



STORY COUNTY BOARD OF HEALTH

TENTATIVE AGENDA

TUESDAY, December 6, 2022

2:00 PM

Public Meeting Room - Story County Administration (900 6th Street)- Nevada, Iowa*
Public Meeting Room* - Story County Administration (900 6th Street)- Nevada, Iowa
SPECIAL NOTE TO THE PUBLIC: This meeting is also being offered via Zoom. Instructions to join can be found at the bottom of the agenda.

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES

Documents:

[DRAFT MINUTES 100422.PDF](#)

4. 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.

- 4.I. Consideration Of County's New Environmental Health Job Descriptions For Director, Specialist And Administrative Assistant

Documents:

[DIRECTOR.PDF](#)
[SPECIALIST.PDF](#)
[ADMIN.PDF](#)

- 4.II. Consideration Of 2023 Holiday Calendar

Documents:

[2023 HOLIDAY CALENDAR.PDF](#)

5. PUBLIC FORUM

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

6. AGENCY AND DEPARTMENTAL REPORTS

- 6.I. YSS; Peg Ragner, Savannah Strahan

Documents:

YSS DECEMBER REPORT.DOCX

6.II. Story County Environmental Health; Kimberly Grandinetti

Documents:

[EH BOH REPORT 120622.PDF](#)

6.III. Story County Public Health; Les White, Treasa Ferrari

Documents:

[PH SEPT OCT EVENTS.PDF](#)

7. ADDITIONAL ITEMS

7.I. Discussion Of Guidance Memo From County Attorney's Office Regarding Position Statements - Dr. Paschen

Documents:

[GUIDANCE MEMO - POSITION STATEMENTS.PDF](#)

7.II. Discussion & Consideration Of 2023 Board Of Health Meeting Schedule

2023 calendar attached is for the current first Tuesday of even months at 2 PM as traditionally held. Calendar will be modified and sent out if date and time changes after discussion.

Documents:

[2023_BOH MEETING SCHEDULE.PDF](#)

7.III. Discussion And Consideration Of Environmental Health Administrative Position - Kimberly Grandinetti

7.IV. Discussion And Consideration Of Proclaiming January, 2023 As Radon Awareness Month - Kimberly Grandinetti

Documents:

[RADON AWARENESS PROCLAMATION BOH 2023.PDF](#)

7.V. Discussion And Consideration Of Environmental Health Department Fee Schedule - Kimberly Grandinetti

Documents:

[PROPOSED ENVIRONMENTAL HEALTH FEES FOR 2023.PDF](#)

7.VI. Discussion And Consideration Of FY 2024 Environmental Health Department's Proposed Budget For Recommendation To The Board Of Supervisors - Kimberly Grandinetti

Documents:

[BUDGET REVENUES EXPLANATION FY24.PDF](#)

[BUDGET EXPENDITURES EXPLANATION FY24.PDF](#)

8. COMMENTS

Staff
Board

9. ADJOURNMENT

10. INSTRUCTIONS TO PARTICIPATE IN ZOOM MEETINGS

Join zoom meeting by computer, tablet, smartphone:

[HTTPS://US02WEB.ZOOM.US/J/6248781472?](https://us02web.zoom.us/j/6248781472?pwd=VKZFUEH6T3L3RELAMKE5BUZ5T1HPUT09)

[PWD=VKZFUEH6T3L3RELAMKE5BUZ5T1HPUT09](https://us02web.zoom.us/j/6248781472?pwd=VKZFUEH6T3L3RELAMKE5BUZ5T1HPUT09)

Meeting ID: 624 878 1472

Passcode: c66AtS

To join the meeting by telephone: 312 626 6799

Meeting ID: 624 878 1472

Passcode: 526117

Story County strives to ensure that its programs and activities do not discriminate on the basis of race, color, national origin, sex, age or disability. Persons requiring assistance, auxiliary aids or services, or accommodation because of a disability may contact the county's ADA coordinator at (515)382-7204.



STORY COUNTY BOARD OF HEALTH

STORY COUNTY ADMINISTRATION

900 6TH STREET

NEVADA, IOWA 50201

[DRAFT] Minutes

AN AUDIO RECORDING OF THE FULL MEETING MAY BE FOUND IN THE ENVIROMENTAL HEALTH DEPARTMENT OR BY VISITING WWW.STORYCOUNTYIOWA.GOV.

DATE: October 4, 2022

Dr. John Paschen, Chair

Molly Lee, Vice-Chair

John Kluge

Betsy Matos

Sherri Pleis

Lisa Heddens (Ex-Officio)

CALL TO ORDER: 2:00 PM

PLACE: Public Meeting Room- Story County Administration
(900 6th St)- Nevada, Iowa

Special Note to the Public: This meeting was also offered via Zoom.

Board Members Present: Dr. John Paschen, John Kluge, Betsy Matos, Sherrie Pleis, Lisa Heddens (ex-officio).

Quorum was established.

Board Members Absent: Molly Lee

Others Present: Les White, Treasa Ferrari, Kimberly Grandinetti, Matthew Cory, Laura Johnston (Recording Secretary).

1. Call to Order

Paschen called the meeting to order at 2:02 PM.

2. Approval of Agenda

Moved by Kluge, Seconded by Pleis to approve agenda. Motion carried unanimously (MCU).

3. Consent Agenda: None

4. Approval of Minutes

Moved by Pleis, Seconded by Kluge to approve minutes from 8/2/22 and 9/6/22 (MCU).

5. Public Forum: None

6. Agency and Departmental Reports:

6.1 Story County Public Health; Les White, Treasa Ferrari

25 monkey pox cases in Iowa. Monkey pox vaccine is being given by Iowa State University. Dr. Paschen asked why ISU and it was replied that they had the target population. They are wanting to stay out of private offices. Public Health has been

giving lots of vaccinations for back to school. Dr. Paschen asked about covid vaccines. Story County uses allotted doses and gets extra doses from neighboring counties. Working on school audits and back to school vaccines.

6.2 YSS; Feleecia Watkins - Not present. Dr. Paschen asked that a representative from YSS attempt to come to board meetings because the board frequently has questions about their programs.

6.3 Story County Environmental Health; Kimberly Grandinetti

Tattoo and Aquatic contracts with IDPH including Boone County came in last week. Kimberly and Laura will be getting their Certified Pool Operator certification in October and Matt will be renewing in February. Matt has helped Webster County with training a new sanitarian. Staff has been working with Ames High School and IDPH regarding the non-compliant pool to get it permitted and brought into compliance. They are hoping to be done by the end of the following week. The process for new pools is for the facility to submit plans to the state for approval and then the county department is notified when the project is nearing completion. Will be working on pumper contracts this fall, will only be doing Story County this year and not Marshall County. Laura has transitioned to her new position as an Environmental Specialist and is attending trainings. Offices will be closed October 12 and 13 for our annual Iowa Environmental Health Association Conference and all staff will be attending.

7. Additional Items

7.1 Discussion and Consideration of Grants to Counties FY23 Contract

Contract #5883AW85 running from July 1, 2022 to June 30, 2023. No changes to the grant except an increase in allotted funds to \$50,505. Heddens inquired if there were any other changes to the contract to which it was replied in the negative. ***Moved by Kluge, seconded by Matos to approve the contract, MCU.***

7.2 Discussion and Consideration of Pool and Tattoo Inspection Contract.

Contract 28E-2023-PTT-85 between Iowa Department of Public Health and Story County Board of Health for inspection services of pool, spa, and tattoo facilities for Story and also Boone counties effective July 1, 2022 through June 30, 2025. Matos asked how many pools and tattoo facilities are in Story County. Cory replied that there are 63 pools and 13 tattoo facilities not including Boone County. ***Moved by Kluge, seconded by Pleis to approve the contract, MCU.***

7.3 Discussion and Consideration of Letter Of Opposition To The Iowa Utilities Board Regarding CO2 Pipeline Project

Discussion was had on the proposed CO2 pipelines running through Story County. Dr. Paschen posed the question if they agree with the letter and if so, should they sign it? Pleis stated that CO2 pipelines have been used since the 1970s. There have been no fatalities due to CO2 and pipelines are a safer option than trucks. Dr. Paschen expressed concern to the high pressure required for CO2 pipelines. Heddens mentioned that there are two pipelines proposed- Navigator and Summit. Heddens is not on the work group but Planning and Development is working on a Pipeline Ordinance. Paschen asked what that ordinance would look like; it is unknown at this time as it is still being developed. Pleis explained that pipelines are buried 5 feet below the surface with a safety tape at three feet in depth. Heddens asked about the impact it would have on farmland if there was a leak or spill. Kluge is concerned how well the pipelines are marked; he doesn't feel he has enough information to make a decision at this time. Paschen said that he is not convinced that the pipeline is safe and is comfortable signing the letter. Heddens suggested putting this on the December agenda to further discuss. Matos asked if there was someone we could invite from the Utility Board to further explain. Heddens asked what information we would want from the Utility Board as the Utilities Board does not have any health or safety recommendations or information, they do the permitting only. Kluge said he would like background information on the risk and on the safety records of both pipeline companies. Matos said she needs more information before she could vote yes to sign the letter. Paschen asked where we would get this information. Pleis said that the government should have safety records for both companies. Heddens said

that Sierra Club has information and that Ms. Amelia Schoeneman of Planning and Development is part of the work group and would potentially have more information. Kluge agreed more background information about large amounts of CO2 and each company's safety records is needed. Heddens and Grandinetti will try to gather information about the safety history of each company to discuss at the upcoming meeting.

Matos moved to table the letter until more information is needed, Pleis seconded. Roll Call Vote: Kluge yea, Pleis yea, Matos yea, Paschen nay. Motions passes (3-1).

8. Comments

a. Staff: None

b. Board: None

9. Adjournment

Dr. Paschen adjourned the meeting at 2:54 PM.

Approval of Minutes

Title and Date



EH/1

Environmental Health Director

Environmental Health

FLSA: E

Revised Date: November 1, 2022

JOB SUMMARY

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

MAJOR DUTIES

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

KNOWLEDGE REQUIRED BY THE POSITION

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

SUPERVISORY CONTROLS

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

GUIDELINES

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

COMPLEXITY/SCOPE OF WORK

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

CONTACTS

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

PHYSICAL DEMANDS/ WORK ENVIRONMENT

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

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

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

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

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

MINIMUM QUALIFICATIONS

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



JOB SUMMARY

This position performs varied specialized inspection and enforcement duties to ensure compliance with local and state environmental rules and regulations.

MAJOR DUTIES

- Performs inspections of new septic system installations and repairs to verify compliance with state and local codes; collects measurements and diagrams of system layouts using specialized software and hardware; maintains related records; issues permits as approved by Director; reviews permits to confirm septic sizing and location of structure; educates property owners on septic system use; assists contractors and homeowners with troubleshooting issues; collects samples for analysis; performs septic pumper inspections and completes related reports; reviews inspection reports for time of transfer related property transfers.
- Performs well site evaluations to determine proper placement of new wells and well pluggings; issues well construction permits; collects water samples for analysis and interprets results; inspects new wells to verify compliance with local and state code; inspects existing wells for condition and safety concerns; enters data to state website; enters data for grant requirements; performs GIS mapping functions.
- Performs annual and as-needed inspections of aquatic, tanning and tattoo facilities to verify compliance with local and state code and other health and safety requirements; prepares inspection reports and maintains related records.
- Performs other inspection and enforcement functions as assigned.
- Maintains records and maps related to manure management plans; assists in the review of new CAFO applications.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of local and state health codes.
- Knowledge of inspection and enforcement principles and practices.
- Knowledge of environmental health/science theories and practices.
- Knowledge of hydrology, soil science, and disease transmission.
- Knowledge of GIS.
- Knowledge of computers and job-related software programs.
- Skill in gathering, analyzing, and communicating data to a variety of stakeholders.
- Skill in the use of specialized tools and field equipment.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Environmental Health Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include local ordinances, state laws, grant guidelines, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied specialized inspection and enforcement duties. Strict regulations combined with the variety of inspections to be performed contributes to the complexity of the position.
- The purpose of this position is to enforce state and local environmental health regulations. Success in this position helps to ensure compliance with all relevant guidelines and contributes to the health of the environment and the general public.

CONTACTS

- Contacts are typically with coworkers, other county personnel, property owners, business owners, contractors, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate persons, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is primarily performed both in the field and office while intermittently standing, walking, climbing, or stooping. The employee frequently lifts light (24 pounds or less) objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather and on uneven terrain. The employee may be exposed to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field with a minimum of 30 semester hours of basic sciences, including life, natural, physical, health, or environmental sciences.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Iowa for the type of vehicle or equipment operated.
- Registered Environmental Health Specialist preferred.
- Ability to obtain Certified Pool Operator Certification.



EH/3
Administrative Assistant

Environmental Health

FLSA: N

Revised Date: November 1, 2022

JOB SUMMARY

This position provides administrative support for Environmental Health Department operations and performs related administrative, secretarial, and customer service duties.

MAJOR DUTIES

- Answers telephones, responds to email, and greets office visitors; provides information and assistance; refers to appropriate staff.
- Prepares and maintains confidential files, correspondence, and/or records.
- Balances and reconciles monies received; assists with department budget monitoring responsibilities and filing claims.
- May issue and approve permits, applications, and department forms.
- Maintains and updates department specific website or web-based forms; assists with social media posts.
- Maintains paper and electronic files, records and reports related to department business; performs data entry related to operations.
- Maintains office supplies and manages department maintenance related requests.
- Provides staff support to the Board of Health; prepares agendas and minutes for public meetings.
- Creates resolutions and ordinances for Board action.
- Maintains staff calendar and assists with scheduling.
- Receives, sorts and prepares incoming and outgoing mail; routes materials to county departments and cities as needed.
- Prepares various written correspondence, letters, mailings, and designs brochures, fliers and newsletters; proofreads various materials for staff.
- Assists in public outreach; coordinates radon awareness campaign and assists with other year-round outreach and promotion.
- Provides notary services for the department.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office policies and procedures.
- Knowledge of customer service principles and practices.
- Skill in the use of computers and job-related software programs.
- Skill in the operation of modern office equipment.
- Skill in oral and written communication.
- Skill in problem solving.
- Skill in prioritizing and scheduling work.

SUPERVISORY CONTROLS

The Environmental Health Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include local ordinances, state laws, grant guidelines and county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative and customer service duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for department operations. Successful performance contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other county employees, planners, business owners, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light (24 pounds or less) objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Ability to acquire license to be Notary in the State of Iowa.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Iowa for the type of vehicle or equipment operated.

The Environmental Health Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

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- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
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2023 HOLIDAY CALENDAR
(Story County Personnel Policies)
(PPME Labor Agreements)

New Year's Day	Monday, January 2, 2023
Martin Luther King Dr. Day	Monday, January 16, 2023
President's Day	Monday, February 20, 2023
Memorial Day	Monday, May 29, 2023
Independence Day	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023
Veteran's Day	Friday, November 10, 2023
Thanksgiving Day	Thursday, November 23, 2023
Friday after Thanksgiving	Friday, November 24, 2023
Two days at Christmas	Monday, December 25, 2023 Tuesday, December 26, 2023

Story County Board of Health Report

December 2022

YSS Prevention Services

Adolescent Pregnancy Prevention

- We are well into the second quarter of programming in the Boone and Story County schools.
- We are continuing to provide programming at both YRH and 712.
- We are looking at scheduling programming for the second semester.

Child Abuse Prevention

Five classes of the Second Stepchild Protective Unit were provided to 66 Colo-Nesco elementary students in September and finished in October.

Mental Health Services

At YSS' Family Counseling Clinic, we promote overall wellness through appropriate, evidence-based treatment interventions including Mental Health Therapy, Substance Use Counseling, Psychiatry and Medication Management. We continue to provide services in person and virtually, allowing flexibility for clients. In the last two months (October and November 2022) in Story County we provided:

- 661 mental health therapy appointments (133 individuals)
- 191 psychiatric and med management appointments (91 individuals)
- 102 substance use appointments (41 individuals)

A highlight is several therapists were trained in STEPPS (Systems Training for Emotional Predictability and Problem Solving) and a group was started at Ames High with five attendees so far. This therapy model is effective in teaching emotional regulation as well as coping strategies.

Mentoring

Mentoring provides school and community-based mentoring services to youth in Gilbert, Ames, Ballard, Nevada, and Collins Maxwell school districts in Story County. As of October 31, 2022 we had the following number of matches:

School-Based: 88

Community-Based: 32

Improving Tomorrow: Prevention Focused Mentoring Grant Activities

- Your Life Iowa Presentations
 - Provided 1 presentation to 26 people in October
- Substance Misuse and Problem Gambling Prevention Presentations.
Mentoring connections: prevention focused learning opportunities for mentors and caregivers
 - 1 Nicotine and Vaping presentation provided virtually to 7 people in November

Substance Abuse and Community Outreach Efforts

Below you will find a breakdown of all our efforts and where we have provided prevention education:

- Elementary:
 - Too Good for Drugs (TGFD) start date of January 9th, 2023, for Collins-Maxwell Elementary
- Middle School:
 - Project ALERT – an 11-week program focused on education, peer pressure resistance skills, and positive alternatives.
 - Project ALERT has a tentative start date for Ames Middle School February 20th, 2023
- Participated in local events at North Grand Mall: “Malloween,” and Downtown Ames trick or treating in October.
- Continuing substance use prevention programming at YRH and 712.
- Collaborated with Tough Topics group at Nevada High School. Students chose drugs and addiction as their first topic.

Strengthening Families Program (SFP) I was presented to families at the Ballard School and held in Slater at Ballard West. The Strengthening Families program started with 7 families and ended with 4 participating regularly. There was an evaluation conducted after the class and all families felt that they benefited from the program and learned new parenting skills. We received many donations from the local community about food, space, and volunteers to serve meals.

SFP is currently being offered in Nevada at the middle school with 8 families registered. This class will run September 22 – November 17, 2022.

Story County Prevention Policy Board (SCPPB)

YSS re-established the SCPPB board and reached out to current members to see if they wanted to still be on the board. YSS also contacted many new members on the suggestions of current members and increased the number of committee members. We have held three monthly calls (8-2-22, 9-7-22, and 10-4-22). During both meetings we discussed current substance and mental health issues affecting families and youth in Story County. Topics included but were not limited to: Iowa Youth Survey and results, increase in youth suicides (16 in Story County in 2021), community and agency forums being held to address issues (Opioid abuse, mental health needs, etc.), ASIST (Applied Suicide Intervention Skills Training) training now available in Story County, Hidden in Plain Site backpacks, and new businesses in Ames that sell tobacco and the impact to youth.

Youth Development

- The Ames Builders Club currently meets bi-weekly at Ames Middle School.
- Roland-Story Tough Topics is not currently meeting.
 - The guidance counselor is new. Staff are in contact to schedule and continue this program.

- Nevada Tough Topics is currently meeting weekly.
 - Current topic is about drugs and addiction.

YSS' Youth Employment Program

- We are providing weekly programming in Colo Nesco and Collins Maxwell Schools.
- We are providing weekly programming in 712 and YRH.
- We are collaborating with other Story County organizations to provide Future Ready Nights in the Story County Schools which are customized for the schools' needs.
- We collaborated with other Story County organizations to provide a middle school career fair at the Ames Public Library with over 100 youth and adults in attendance.

IMPACT Teen Club

- Teen Club is running in Collins-Maxwell and Colo-NESCO weekly.
- 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:
- *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. The curriculum we utilize for our community service projects is called Teen Outreach Program (TOP). It is a completely student lead curriculum and teaches them the skills they need to implement community service projects from start to finish. It also helps them to be able to identify what needs their community has.
- Colo-NESCO has made goodie bags for all middle/high school staff for appreciation. They also created kindness posters to hang around the school.
- Collins-Maxwell has begun to create and design animal toys for the Animal Rescue League.



Environmental Health Department
Administration Building
900 6th Street, Nevada, Iowa 50201

Phone 515-382-7240
www.storycountyiaowa.gov

Report to the Story County Board of Health December 6, 2022

Aquatic Program

FY 23:

- Boone County Pools are being added into our system and we are acquiring current contact information for the facilities in preparation for the upcoming inspections
- Laura & Kimberly passed their CPO certification exam and are good for 5 years, Matt renews in February
- Staff assisted other agencies:
 - Another pool not properly registered for its use was identified and our department is working with the state to bring it into compliance
 - Worked with City of Ames regarding waivers and construction plans for new development
 - Matt assisted another county health department with inspection training

Complaints & NOV

- 4 nuisance complaints received since last update
 - All were housing related issues in incorporated areas

Indoor Air Quality

- Working with Bryce to promote test kits as stocking stuffer ideas
- Working on our January promotion for radon awareness and testing – which includes having the BOH and BOS do a Proclamation

Onsite Program

- Permit Info (2022):
 - 79 New & 15 Alteration applications
 - 65 TOT inspections reviews
 - 150 tanks pumped for regular maintenance – plus 41 pumped due to TOT
- Pumper inspections have been completed and the report is being finalized
- Staff is working on ensuring maintenance contracts are in place as required by code, Laura has been updating our notification materials and process

Tanning Program

FY 23:

- Facility inspections will be beginning this season

Tattoo Program

FY 23:

- Boone county facilities have been added to our system and staff will begin routine annual inspection this winter.
- We are investigating a possible unregistered facility operating out of a home - ongoing

Well Program

▪ FY 23:

- 9 well permits issued (1 water supply, 5 geothermal, 3 test wells)
- 45 water samples (36 bacteria / nitrate, 9 arsenic / manganese)
- 7 wells plugged
- 2 Chlorinated
- 0 well rehab
- The GTC Q1 report was submitted October 28th and we just received notice of approval
- Laura has been working on revising promotional / informational materials for GTC
- We are working with IDNR and IHHS (formerly IDPH) to begin testing for PFAS in private wells in areas near sites IDNR found PFAS contamination. We hope to have IHHS approval to use GTC funds and promotional materials ready by the first of the year.

Joint Department Reviews

FY 23:

- 11 Plat & Survey Reviews
- 123 Reviews completed through Citizenseve:
 - 23 Interagency Reviews
 - 26 Plan Reviews
 - 70 Septic & Well Reviews
 - 4 Demolition Permits Reviewed

Department & Staff

- Staff has been involved with several internal county committees including; Safety team, Go Green, Watershed work group, Emergency planning.
- Laura continues her training and certifications so that she can begin to work more independently in the field. She is scheduled to take her CIOWTS course and exam later this week.
- The vacant part-time administrative position has been posted again and we are hoping to fill that position by the first of the year

Miscellaneous & Upcoming

- The Annual Septic Conference in Des Moines is January 11-12th and all staff typically attends
- The Annual Water Well Association in Altoona is January 26-27

Story County Board of Health Report



Prepared by Story County Public
Health – November 21, 2022

September & October 2022

Funding Source	Grant \$ Funded	Grant \$ Spent	Grant \$ % Spent
Population Health	\$210,762	\$44,079.13	21%

The 10 Essential Services – Putting Framework into Practice

Essential Service	Our Contribution	Numbers
1. Assess and monitor population health status, factors that influence health, and community needs and assets.	<ul style="list-style-type: none"> • United Way Surveys after services rendered, CHNA. • CADE investigations completed and education on future prevention completed. • Latent TB med management • Active TB med management • NAACP Health Committee – held “Health Conversations” at traditionally African American Church and initiated relationships to gather opinions, preferences, and disparities regarding health care in Story County. 	<ul style="list-style-type: none"> • Active TB: Continue DOT with 1 case. • Latent TB: Facilitated medications for 15 individuals. • CADE: 3 Campy, 1 Crypto, 1 Cyclo, 3 E.Coli, 1 Legionnaires, 1 Shig. Also 2 Salmonella – SCPH does not complete f/u with these. • Received feedback from 30+ African Americans in the community.

<p>2. Investigate, diagnose, and address health problems and hazards affecting the population.</p>	<ul style="list-style-type: none"> • Implementing FB/webpage changes for promotion of specialty months and easier accessibility. • Publicizing covid boosters and flu shot clinics. • Conducted skin TB testing. • Coordinated Monkeypox vaccine with ISU and facilitated one exposed individual's vaccinations/follow up. 	<ul style="list-style-type: none"> • Allocated thousands of covid vaccine to area partners. • Brought Flu and Covid vaccine to senior health clinics. 68 flu shots given there in September; 11 given in October. • Story County Employee Flu clinics and covid boosters. 46 flu & 28 covid on 10/13; 17 flu & 13 covid. • 5 TB tests conducted.
<p>3. Communicate effectively to inform and educate people about health, factors that influence it, and how to improve it.</p>	<ul style="list-style-type: none"> • Unlocking Brain Fitness – Keys to Dementia Prevention course. The course began with engaged and enthusiastic learners. • Utilizing MGMC social media to inform the community about different topics. 	<ul style="list-style-type: none"> • 8 participants. • Encouraged flu and covid vaccines during VFC clinics to VFC clients and family members. • Continuously answer phone calls on a variety of health-related topics – lice, rabies, Covid, food poisoning, etc.
<p>4. Strengthen, support, and mobilize communities and partnerships to improve health.</p>	<ul style="list-style-type: none"> • Providing occupational or physical therapy screenings at senior health clinics to promote fall prevention. • Researched and planned for Agriculture Safety Training in elementary schools. 	<p>22 senior health clinic participants interacted with OT/PT for fall screenings and education in September.</p>
<p>5. Create, champion, and implement policies, plans, and laws that impact health.</p>	<ul style="list-style-type: none"> • Monthly PHEP meetings. Hosted the September meeting at MGMC. 	

<p>6. Utilize legal and regulatory actions designed to improve and protect the public's health.</p>	<ul style="list-style-type: none"> • School immunization audits to ensure school age children are safe in schools. Many new school nurses this year – continued to grow relationships. • Educating CADE cases about isolation/exclusion. Completing accurate and thorough case investigations. 	<ul style="list-style-type: none"> • Completed immunization audits of all K-12 schools in Story County. Thirty-six schools across the 7 school districts in Story County. • Currently working on daycare immunization audits
<p>7. Ensure an effective system that enables equitable access to the individual services and care needed to be healthy.</p>	<ul style="list-style-type: none"> • VFC Clinics • Ensuring medical translation is available for non-English speaking clients. Providing literature in various languages. • Provided Covid and/or flu vaccines to home bound clients. 	<p>September – 51 VFC shots</p> <p>October - 141 VFC Shots</p> <p>Partnered with local translator for Spanish speaking clients.</p>
<p>8. Build and support a diverse and skilled public health workforce.</p>	<ul style="list-style-type: none"> • ISU student intern continues to work in our office and at outreach clinics. 	
<p>9. Improve and innovate public health functions through ongoing evaluation, research, and continuous quality improvement.</p>	<ul style="list-style-type: none"> • Mentoring PRN staff and ensuring they are competent. Reviewed competencies for all nurses. Continuous ongoing education to stay up to date with HAN alerts, changing ACIP recommendations and VFC regulations. 	

10. Build and maintain a strong organization infrastructure for public health.

- Collaborating with BOH and updating them on SCPH events and funding.
- Built team camaraderie by making a scary Halloween pumpkin. "Avian Ann"



GUIDANCE MEMORANDUM

To: Dr. John Paschen, MD – Chair & Board Members, *Story County Board of Health*
From: Ethan Anderson & Josh Duden, *Assistant Story County Attorneys*
Date: November 4, 2022
Subject: Board of Health Involvement with Political Issues via Issue Statements

A request for legal guidance related to whether the Story County Board of Health “can become more involved in political issues” was previously made by representatives of the Story County Board of Health. Specifically, the Chair of the Story County Board of Health requested guidance on whether the Board of Health is “able to put out statements.” Pursuant to Iowa Code section 331.756(7) (2022),¹ this Memorandum is provided to help answer those questions and advise caution based upon the narrow distinction between lobbying and advocacy under Iowa law.

1. BACKGROUND.

The Story County Board of Health (“BOH”) has “jurisdiction over public health matters within the county.” Iowa Code § 137.103(2). The BOH’s authority is also codified by ordinance in Story County Code of Ordinances. *See, e.g.*, Story Cty. Code of Ordinances ch. 72. And its authority is clarified by statute, which provides the following mandatory, relevant duties that are to be carried out by Iowa’s local boards of health:

- a. Enforce state health laws and the rules and lawful orders of the state department.
- b. Make and enforce such reasonable rules and regulations not inconsistent with law and the rules of the state board as may be necessary for the protection and improvement of the public health.

...

(2) Rules of a county board shall become effective upon approval by the county board of supervisors by a motion or resolution . . . and publication in a newspaper having general circulation in the county.

...

(4) Before approving any rule or regulation the local board of health shall hold a public hearing on the proposed rule. Any citizen may appear and be heard at the public hearing. A notice of the public hearing, stating the time and place and the general nature of the proposed rule or regulation shall be published in a newspaper having general circulation as provided in section 331.305 in the area served by the local board of health.

Iowa Code §§ 137.104(1)(a), (b)(2), (b)(4).

¹ Iowa Code section 331.756(7) states the county attorney is to “Give advice or a written opinion, without compensation, to the board and other county officers and to township officers, when requested by an officer, upon any matters in which the state, county, or township is interested, or relating to the duty of the officer in any matters in which the state, county, or township may have an interest, but the county attorney shall not appear before the board at a hearing in which the state or county is not interested.”

In short, the BOH's statutory mandate is to enforce "state health laws", "rules," or other lawful orders, to "protect" and "improve" Story County's public health through its rules and regulations; however, the BOH may only adopt such "rules and regulations" when the board of supervisors approves of the same following a motion or resolution, publication in a newspaper, and after the BOH has held a public hearing on the matter. *See id.* The primary point then is that the BOH's positions that are to be substantive in nature require a rule or regulation to be adopted first, which may only be done after the board of supervisors approves the same. *Id.* at §§ 137.104(1)(b)(2), (b)(4).

2. ADVOCACY VERSUS LOBBYING.

Importantly, the BOH is an "agency" for purposes of Iowa's governmental ethics and lobbying law. *See* Iowa Code § 68B.2(1). Because of this, the BOH is generally not permitted to lobby on behalf of any specific cause or issue, and its membership is not permitted to lobby either – especially when they are not registered as a lobbyist – as they are likely considered to "serve" or are otherwise "designated representatives" of the BOH. *See* Iowa Code §§ 68B.2(13)(a)(3), 68B.5A. Nevertheless, with this in mind, the BOH is permitted to "advocate" for public health initiatives. *See* Deborah Thompson & Emily Sadecki, *Executive Summary - Speak Up, Public Health*, Iowa Dep't of Pub. Health, 11 (Oct. 19, 2016).

Given the BOH is required to follow the rules and directives of the Iowa Department of Public Health ("IDPH") (*see* Iowa Code § 137.103(1)(a)), IDPH guidance is helpful here. The IDPH distinguishes "advocacy" – which the BOH may engage in – with "lobbying," which it is not allowed to engage in. *Id.* "Advocacy" "Involves the general education of community, business,[] elected, and appointed policy-makers on issues and community sentiment, not tied to particular legislation." *Id.* Put another way, "Advocacy" is the act of educating another on public health issues, where lobbying seeks to influence particular policy actions. *Id.*

Because advocacy is permitted by the BOH, statements may be issued when its purpose is to educate the public about an issue of public health importance. However, such statements would likely be impermissible if issued in response to a political matter outside the scope of its mandate.

To that end, because the "line" is substantially murky, the position or issue statements issued by the BOH should be permitted only after the BOH members discuss the issues at their meeting and vote to take a unified position on the BOH's behalf. This distinction is necessary to accurately reflect the BOH's views as a body, rather than the views of the individual. *See* Heather Bombei, LISW, *Email to Kimberly B. Grandinetti*, IOWA DEP'T OF PUB. HEALTH (Apr. 1, 2022). Further, should a position statement plan to be issued by the BOH, it should be cautious to ensure it does not inadvertently become a position of political lobbying. Because the BOH's mandate is, in pertinent part, to adopt rules and regulations to advance, or promote, public health initiatives in the County, the best avenue for such statements would be through a resolution, motion, or rule, as set forth in Iowa Code section 137.104(1)(b)(2).

CONCLUSION & RECOMMENDATION

While the law provides a slight space for the BOH to issue position statements on matters of public health importance, those statements frequently near a line of impermissible political policy statements, which are not permitted. Consequently, because of the fine-line between what is permissible and what is not, the BOH's best avenue for issuing any statement is by resolution or rule, with the same being submitted for adoption and approval by the board of supervisors in accordance with Iowa Code section 137.103(1)(b)(2). *See supra* at p. 1.

Note, this Memorandum contains legal conclusions and/or opinions based upon the understanding of the law at the time in question based upon the materials referenced within the document itself. Please remember that this Memorandum is an informal opinion based only upon the facts provided and the current law referenced herein. In the future, the County Attorney's Office may take a position contrary to the opinions stated within this Memorandum, as this Memorandum is not binding in any way on the County Attorney's Office's future advice or position on the matter. If you have any additional questions, please do not hesitate to reach out directly to the civil Assistant Story County Attorney.

ADDITIONAL MATERIALS TO REVIEW FOR GUIDANCE (IF NEEDED)

Statutes.

Iowa Code ch. 137 (2022).

(Available at: <https://www.legis.iowa.gov/docs/ico/chapter/137.pdf>).

Regulations.

641 Iowa Admin. Code ch. 77 (2022) (beginning at page 1045).

(Available at: <https://www.legis.iowa.gov/docs/iac/agency/07-27-2022.641.pdf>).

Websites & Other Materials.

<https://www.storycountyiowa.gov/336/Board-of-Health>

<https://www.jasperia.org/DocumentCenter/View/402/Guidebook-for-Local-Public-Health---Iowa?bidId=>

https://idph.iowa.gov/Portals/1/Files/LPHS/LBOH%204_lboh.pdf

<https://www.iowacounties.org/wp-content/uploads/2013/06/board-of-health-presentation-303.pdf>

https://www.google.com/search?q=political+statements+by+local+board+of+public+health+iowa&rlz=1C1GCEU_enUS956US956&sxsrf=ALiCzsZwxsS6sRtjYIHASpE4E7Nx9qBXqg:1658971347737&ei=0-ThYrraLMalptQP76CRmA4&start=20&sa=N&ved=2ahUKEwj6j_utZr5AhXGkokEHW9QBOM4ChDw0wN6BAgBEEs&biw=1920&bih=937&dpr=1

<https://iowapha.org/public-health-advocacy/>

2023 Meeting Schedule

Story County Board of Health

All meetings will begin at 2:00 p.m. and will be held at the
Story County Administration Building
900 6th Street, Nevada, Iowa 50201

Meeting Date/Location	Submittal Deadline	Agenda Posted
February 7 Public Meeting Room 2nd Floor	January 30	February 3
April 4 Public Meeting Room 2nd Floor	March 27	March 31
June 6 Public Meeting Room 2nd Floor	May 30	June 2
August 1 Public Meeting Room 2nd Floor	July 24	July 28
October 3 Public Meeting Room 2nd Floor	September 25	September 29
December 5 Public Meeting Room 2nd Floor	November 27	December 2

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December 5 Public Meeting Room 2nd Floor	November 27	December 2



PROCLAMATION *Radon Awareness Month*

January 2023

WHEREAS, radon is a colorless, odorless, naturally occurring radioactive gas that threatens the health of our citizens; and,

WHEREAS, radon is the second leading cause of lung cancer deaths in the United States and the number one cause among non-smokers; and,

WHEREAS, 1 in 15 homes across the U.S. has an elevated radon level; and,

WHEREAS, any home in Story County may have an elevated level of radon, even if other homes in the same neighborhood do not; and,

WHEREAS, testing for radon is simple and inexpensive; and,

WHEREAS, identified radon problems can be fixed; and,

WHEREAS, educating Story County residents about how radon can adversely impact personal health; and,

WHEREAS, Story County, Iowa and the U.S. Environmental Protection Agency are supporting efforts to encourage Americans to test their homes for radon, mitigate elevated levels of radon, and build new homes with radon-resistant materials and features.

THEREFORE, The Story County Board of Health does hereby proclaim the month of January 2023 as “RADON AWARENESS MONTH” and encourages the citizens of Story County to educate themselves and others on radon awareness, test their home for radon, mitigate elevated levels of radon, and build new homes with radon-resistant techniques.

Signed this 6th day of December, 2022.

John Paschen, MD, Chairman, Story County Board of Health

PROPOSED ENVIRONMENTAL HEALTH FEES FOR 2023

Septic / Well / Radon	Fee Amount
Septic Permit	\$ 150.00
Alteration Permit	\$ 50.00
Alteration Permit (non-treatment)	\$ 30.00
Soil Evaluation	\$ 125.00
Well Permit	\$ 125.00
DNR Well Permit	\$ 25.00
Trip Fee	\$ 25.00
Radon Test Kit	\$ 10.00

Tanning & Tattoo	Inspection Fee
Tanning Device – per Bed/ Cap of \$330/ Facility	\$ 33.00
Tattoo	\$ 250.00

Pools & Spas	Inspection Fee
Swimming pool or leisure river, surface area less than 1500 ft ²	\$ 170.00
Swimming pool or leisure river, surface area 1500 ft ² or greater	\$ 270.00
Wave pool	\$270.00
Water slide and plunge pool	\$ 270.00
Spa	\$ 170.00
Wading pool less than or equal to 500 ft ²	\$ 50.00
Wading pool greater than 500 ft ²	\$ 90.00
Residential swimming pool used for commercial purposes	\$ 50.00
Special Inspection Fee	\$20.00 in 30-minute increments or fraction thereof including travel time round trip from the office of the Inspection Agency to the facility +\$0.50 per mile round trip from the office of the Inspection Agency to the facility.

Water Slides	Inspection Fee
Each additional water slide into a plunge pool	\$ 75.00
Water slide into a swimming pool	\$ 175.00
Each additional water slide into a swimming pool	\$ 75.00

PROJECTED REVENUES FY-2024
DEPARTMENT 23: ENVIRONMENTAL HEALTH (SANITARIAN)

01000 - General Basic 03000 - Physical Health & Social Services

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-24 SUBTOTAL	FY-24 PROJECTED REVENUE	FY-23 RE-ESTIMATE REVENUE	FY-23 ESTIMATED REVENUE	FY-22 ACTUAL	FY-21 ACTUAL	FY-20 ACTUAL	FY- 22 21 20 AVERAGE actual received
01000 03000 2624 23	Well Testing & Abandonment FY23 grant contract increased to \$50,500 projected to stay the same for FY24 *Used 3 year average to re-estimate for FY23, plus extra for PFAS	50,500	50,500	35,500	50,500	21,649	29,659	27,968	26,425
01000 03000 2710 23	Other State Grants Septic pumper inspections (contract with DNR) AAA (Marshall Co.) - No longer insp this county Kopel (Marshall Co) - No longer inspec this county Draintech -three trucks Draintech - 289,869 gallons septage land applied x \$7/1,000 gal Figures based on last year's pumper reports	0 0 550 2,020	2,570	2,570	3,170	3,766	3,264	3,165	3,398
01000 03000 3310 23	Sewage/Septic Permit New septic permits 80 X \$150 County site reviews 20 X \$125 Repair septic permits 30 X \$25	12,000 2,500 750	15,250	15,000	16,880	10,975	17,055	22,175	16,735
01000 03000 3320 23	Water Well Permits DNR fee, collected by county, and paid to IDNR quarterly (20 wells X \$25) County fee which covers site review and well permit (20 wells X \$125) *Used 3 year average to re-estimate for FY23	500 2,500	3,000	2,600	3,000	2,400	1,950	3,450	2,600
01000 03000 5390 23	Other Health Fees Pool inspection program as per IDPH fee schedule Tattoo inspection program - 10 establishments X \$250 Tanning - 20 Facilities (\$33/bed) Radon test kits 50 X \$10	14,100 2,500 1,500 500	18,600	17,000	18,250	16,667	8,822	13,275	12,921
01000 03000 8190 23 35	Donation - Other Septic Grant	75,000	75,000	75,000	150,000				
01000 03000 8490 23	Miscellany	0	0	0		2,873		25	1,449
TOTALS		164,920	164,920	147,670	241,800	58,330	60,750	70,058	63,046

Approved by the BOH for recommendation to the BOS on 12/6/22

Prepared by Kimberly Grandinetti

FY-2024 BUDGET EXPENDITURE REQUEST

DEPARTMENT 23: ENVIRONMENTAL HEALTH (SANITATION)						
03020						
ACCOUNT NUMBER	ACCOUNT DESCRIPTION/NARRATIVE	FY-24 SUBTOTAL	FY-24 PROJECTED EXPENSE	FY-23 RE-EST EXPENSE	FY-23 ESTIMATED EXPENSE	3 YEAR ACTUAL AVERAGE 20-22
01000-03020-100-23-8	Salaries, Pay Plan Staff (TBD by Auditor) Environmental Health Director Environmental Specialist Environmental Specialist Office Coordinator (PT 24/wk) FY24 estimate with step increases at fiscal year factored in	89,199 69,680 60,073 26,468	245,420	232,000	234,300	219,681
01000-03020-100-23-9	Extra Help (non-budgeted grant requiring temp help) none planned	0	0	0	0	0
01000-03020-104-23	Overtime Pay	0	0	0	0	0
01000-03020-106-23	Taxable Fringe Benefits Taxable meal costs during out of town travel that is not overnight (10 meals X \$15) Reimbursement - Remove admin phone Reimbursement - Remove Env Specialist's cell phone/data plan	150 0 0	150		210	385
02000-03020-110-23	FICA (TBD by auditor)	17,600	17,600	17,600	18,400	16,998
02000-03020-111-23	IPERS (TBD by auditor)	22,100	22,100	22,100	22,700	21,048
01000-03020-113-23	Employer's Flex Benefits (TBD by auditor)	6,100	6,100	6,100	6,100	5,982
01000-03020-114-23	Employee's Insurances (TBD by auditor)	27,400	27,400	26,000	34,600	31,348
01000-03020-120-23	Board of Health Supplies and mileage for board members (100 miles X \$0.50) plus materials for new members	50	50		50	71
Line Item TBD by BOS	Vehicle New department Vehicle Will replace the 2013 Tahoe - New/used vehicle will have less mileage, be smaller, more fuel efficient, hybrid model to in sync with the county's Green Initiative for county vehicles	40,000	40,000			
01000-03020-250-23	Vehicle Fuels/Maintenance 2013 Chevy Tahoe fuel (6,000 miles/year @ 18 mpg =278 gallon/ year; 278 gal x \$3.00/gal = \$834/year) Tahoe scheduled maintenance (2 oil/filter change @ \$90, 2 tire rotates @ \$45, 10 washes @ \$10, air filter @\$30) Unanticipated Repairs Maintenance history: 2017 paid \$900 for breaks, 2018 paid \$75 for windshield leak, 2019 paid \$700 for new tires, 2021 paid \$158 for seals on tires. 2021 mileage: 134,500 Current mileage: 139,000.	850 400 400	1,650	1,400	2,000	1,454

03020 DEPARTMENT 23: ENVIRONMENTAL HEALTH (SANITATION)						
ACCOUNT NUMBER	ACCOUNT DESCRIPTION/NARRATIVE	FY-24 SUBTOTAL	FY-24 PROJECTED EXPENSE	FY-23 RE-EST EXPENSE	FY-23 ESTIMATED EXPENSE	3 YEAR ACTUAL AVERAGE 20-22
01000-03020-260-23	Office Supplies Estimated office supplies (paper, pens, envelopes, etc) Field work supplies (PPE, wipes, pool chemicals, reagents, insecticide) Three GIS Arcview maintenance contracts (three paid by IT) Boots at \$150/field staff x 1 Septic/well outreach, postcards, letters to 4,000 addresses, pamphlets, etc. Training materials, flyers, brochures for industry trainings to be held, outreach related to watershed workgroup activities or radon Payment services (card reader) Unexpected supplies (i.e. computer related)	250 180 0 150 300 200 350 250	1,680	1,580	1,580	984
01000-03020-284-23-35	Grant Pass Thru: Septic Grant *Started FY23	75,000	75,000	75,000	150,000	
01000-03020-400-23	Legal Notices Publication of notices (regulation changes, AFO publications) Five publications @ \$70 Printing Summaries for anticipated ordinances/updates -potential 1 publications @ \$400	350 400	750	700	1,150	318
01000-03020-412-23	Postage & Mailing USPS: Mailing reports, water samples, AFO notification, certified mail, etc. Use rounded three year average Septic maintenance reminder / GTC outreach / Enforcement mailings UPS shipping of water samples - No longer paid by State Hygienic Lab, with promotion expect an increase in sampling	900 1,500 450	2,850	3,000	3,270	867
01000-03020-413-23	Employee Mileage & Expenses Personal vehicle use 400 total miles X \$0.50	200	200	100	200	155
01000-03020-414-23	Communication Services Communications costs as per IT (includes Aureon \$91/mo) - 5% increase aureon incl. US Cellular - covers Sanitarian's cell phone 515-450-3490 @ \$47/month	1,150 600	1,750	1,500	2,030	2,302
01000-03020-422-23	Education & Training Iowa Onsite Wastewater Association -Annual conference 3 @ \$150 registration Onsite Wastewater Training Center of IA (DMAACC) specialized workshops (\$250 x 4 classes) IEHA annual conference 3 @ \$150 Annual Iowa Water Conference - 1 @ (\$150 + \$300 room and board location undetermined) Bloodborne Pathogen Recertification (\$25 x 3 people) EH industry meetings for updates and trainings (installers, realtors, TOT, etc) National Environmental Health Association Annual Conference Administrative Assistant II training *FY23 was amended to account for some additional training needed due to new staffing	450 1000 450 450 80 100 2500 150	5,180	4,500	3,090	775
01000 03020 434 23	Well Permits 20 wells X \$25 per well Comment: flow through money. Well construction applications require payment to Story County and IDNR. We collect full payment from applicant and submit a check to the IDNR on a quarterly basis for \$25/well permit issued.	500	500	500	500	450

DEPARTMENT 23: ENVIRONMENTAL HEALTH (SANITATION)						
03020						
ACCOUNT NUMBER	ACCOUNT DESCRIPTION/NARRATIVE	FY-24 SUBTOTAL	FY-24 PROJECTED EXPENSE	FY-23 RE-EST EXPENSE	FY-23 ESTIMATED EXPENSE	3 YEAR ACTUAL AVERAGE 20-22
01000 03020 442 23	Groundwater Protection Fund (Well Rehab) Grants to Counties water well program promotion (lump sum of \$1,000) Grants to counties water well training (lump sum of \$1,000) Grants to Counties water well program supplies (lump sum of \$500) Well plugging, cistern plugging, well rehabilitation, shock chlorination, assessments - FY23 grant increased to \$50,500, assume same for FY24 (final grant amount for FY24 to be determined by Iowa Department of Public Health in June, 202). The breakout is 75% for tangible program costs (training, supplies, program promotion, well plug, well rehab & well testing) and 25% for administrative costs. This line represents 75% of the total grant amount. The remaining 25% is already included (NOT itemized) in the other lines such as vehicle expenses, office supplies, lab, etc.	1,000 1,000 500 35,375	37,875	20,100	30,300	11,938
01000 03020 444 23	Equipment Rent/Maint Miscellaneous equipment maintenance estimate (probes, tapes, torches, tools, pool meters, camera, pool kit supplies, GPS mount) Catalyst 30 Subscription for GNSS receiver (\$117/mo - unlimited usage, 10" accuracy) Marco printer/scanner/copier - Currently avg \$65/month - no longer share with P&D	400 1,400 780	2,580	2,550	2,550	653
01000 03020 480 23	Dues & Memberships National Environmental Health Association membership (\$100 X 2 memberships) Iowa Ground Water Association member (\$30 x 2 memberships) Iowa Environmental Health Association (agency membership) Iowa On-site Wastewater Association (agency membership) National Environmental Health Association CIOWTS renewal every 2 years (\$95 x 1 people) National Environmental Health Association RS/REHS certification renewal -renews every 2 years (\$130 for one) National Association for County & City Officials Annual Registration	200 60 240 280 95 0 560	1,435	1,300	1,200	769
01000 03020 486 23	Lab Services Water quality testing for surface and groundwater (includes but is not limited to CBOD, TSS, total coliform bacteria, nitrates, spot check perchlorate, arsenic, fluoride, sulfate, etc.) . Slight increase to lab services due to promotion of GTC, water shed workgroup initiatives. A lot of this testing is covered by the GTC program. (used 3 year average and rounded up to nearest thousand) Radon test kits 100 X \$8 50% reimbursed by walk in kit purchases	5,000 800	5,800	5,800	6,300	4,407
01000 03020 636 23	Office Equipment & Furniture		0	0	0	175
		0				
TOTALS		496,070	496,070	421,830	520,530	315,154
Totals - no HR		177,450	177,450	118,030	204,430	
Prepared and submitted to BOH by Kimberly Grandinetti 12/6/22						