

The Board of Supervisors met on 4/24/20 at 10:00 a.m. in the Story County Administration Building. Members present: Linda Murken, Lisa Heddens and Lauris Olson, with Murken presiding. (all audio of meetings available at [storycountyiowa.gov](http://storycountyiowa.gov)). Murken read the special note to the public: due to recommendations to limit gatherings to no more than ten (10) people in order to help slow the spread of the COVID-19 virus, public access to the meeting will be provided via conference call originating from the Story County Administration Building.

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

**STATEMENT EXPLAINING WHY A MEETING IN PERSON IS IMPOSSIBLE OR IMPRACTICAL, PER CODE OF IOWA §21.8.1** – In order to slow community spread of COVID-19, no more than ten people can attend a Board meeting; anyone may join via conference call.

**STATEMENT OF NECESSITY OF MEETING TO BE HELD ON LESS THAN 24-HOUR'S NOTICE PER CODE OF IOWA §21.4.2(b) - IF NECESSARY** – 24-hour notice was given for this meeting.

**RETURN TO WORK DATE, CURRENTLY SET FOR 5/1/20** – Murken reported on her proposal. Heddens spoke about items to consider and future measures to consider when there is a resurgence of the virus. Olson concurred and stated the Board can discuss each item of Murken's proposal. Discussion took place. Lucy Martin, Auditor, reported on the process for in-person absentee voting. Olson noted the differentiation between staff returning to the workplace and opening buildings to the public. Murken stated the issues are intertwined concerning precautions. Additional discussion took place. Murken stated there is no one-size-fits-all solution for the various departments and offices. Benchmarks based on data make sense, not a specific date. Murken read her proposal. Heddens stated it is a good living document that can be updated as needed. Olson made one correction. Michelle Bellile, Clerk, asked for clarification on quarterly and annual reports. Olson moved, Heddens seconded to accept the proposal with suggested edits and additional benchmarks. Roll call vote. (MCU)

Heddens moved, Olson seconded to adjourn at 11:05 a.m. Roll call vote. (MCU)

Story County Board of Supervisors  
Agenda for Special Meeting  
4/24/20

1. Originating From Administration Building, Story County Public Access Provided Via Conference Call

SPECIAL NOTE TO THE PUBLIC: Due to recommendations to limit gatherings to no more than ten (10) people in order to help slow the spread of the COVID-19 virus, public access to the meeting will be provided via conference call to listen to the meeting.

Members of the public who would like to call in:

- Dial 515-603-3144
- Enter 895791# when prompted for the access code

\*\*We ask that you mute your phone if possible.

Audio recordings of all Board meetings will be posted on our website [www.storycountyiowa.gov](http://www.storycountyiowa.gov) shortly after the meeting is concluded. You may access these recordings at any time by clicking on the Meetings and Agendas button on the home page.

\*\*If you have called to listen to the Board of Supervisors meeting and you have a question or comment, You can now text us during the meeting at 515-451-7293

2. CALL TO ORDER: 10:00 A.M.
3. ADOPTION OF AGENDA:
4. STATEMENT EXPLAINING WHY A MEETING IN PERSON IS IMPOSSIBLE OR IMPRACTICAL, PER CODE SECTION 21.8.1
5. STATEMENT OF NECESSITY OF MEETING TO BE HELD ON LESS THAN 24 HOUR'S NOTICE PER CODE SECTION 21.4.2(B) - IF NECESSARY
6. UPDATES ON COVID-19
  - a) Staff
  - b)Supervisors
7. DISCUSSION AND CONSIDERATION OF ITEMS BROUGHT BEFORE THE BOARD WITH REQUEST FOR IMMEDIATE ACTION:
  - I. Discussion And Consideration Of Return To Work Date, Currently Set At May 1, 2020 - Board Of Supervisors  
  
Department Submitting Board of Supervisors
8. OTHER ITEMS:
9. PUBLIC COMMENT #1:

This comment period is for the public to address topics on today's agenda
10. ADJOURNMENT:

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



1. Accept Auditor's plan to use main lobby in the Administration Building for early voting site starting May 4 through June 1, while keeping other parts of the building closed to the public. Continue to allow access by appointment to individuals when essential services cannot be provided any other way, and encourage them to wear face masks.
2. Continue to keep Human Services Center, Secondary Roads buildings, Conservation Center and the remainder of the Administration Building closed to the public, except by appointment, until further notice. Continue to keep Justice Center open to allow access to Courts, while continuing to restrict access to Sheriff's Office, Jail and County Attorney's Office. Re-evaluate weekly.
3. Instruct Department Heads and ask Elected Officials to continue to allow employees to work from home when possible, and to require other employees to come to the workplace as needed in order to avoid major backlogs and to continue to serve the public when they can do so while maintaining social distancing. Encourage use of staggering employees work hours to minimize exposure potential in the workplace. Begin to develop plans with Human Resources for eventual return to workplace of all employees.
4. Suggest additional precautions to be implemented by Elected Officials/Department Heads as they apply to their operations, as follows:

PRECAUTIONS TO HELP REDUCE THE SPREAD OF COVID-19  
WITHIN STORY COUNTY GOVERNMENT OPERATIONS

**Personal –**

Develop policy/guidelines for staff wearing face masks in the workplace and when dealing with members of public

Encourage frequent hand washing, use hand sanitizer when it's not possible to wash hands

**Surfaces –**

Prop doors open, even if office isn't open to the public, so don't have to touch doorknobs

Use a sanitizing wipe whenever touching doorknobs or light switches

Consider having one person in each office open all the doors and turn on the lights every morning, and another person closing down at end of day, to eliminate frequent touching

Continue to wipe down surfaces frequently with sanitizer

**Barriers –** install plexiglass shields between workstations that are close, at counters

**Pens –** upgrade for digital signatures (wipe down after use), or give pens away

**Seating –** eliminate seating in waiting rooms; consider how you will manage lines to maintain social distance when we re-open to the public

**Signage –** update as conditions change

**Limit in-person contact –** Continue to hold meetings by conference call or other means

The Supervisors also adopted the following benchmarks to guide decision-making about employees returning to the workplace and re-opening our buildings to the public:

1. Data reflects a 14 day downward trajectory of new COVID-19 positive cases;
2. All precautions to help reduce the spread of COVID-19 within Story County Government Operations are in place; and
3. No unanticipated events or trends have occurred which would suggest reconsideration of moving forward.

**APPROVED** **DENIED**  
Board Member Initials: AM  
Meeting Date: 4-24-2020  
Follow-up action: \_\_\_\_\_  
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