limits set forth in Iowa Code Section 331.904 (2011), as amended. Longevity pay will be added to an employee's base pay in order to comply with the Fair Labor Standard Act for computing overtime rates. Longevity pay increases will become effective the first full pay period following an employee's anniversary date and will follow the below schedule:

5 years	\$0.18	22 years	\$0.35	39 years	\$0.52
6 years	\$0.19	23 years	\$0.36	40 years	\$0.53
7 years	\$0.20	24 years	\$0.37	41 years	\$0.54
8 years	\$0.21	25 years	\$0.38	42 years	\$0.55
9 years	\$0.22	26 years	\$0.39	43 years	\$0.56
10 years	\$0.23	27 years	\$0.40	44 years	\$0.57
11 years	\$0.24	28 years	\$0.41	45 years	\$0.58
12 years	\$0.25	29 years	\$0.42	46 years	\$0.59
13 years	\$0.26	30 years	\$0.43	47 years	\$0.60
14 years	\$0.27	31 years	\$0.44	48 years	\$0.61
15 years	\$0.28	32 years	\$0.45	49 years	\$0.62
16 years	\$0.29	33 years	\$0.46	50 years	\$0.63
17 years	\$0.30	34 years	\$0.47	51 years	\$0.64
18 years	\$0.31	35 years	\$0.48	52 years	\$0.65
19 years	\$0.32	36 years	\$0.49	53 years	\$0.66
20 years	\$0.33	37 years	\$0.50	54 years	\$0.67
21 years	\$0.34	38 years	\$0.51	55 years	\$0.68

Story County Employee Handbook Revisions Effective July 1, 2022

Section VI Pay Practices and Hours of Work

- Longevity pay updated to reflect policy change
- Compensation policy updated to reflect policy change

Section VII Benefits

- Insurance – updated vision and dental premiums
- Life insurance updated to reflect increase in coverage to \$50,000
- Holidays observed updated to include Martin Luther King Jr. Day

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.

Table of Contents

SECTION I

About This Handbook and the At-Will Employment Relationship.....	6
--	---

SECTION II

Open Door / Conflict Resolution Policy.....	7
---	---

SECTION III – EMPLOYMENT PRACTICES

Equal Employment Opportunity	8
Employment Eligibility Verification Form Process I-9.....	8
Americans with Disability Act Amendments Act (ADAAA).....	8
Employment of Relatives	8
Promotion	9
Job Posting	9
Rehire.....	9
Orientation Period	10
Classification of Employees	10
Employee Records and Privacy	11
Ombudsman.....	11
Health Insurance Portability and Accountability Act (HIPAA).....	12
Medical Examinations.....	12
Employee Licenses and Certifications	12
Termination of Employment	12

SECTION IV – SAFETY/SECURITY

Safety.....	13
Accidents / Job-Related Injuries / Workers' Compensation	13
Temporary Modified Duty.....	14
Personal Protective Equipment.....	15

SECTION V - GENERAL PERFORMANCE GUIDELINES

Personal Conduct.....	16
Performance Appraisals.....	16
Performance Improvement Plan.....	17
Corrective Action for Unacceptable Performance/Behavior.....	17
Sexual and Other Forms of Harassment	18

Anti-Retaliation.....	19
Workplace Violence.....	20
Attendance and Punctuality.....	20
Personal Appearance and Cleanliness.....	21
Uniforms	21
Identification Badges.....	21
Courtesy, Service and Quality.....	23
Confidential Information	23
Personal Telephone and Fax Use.....	23
Electronic Mail/Computer Privacy Policy.....	24
Loading and Installing of Computer Software	24
Social Media	25
Smoking Policy.....	26
Food and Drink at Workstations.....	26
Alcoholic Beverages.....	27
Drug Free Workplace.....	27
Notification of Arrests And Other Governmental Action.....	28
Drug Testing.....	28
Distracted Driving	29
Seat Belts.....	29
Traffic Violations.....	29
Driver's License Verification	29
Loss of Chauffeur's or Operator's License	30
County Property	30
County Pool Cars.....	31
Secondary Employment	31
Personal Mail	31
Official Letters	31
Solicitation.....	31
Inclement Weather	32
Reimbursable Expenses - Travel and Training	32

Use of Personal Vehicle for County Business 33

SECTION VI - PAY PRACTICES AND HOURS OF WORK

Pay and Hours of Work: General Provisions 35
Compensation Policy 37
Holiday Pay 39
Termination Pay 39

SECTION VII - BENEFITS

Employee Benefit Plans 40
Tax Status of Benefit Payments 40
Insurance 40
Continuation of Medical Coverage 42
Early Retirement 43
Retirement Plan 43
Life Insurance 43
Short Term Disability 43
Long Term Disability 43
Deferred Compensation 44
Flexible Spending Plan 44
Employee Assistant Program 44
Wellness Program 44
Holidays Observed 45
Vacation 45
Sick Leave 46
Leaves of Absence 48
General Medical Leave 48
Family and Medical Leave 49
Bereavement Leave 53
Voting Leave 53
Jury and Witness Leave 53
Military Leave 53
Unpaid Leaves of Absence 55
Benefits Required by Law 55

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, 2022 are replaced by this handbook. Documents issued prior to this date should be discarded. This handbook is effective July 1, 2022.

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.

SECTION III

Employment Practices

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.

SECTION III

Employment Practices

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.

SECTION III

Employment Practices

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.

SECTION IV

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

SECTION IV

Safety/Security

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.

SECTION IV

Safety/Security

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.

SECTION V

General Performance Guidelines

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

SECTION V

General Performance Guidelines

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.

SECTION V

General Performance Guidelines

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

SECTION V

General Performance Guidelines

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.

SECTION V

General Performance

Guidelines

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

SECTION V

General Performance Guidelines

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

SECTION V

General Performance Guidelines

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.

SECTION V

General Performance Guidelines

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.

SECTION V

General Performance

Guidelines

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.

SECTION V

General Performance Guidelines

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.

SECTION V

General Performance Guidelines

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.

SECTION V

General Performance Guidelines

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.

SECTION V

General Performance Guidelines

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.

SECTION V

General Performance Guidelines

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.

SECTION V

General Performance Guidelines

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.

SECTION V

General Performance Guidelines

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.

SECTION V

General Performance Guidelines

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.

SECTION V

General Performance Guidelines

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

SECTION V

General Performance Guidelines

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.

SECTION VI

Pay Practices and Hours of Work

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.

SECTION VI

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, some County employees will receive longevity pay after five (5) years, according to the longevity pay policy. Please refer to the policy for eligibility.

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.

SECTION VI

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. The salary ranges will be adjusted by the cost-of-living. This type of increase does not distinguish or recognize individual employees' performance. All employees on the pay plan are eligible for the COLA adjustment effective the first day of the fiscal year.
- **Step Increases** adjust the pay of employees based on the employee's anniversary date and the annual performance review. Employees 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 the annual 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 the employee's anniversary date if at that time performance is satisfactory and the employee is no longer on a performance improvement plan.

Transfers

When an employee is transferred from one position to another position within the same pay grade, the employee 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 the employee's position is moved to a higher pay grade after re-evaluation, the employee shall 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. Exceptions to this policy can be made by the department head or elected official completing the Request for Salary Exception form and returning it to Human Resources for submittal to the Board of Supervisors. The Board of Supervisors shall be responsible for reviewing and approving all such requests.

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. 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.

SECTION VI

Pay Practices and Hours of Work

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 be placed on a step in the Department Head pay grade which equates to a 5% increase, 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.

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

SECTION VII

Benefits

Flexible Benefit Contribution (Monthly): \$145.30

Avesis Vision (Monthly)

Employee Only (EE)	\$14.54
Employee/Spouse (DEP)	\$28.28
Employee/Child(ren) (CHD)	\$30.86
Employee/Family (FAM)	\$39.82

Delta Dental (Monthly)

Single	\$ 35.00
Family	\$110.00

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.

SECTION VII

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 \$50,000 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 \$32,500.

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.

SECTION VII

Benefits

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.

SECTION VII

Benefits

HOLIDAYS OBSERVED

The County recognizes the following holidays:

January 1	Veterans Day
Martin Luther King Jr. Day	Thanksgiving Day
Presidents Day	Friday following Thanksgiving
Memorial Day	Two Days at Christmas
July 4	Two hours on December 31 *
Labor Day	

*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)

SECTION VII

Benefits

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

SECTION VII

Benefits

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.

SECTION VII

Benefits

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).**

SECTION VII

Benefits

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.

SECTION VII

Benefits

"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.

SECTION VII

Benefits

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.

SECTION VII

Benefits

The County may also require medical recertification, and/or periodic reports from the employee during FML. 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.

SECTION VII

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.



Board of Supervisors

Story County, Iowa

Open Records Policy & Procedure

APPROVED

DENIED

Approval Date:

XX/XX/XXXX

Effective Date:

XX/XX/XXXX

Board Member Initials: *[Signature]*

Meeting Date: 6-28-22

Revision No:

05

Follow-up action:

Reference: BOS Minutes:

Initially Adopted: 03/06/2012

Distribution:

County Website, Intranet, S:drive and Policy Book

General Policy Statement

This policy is intended to implement the provisions of Iowa Code Chapter 22 by providing assistance to citizens requesting examination of public records and to employees in fulfilling those requests. The goal is to assist citizens making requests and assure that responses to open records requests are made appropriately and timely.

Scope

This policy is applicable to the following:

All departments responsible to the Story County Board of Supervisors;

All offices responsible to a county elected official whom adopt this policy.

*The offices of the Attorney, Auditor, Recorder, Sheriff and Treasurer are elected offices. These elected officers are vested with unique discretion to carry out the legal duties and responsibilities of their office. As such, they may exercise a degree of independence to set the policies and procedures of their respective offices. These elected officers may adopt this policy but may also independently set policy for their office concerning the production of public records.

Purpose

Story County* is committed to the concept of open government exemplified by Iowa Code Chapter 22. Records that are not defined as public records or have been deemed confidential pursuant to statute are not required to be released in response to a request. Iowa Code Chapter 22 lists or describes no fewer than 65 categories and types of potential documents and information exempt from the open records law unless otherwise ordered by a court, by the

lawful custodian of the records, or by another person duly authorized to release such information. Other portions of state and federal law may also govern access to public records.

Documents, instruments and records [see Iowa Code §§331.601A(2), (3) & (8)] maintained by a county recorder, as well as fees set by the Story County Recorder for research and retrieval of documents, instruments and records filed with or maintained by the Story County Office of Recorder, are exempt from this policy.

Provisions

Making a Request for Public Records. Requests for access to public records may be made in person, in writing, by telephone or by electronic means. Citizens are encouraged, but not required to make requests in writing. The form accompanying this policy is for convenience only. Anyone may make a request for public records without providing identification, reason or motive for the request. For assistance in making a request for examination or copying of public records, the public is invited to contact the county public request liaison at:

Public Information Request
900 6th St, Nevada IA 50201
c/o Sandra King,
Ph. 515-382-7243, Fax 515-382-7206,
E-Mail: sking@storycountyiowa.gov

Responding to Requests. Requests for access to public records may be made in person, in writing, by telephone or by electronic means. Employees may not ask why the record is being requested nor require the identity of the requestor, but should try to get as much information as possible about what is being requested and how the requestor wishes the response transmitted to them. A requesting party may be encouraged but is not required to use the request form accompanying this policy. The department/office having custody of the record will be primarily responsible for producing a response to the request for the county public request liaison.

An employee receiving a request in person or by telephone should immediately reduce the request to writing noting the specifics of the information requested, the date and time of the request, whether the request is for copying, inspection or both and how the requestor expects the request fulfilled. Requests made in person may be filled while the requestor is on premises if the material is accessible on-site and known to not be confidential. All other requests should be forwarded to county public request liaison Sandra King, and the employee's supervisor.

Upon receipt of a request for access to public records, supervisory employees should promptly take all reasonable steps to preserve the public record while the request is pending. Requests will be fulfilled as soon as possible, but no longer than within ten (10) business days, unless there are questions about the confidentiality of the record being requested. The Iowa Code allows for a twenty (20) calendar days delay to determine whether a record is confidential. If possible, information contained in record that is deemed confidential by law should be redacted so that the remaining record may be disclosed.

If the public record requested does not exist, this fact should be communicated to the requestor in writing or by electronic means. The record sought may be provided in the form in which it is maintained by Story County provided the information contained in that form is readily accessible to the requestor once in their custody. If the request involves research or delay beyond 10 days is reasonably expected, this should be communicated to the requestor.

Availability. Public records will be available for public examination and/or copying during customary office hours, which are 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding designated holidays. Immediate access to records may be affected by good faith efforts to identify and locate the correct records; or determine whether the request seeks disclosure of confidential records; The requesting party should be promptly notified if any delays are experienced or expected.

Fees. We shall make every reasonable effort to provide at no cost, other than copying costs, any record that takes less than thirty (30) minutes to produce. Reasonable fees will be charged to the requestor for the actual costs of producing a public record for inspection and/or copying. Departments under the auspices of the Board of Supervisors will charge fees according to the schedule appearing below. If the estimated total fees exceed \$50.00 the requestor must agree to prepay expected fees. Estimated fees and payment terms must be clearly communicated to the requestor as soon as possible. The following fees will be charged:

1. \$.10 per page fees for black/white photocopying.
2. \$.25 per page for color photocopying.
3. Actual mailing costs.
4. Actual cost of media (CD, DVD, Tape, Film, etc.).
5. Actual cost of employee time to supervise the examination of a public record, if over one hour.
6. Actual cost of employee time to retrieve a public record, if over one hour.

Compliance. Requests and responses for examination of public records or copies of records shall be documented by giving to the department head/elected official and public request liaison, all information and documentation concerning the request, the employee responding to the request, the information requested, and full copy of the dated response. The county public request liaison will maintain responses in a central location.

Draft



REQUEST TO EXAMINE AND/OR COPY
PUBLIC RECORDS

Visit us online at: www.storycountyiowa.gov

Use of all, part or none of this form is optional and has no bearing on the response you will receive.
Requests of an anonymous nature will also be honored. This form is merely offered for convenience only.
Please note that this form is not confidential and may itself be subject to public disclosure pursuant to Iowa
Code Chapter 22.

Requestor's Name

Address:

City /State/Zip:

Phone Number:

E-mail Address:

Description of Record or Information Requested: (be as specific as possible):

Please tell us if you would like the record copied and sent to you by mail, whether you will pick it up or whether you would simply like to examine it.

Signature of Requestor

Date of Request

You may expect a response to a request for non-confidential public information within ten (10) business days.

Office Use Only:

Date Received:

Response Date: Records Available? Yes / No

Copies Made? Yes / No How Many? Fees Charged: \$

If request denied, provide reason:
