



HARDIN COUNTY
Board of Supervisors

Monday, December 23, 2019

1. 9:00 A.M. Meeting To Discuss IT Position
Courthouse Large Conference Room
2. 10:00 A.M. Call To Order
Courthouse Large Conference Room
3. Pledge Of Allegiance
4. Approval Of Agenda
5. Approval Of Minutes

Documents:

[12-16-2019 MINUTES_BUDGET.PDF](#)
[12-17-2019 MINUTES_COMP BOARD.PDF](#)

6. Approval Of Claims For Payment

Documents:

[VENDOR PUBLICATION REPORT 12-23-19.PDF](#)

7. Utility Permits & Secondary Roads Department
8. Motion To Approve Amended 28E, Re: Greenbelt Home Care

Documents:

[THIRD AMENDED GHC JOINT VENTURE AGREEMENT.PDF](#)

9. Adoption Of Budget Amendment

Documents:

[RECORD OF HEARING AND DETERMINATION ON BUDGET AMENDMENT.PDF](#)

10. Appropriations Resolution Amendment

Documents:

[APPROPRIATIONS RESOLUTION AMENDMENT.PDF](#)

11. Action On Wellness Committee Recommendation

Documents:

[WELLNESS COMMITTEE RECOMMENDATION.PDF](#)

12. Change Of Status - Conservation Department

Documents:

[CHANGE OF STATUS - CONSERVATION.PDF](#)

13. Change Of Status – IT Department

14. Approve Updated IT Department Job Description

15. Approve Updated Environmental Health Specialist Job Description

Documents:

[ENVIRONMENTAL HEALTH SPECIALIST JOB DESCRIPTION.PDF](#)

16. Public Comments

Documents:

[HARDIN COUNTY POLICY FOR PUBLIC COMMENT.PDF](#)

17. Other Business

18. Adjournment/Recess

HARDIN COUNTY BOARD OF SUPERVISORS
MINUTES – DECEMBER 16, 2019
MONDAY - 2:00 P.M.
COURTHOUSE LARGE CONFERENCE ROOM

At 2:00 p.m. a meeting was held with County Economic Development Director Angela De La Riva regarding the FY 2020/2021 budget. Present: Supervisors Reneé McClellan and BJ Hoffman; Angela De La Riva and Angela Silvey. Supervisor Lance Granzow was absent.

De La Riva presented a draft of the Economic Development budget. Discussion topics included small-scale study expenses, signage grants, JobsEQ, and adding line items to the budget. No action taken.

Hoffman moved, McClellan seconded to adjourn. Motion carried.

Reneé McClellan, Chair
Board of Supervisors

Jessica Lara
Hardin County Auditor

HARDIN COUNTY BOARD OF SUPERVISORS
MINUTES – DECEMBER 17, 2019
TUESDAY - 9:30 A.M.
COURTHOUSE LARGE CONFERENCE ROOM

At 9:30 a.m. the Board met with the Hardin County Compensation Board regarding Supervisor salaries for FY 2020/2021. Present: Supervisors Reneé McClellan; Lance Granzow and BJ Hoffman; and Diane Meier, Ben Cutler, Dave Rubow, Sherry Granzow, Jeremiah Andrews, Justin Weber, Greg Salvo, and Angela Silvey.

Hoffman opened the meeting by advocating for increased compensation for County Sheriff Dave McDaniel. McClellan and Granzow also supported an increase.

As for Supervisor compensation, Hoffman and McClellan cited the amount of time spent on drainage district matters as reason for an increase. Granzow acknowledged with County health insurance costs now comparable to businesses' costs, he would also entertain an increase. Hoffman suggested Supervisor compensation be in line with Wright or Hamilton County numbers.

The meeting concluded at 9:46 a.m.

Reneé McClellan, Chair
Board of Supervisors

Jessica Lara
Hardin County Auditor

Claims Paid - December 23, 2019

Alliant Energy	\$3,850.86
Bauer Built Tire	\$2,790.40
Black Hills Energy	\$141.77
Buckeye Fire Department	\$1,000.00
Builders FirstSource	\$19.98
Cam Spray	\$32.01
Campbell Supply Co	\$704.91
CenturyLink	\$17.24
CenturyLink	\$526.97
City of Iowa Falls	\$31.43
Concrete Inc	\$534.44
ConvergeOne, Inc	\$2,465.20
Crosser Electric Inc.	\$317.70
Des Moines Stamp Mfg Co	\$71.00
GATR of Des Moines, Inc	\$260.00
GECRB/AMAZON	\$1,479.01
Grundy Co. Memorial Hospital	\$764.65
Hardin Co Tire & Service Inc	\$144.00
Holiday Inn Des Moines Airport	\$732.48
Humboldt Mfg. Co.	\$3,944.00
Hy-Vee	\$89.46
IACCS	\$230.00
Iowa Communities Assur. Pool	\$225.00
Iowa One Call	\$47.70
Iowa Prison Industries	\$989.20
J & T Plumbing & Heating	\$255.53
John Deere Financial	\$151.96
Lawson Products Inc	\$1,515.42
Martin Marietta Aggregate	\$518.17
McFarland Clinic	\$768.00
Mid-America Drilling	\$30,131.25
Midland Power Cooperative	\$182.18
Midland Power Cooperative	\$1,369.81
Murphy Tractor & Equipment	\$290.13
NAPA Auto Parts	\$29.59
Quality Automotive Inc	\$36.50
RC Systems- Waterloo Office	\$10,212.50
Safety-Kleen Corporation	\$10.00
Schumacher Elevator Co.	\$509.63
Scott's Sales Co	\$540.00
Staples	\$43.55
Storey Kenworthy	\$154.18
Summit Food Service LLC	\$4,006.86
Terry's Truck & Trailer, LLC	\$2,270.18
Thomson Reuters - West	\$54.56
Times Citizen	\$411.84
Wilcox Equipment	\$49.98
William J Hoffman	\$188.10

Grand Total \$75,109.33

Renee McClellan, Chair
Board of Supervisors

Jessica Lara
Hardin County Auditor

**THIRD AMENDED AND REINSTATED ARTICLES OF
AMENDMENT OF JOINT VENTURE AGREEMENT FOR THE
CREATION OF GREENBELT HOME CARE**

This Third Amended and Reinstated Articles of Amendment of the Joint Venture Agreement (the "Agreement") for the creation of Greenbelt Home Care (original joint venture agreement dated August 5, 1998, recorded August 12, 1998, Inst. No 2956 in the Year 1998, Office of the Hardin County Recorder and amended the 31, day of March, 2005, and filed with the Secretary of State, April 13, 2005) dated this _____ day of December, 2019, by and between the following parties, to-wit:

1. Hardin County, Hardin County Board of Health
2. City of Eldora
3. Greenbelt Home Care

for the purpose of continuing the Joint Venture Agreement for the Creation of Greenbelt Home Care entered into and restating and amending the same, the parties make the following recitations:

WHEREAS, certain Parties entered into an amendment of the Joint Venture Agreement for the Creation of Greenbelt Home Care as of the 31, day in March 2005; and

WHEREAS, the City of Eldora had given written notice of its intention to withdraw as a member of the Joint Venture Agreement and resign all offices held in Greenbelt Home Care, an Iowa non-profit corporation ("GHC") pursuant to the terms and provisions of the original Joint Venture Agreement as amended which membership interest has been reallocated among the remaining voting members of GHC as described herein; and

WHEREAS, the City of Eldora has agreed to withdraw its written notice of intention to withdraw as a member and remain a member of the Joint Venture Agreement as modified herein; and

WHEREAS, the Parties hereto desire to amend the Joint Venture Agreement as amended and restate the Articles of Amendment of the Joint Venture Agreement to accurately reflect the membership and structure of GHC as the same will exist herein; and

WHEREAS the Parties to these Third Amended and Reinstated Articles of Amendment must take steps to elect to continue the operation of GHC prior to the effective withdrawal of the City of Eldora, and have executed this Agreement to presently bind the members of the reconstituted membership and structure of GHC which would otherwise occur as of July 1, 2020.

NOW THEREFORE, in consideration of the mutual promises and other valuable considerations contained herein, the Parties hereto agree as follows:

1. Amendment and Agreement. The Parties hereto agree that these Third Amended and Reinstated Articles of Amendment of the Joint Venture for the Creation of Greenbelt Home Care shall modify and supersede the amendment of Joint Venture Agreement of the Creation of Greenbelt Home Care entered as of the 31st day of March, 2005, and shall be effective as to all parties hereto upon execution and shall establish the relationship among and between Hardin County, the City of Eldora and Greenbelt Home Care. All provisions of the Joint Venture Agreement dated March 31, 2005, not herein amended shall remain effective to all Parties hereto. The Joint Venture Agreement for the Creation of Greenbelt Home Care is hereby amended as follows:

- A. Section I (a) of the Joint Venture Agreement as amended is hereby deleted and the following is substituted.

- a) Organization. GHC shall have voting members who shall be Hardin County, Iowa, Hardin County Board of Health and the City of Eldora, Iowa. The members shall have those rights and powers accorded voting members under Iowa Code Chapter 504A and as provided in the Articles of Incorporation and Bylaws of GHC.

- B. Section I (b) of the agreement is hereby deleted and the following is substituted:

- b) Capitalization. Each member shall contribute to the capitalization of GHC in the following percentages (the contribution percentage):

Hardin County, Iowa	99%
City of Eldora	1%

To the extent that GHC requires capital in addition to the initial or subsequent capital contribution, the Parties agree that GHC may obtain, consistent with any applicable member debt, covenants and the terms of its Articles and Bylaws, debt financing for such working capital in such amounts and on such terms as shall be necessary to carry out undertakings of GHC under this Agreement, including receiving loans from members.

- C. Section I (C) of the Agreement is hereby deleted and the following is substituted:

- c) Loans: No further repayment of notes shall be required as a part of the restructuring of the membership interest, provided, however, that in the event GHC shall elect to require additional funds for operation, Hardin County and the City of Eldora shall first lend additional amounts to GHC in proportion to their respective membership percentages until total amount loaned by all Parties

shall again equal \$54,286.00. The Parties further agree that in the event that any party shall fail to lend GHC the amount determined under this paragraph as required shall have its membership contribution reduced by the amount failed to be loaned by said party to GHC and that the resulting directorship of the said party shall be reduced proportionally. Any payments made available by GHC to pay off loans shall be paid to the Parties with respect to the amount loaned by that party proportionally rather than based upon the membership interest of such party.

D. Section 6 of the Joint Venture Agreement as amended is hereby deleted and the following is substituted:

6. Dissolution: GHC may be dissolved in accordance with the laws of the State of Iowa. In the event of dissolution, all assets, real and personal, shall be distributed in accordance with Iowa Code Section 504A.48. After the distribution of assets pursuant to Iowa Code Section 504A.48(1), 504A.48(2) and 504A.48(3), any remaining assets of the corporation shall be transferred to the then existing members which have made capital contributions to GHC in pro rata shares based upon their respective contribution percentages (as defined in the Joint Venture Agreement and amended) if such organizations are qualified as tax exempt under Section 501(C)(3) of the Internal Revenue Code or such organizations then qualify as a governmental unit under section 170(c) of the Internal Revenue Code, or corresponding provisions of future United States Internal Revenue law, provided, that if any member is not so existing and qualified, such asset shall be distributed to the legal successor of each such member if such legal successor is so qualified. In the event that the members or their respective legal successors are not existing and so qualified, the remaining assets if any shall be disposed of by transfer to one or more corporations, associations, institutions, trust or foundations organized and operated for 1 or more of the purposes of this corporation, and described in section 501(C)(3) of the Internal Revenue Code of 1986, or the State of Iowa of any political subdivision thereof for exclusively public purposes, in such proportions as the members of the corporation shall determine. Notwithstanding any provisions herein to the contrary, nothing herein shall be construed to affect the disposition of property and assets held by this corporation upon trust or other condition, or subject to an executory or special limitation, and such property, upon dissolution of the corporation shall be transferred in accordance with the trust, condition, or limitation with respect to it.

- E. Section 10 of the Joint Venture Agreement of August 5, 1998 is hereby amended by deleting the notice information for Amicare Management Services, North Iowa Mercy Health Center, Eldora Regional Medical Center and Ellsworth Municipal Hospital d/b/a Hansen Family Hospital. The designation of a representative for Hardin County in the notice provision is hereby modified to provide that notice to Hardin County and the City of Eldora shall be addressed as follows:

Hardin County Board of Supervisors	City of Eldora
c/o Hardin County Auditor	1442 Washington
Hardin County Court House	Eldora, IA 50627
Eldora, IA 50627	

- F. Section 14 of the Joint Venture Agreement is hereby deleted and the following is substituted in lieu thereof:

Third Party beneficiary: This Agreement is not a third party beneficiary contract and shall not in any respect whatsoever increase the rights of any third-party or create any rights or remedies on behalf of any third-party with respect to GHC, Hardin County, Hardin County Board of Health, or the City of Eldora.

- G. Required filings of Amendment: Effective date of Amendment. The Parties hereto acknowledge that GHC is responsible for filing this Amendment with the Hardin County Recorder's Office and with the Iowa Secretary of State. Pursuant to Chapter 28E of the Iowa Code, this Amendment shall not be effective until all filings required are completed.

- H. Paragraph Three (3) of the Joint Venture Agreement of August 5, 1998 is hereby deleted in its entirety.

IN WITNESS WHEREOF, the Parties hereto have executed these Third Amended and Restated Articles of Amendment of Joint Venture Agreement for the Creation of Greenbelt Home Care this _____ day of December, 2019 and certify that the governing bodies of each member have authorized the execution of the foregoing.

Hardin County

BY: _____
Hardin County Supervisor

City of Eldora

BY: _____
Mayor

BY: _____
City Clerk

Hardin County Board of Health

BY: _____
Chairperson

Greenbelt Home Care

BY: _____
Authorized Officer

COUNTY NAME: Hardin	RECORD OF HEARING AND DETERMINATION ON THE AMENDMENT TO COUNTY BUDGET	COUNTY NO: 42
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Date budget amendment was adopted:

For Fiscal Year Ending:
June 30, 2020

The County Board of Supervisors met on the date specified immediately above to adopt an amendment to the current County budget as summarized below. The amendment was adopted after compliance with the public notice, public hearing, and public meeting provisions as required by law.

Iowa Department of Management Form 653 A-R Sheet 2 of 2 (revised 05/01/14)		Total Budget as Certified or Last Amended	Adopted Current Amendment	Total Budget After Current Amendment
REVENUES & OTHER FINANCING SOURCES				
Taxes Levied on Property	1	8,670,671	0	8,670,671
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Less: Credits to Taxpayers	3	454,500	0	454,500
Net Current Property Taxes	4	8,216,171	0	8,216,171
Delinquent Property Tax Revenue	5	2,150	0	2,150
Penalties, Interest & Costs on Taxes	6	0	0	0
Other County Taxes/TIF Tax Revenues	7	1,140,845	0	1,140,845
Intergovernmental	8	6,862,467	0	6,862,467
Licenses & Permits	9	31,200	0	31,200
Charges for Service	10	443,450	0	443,450
Use of Money & Property	11	232,030	0	232,030
Miscellaneous	12	1,504,628	0	1,504,628
Subtotal Revenues	13	18,432,941	0	18,432,941
Other Financing Sources:				
General Long-Term Debt Proceeds	14	0	0	0
Operating Transfers In	15	3,089,465	0	3,089,465
Proceeds of Fixed Asset Sales	16	0	0	0
Total Revenues & Other Sources	17	21,522,406	0	21,522,406
EXPENDITURES & OTHER FINANCING USES				
Operating:				
Public Safety & Legal Services	18	5,295,031	0	5,295,031
Physical Health & Social Services	19	505,897	5,000	510,897
Mental Health, ID & DD	20	726,632	0	726,632
County Environment & Education	21	1,255,651	1,350	1,257,001
Roads & Transportation	22	7,458,987	0	7,458,987
Government Services to Residents	23	777,524	7,000	784,524
Administration	24	2,371,288	0	2,371,288
Nonprogram Current	25	617,582	3,500	621,082
Debt Service	26	1,894,696	0	1,894,696
Capital Projects	27	1,907,300	375,000	2,282,300
Subtotal Expenditures	28	22,810,588	391,850	23,202,438
Other Financing Uses:				
Operating Transfers Out	29	3,089,465	0	3,089,465
Refunded Debt/Payments to Escrow	30	0	0	0
Total Expenditures & Other Uses	31	25,900,053	391,850	26,291,903
Excess of Revenues & Other Sources over (under) Expenditures & Other Uses	32	(4,377,647)	(391,850)	(4,769,497)
Beginning Fund Balance - July 1,	33	9,885,886	0	9,885,886
Increase (Decrease) in Reserves (GAAP Budgeting)	34	0	0	0
Fund Balance - Nonspendable	35	0	0	0
Fund Balance - Restricted	36	2,929,421	0	2,929,421
Fund Balance - Committed	37	0	0	0
Fund Balance - Assigned	38	891,208	0	891,208
Fund Balance - Unassigned	39	1,687,610	(391,850)	1,295,760
Total Ending Fund Balance - June 30,	40	5,508,239	(391,850)	5,116,389

Date original budget adopted:

Date(s) current budget was subsequently amended:

The below-signed certify that proof of publication of the hearing notice and proposed amendment is on file for each official County newspaper, that all public hearing notices were published not less than 10, nor more than 20 days prior to the public hearing, and that adopted expenditures do not exceed published amounts for any of the 10 individual expenditure classes, or in total.

Board Chairperson (signature)

County Auditor (signature)

WHEREUPON Board Member _____ moved that the following Resolution be adopted:

APPROPRIATIONS RESOLUTION AMENDMENT

RESOLUTION No. 2019 - _____

WHEREAS a public hearing was held on December 18, 2019 for a proposed budget amendment to FY 2020 budget.

WHEREAS said budget amendment was approved on December 23, 2019,

THEREFORE, the following budget amendment appropriations shall be made:

<u>Office or Department</u>		<u>Amended Appropriation Amount</u>
Auditor	+	\$7,000
Economic Development	+	\$3,500
Nondepartmental 89	+	\$1,350
Sheriff	+	\$75,000
Supervisors	+	\$300,000
Veteran's Affairs	+	\$5,000

Motion was seconded by Board Member _____ and after due consideration thereof, the roll was called and the following Board Members voted:

AYES: _____
 NAYS: _____
 ABSENT: _____
 ABSTAIN: _____

Whereupon, the Chair of the Board of Supervisors declared said Resolution duly passed and adopted this _____ day of _____, 2019.

 Renee' McClellan, Chairman
 Board of Supervisors

ATTEST:

 Jessica Lara
 Hardin County Auditor

Hardin County Wellness Committee

December 16, 2019

To: Board of Supervisors

From: Wellness Committee

Re: Recommendation

The County Wellness Committee recommends to the Board of Supervisors that for the 2020 calendar year the County participate in the ISAC "Outside County Wellness" program as outlined on the attached sheets, and to offer incentives to individuals participating at up to \$150 each annually for meeting the individual's benchmarks.

If the Board approves the participation the Wellness Committee will meet again to further outline the steps needed for individuals to incrementally earn the incentives for participating in wellness. By participating and being proactive in these activities there may be some cost savings to the Plan.

Members of the Wellness Committee plan to attend your board meeting if you have any questions for us.





Outside County Wellness Proposal

A County in Iowa (not currently in the ISAC Group Health Pool) looking to participate in the ISAC Wellness Program must abide by the wellness program set by ISAC each year. The outside county would be responsible for paying the per member per month (PMPM) fee set by ISAC. They would also be responsible for providing their own incentives for the program.

For a PMPM of \$6.00 a county would receive the following:

- An employee portal to track and monitor the progress of the program
 - Exercises
 - Recipes
 - Additional Online Programs
- A physician fax form provided to the employee that would automatically be uploaded to their portal upon completion
- Monthly completion reporting provided by ISAC
- ISAC consultation and support implementing the program (questions, Lunch & learns, Onsite Visits)
- Ability to take advantage of other program discounts offered to the members in the ISAC Group Health Pool

Example: 100 partic -
 $100 \times \$6 = \$600/\text{month} = \$7,200/\text{yr.}$

Incentives: $100 \times \$150 =$
15,000
Cost - $\$22,200/\text{yr.}$

COUNTY WELLNESS PROGRAM

BACKGROUND

ISAC is dedicated to providing members every opportunity to become healthier, and to creating a culture of health and wellness in all counties. This is why ISAC is offering counties the opportunity to participate in a more robust wellness program, along with the assistance of a health management consultant to help them achieve their goals. ISAC is determined to address rising health care costs through effective wellness programming to encourage healthy behavior changes in the employee population.

ISAC WILL PROVIDE THE FOLLOWING:

- A dedicated Health Management Consultant to assist in assessment, planning, implementation and evaluation of wellness initiatives.
- Lifestyle management tools to help members better manage their health, including nutrition planning, fitness planner, online behavior change programs, and more.
- ISAC consultation and support implementing the program.
- Monthly completion reporting.

PARTICIPATING COUNTIES MUST:

- Form a wellness committee (volunteer or appointed), if one is not already established, that will meet at least four times per calendar year to plan and implement wellness programming. It is recommended that these meetings take place quarterly to track the individual's progress. Please provide the meeting minutes from each wellness committee meeting to ISAC.
- Include at least one Supervisor on the committee to support the wellness initiative by holding an active role in the wellness committee and encouraging employees time to participate in wellness programs. County leaders are also encouraged to be an example to employees by participating in programs themselves.
- Encourage employees to participate in the wellness program set by ISAC each year.

COUNTY INCETIVES:

Here are some ideas to keep in mind when thinking of incentive programs:

- In the first year of a program, incentives should be given for participation in a program. Reward employees for completing a program, rather than for attaining goals. As the program progresses, incentives can be given for performance in a program.
- Drawings or raffles are effective incentives. For example, those that participate in the walking program will have their name put in a drawing for a new pair of shoes.
- If a person is unable to physically or otherwise not participate in a program, alternatives must be available for that person to earn the incentive. For example, if because of a knee disorder an employee cannot participate in the walking program, other options must be available for that person to earn the incentive.

EIGHT PILLARS OF WELLNESS

PHYSICAL



- 6 Personal Training Sessions - Receipt
- Gym Attendance Report - 10x a month for 6 months
- Online Programs in the Portal - Completion Screen Shot
- County Sponsored Event - Participation Certificate
- 5 Fitness or Yoga Classes - Attendance report or Receipt
- Live Healthy Iowa Challenge - Participation Certificate
- Prevention or Awareness Run/Walk - Receipt/Picture

NUTRITION



- Naturally Slim - Receipt
- Balanced Habits - Receipt
- Weight Watchers - Receipt
- Mercy Provided Online Education Session - Completion Certificate
- T to Prevent - Receipt
- Profile by Sanford - Receipt
- Online Programs in the Portal - Completion Screen Shot
- County Sponsored Event - Participation Certificate

COMMUNITY



- Four Hours of Volunteer Community Service - Completion Certificate
- First Aid CPR Classes - Completion Certificate
- Pack the Backpack - Participation Certificate
- Meals for the Heartland - Participation Certificate
- Online Programs in the Portal - Completion Screen Shot
- County Sponsored Event - Participation Certificate

BALANCE



- 1 Hour Massage - Receipt
- Online Programs in the Portal - Completion Screen Shot
- Mercy Provided Online Education Session - Completion Certificate
- County Sponsored Event - Participation Certificate

FINANCIAL



- Meet with a Financial Planner - Receipt
- Meet with an Estate Planner - Receipt
- Meet with a Retirement Advisor - Receipt
- Online Programs in the Portal - Completion Screen Shot
- County Sponsored Event - Participation Certificate

MINDFULNESS



- Meditation Session - Receipt
- 3 Therapy Sessions - Receipt
- Online Programs in the Portal - Completion Screen Shot
- County Sponsored Event - Participation Certificate

SOCIAL



- Online Programs in the Portal - Completion Screen Shot
- County Sponsored Event - Participation Certificate

PURPOSE



- Prevention or Awareness Event - Receipt/Picture
- Online Programs in the Portal - Completion Screen Shot
- County Sponsored Event - Participation Certificate



HARDIN COUNTY

Courthouse

HARDIN COUNTY COURTHOUSE
1215 EDGINGTON AVE.
ELDORA, IA 50627

FILED

DEC 20 2019

HARDIN COUNTY AUDITOR

HARDIN COUNTY Employee Change of Status Report

Please enter the following change(s) as of 12-23-19
Date

Name: Camryn Grubic

Department: Conservation

Address: _____

Position: Interpretive Park Ranger

City _____ State _____ Zip Code _____

Salary/Hourly Rate: \$17.31/Hr

Fund: 0001-22-6120-000-10004

Status: Full-time Permanent Part-time Temporary/Seasonal Part-time

Reason of Change:

- Hired Resignation
- Promotion Retirement
- Demotion Layoff
- Pay Increase Discharge
- Leave of Absence _____
Dates

Other: Camryn's first day will be 12-23-2019

Dates of Employment: _____ to _____ Last Day of Work _____
From To (if applicable)

Beyond the last day of work, the following vacation time was (or will be paid): _____ to _____
From To

Authorized by: Wesley Wise
Elected Official or Department Head

12-20-2019
Date

Authorized by: _____
Board of Supervisors

Date

**HARDIN COUNTY
POSITION DESCRIPTION****HARDIN COUNTY AUDITOR**

JOB TITLE:	Environmental Health Specialist
DEPARTMENT:	Environmental Health
FLSA STATUS:	Exempt
JOB CODE:	
LOCATION:	Eldora
EFFECTIVE DATE:	01/2020

REPORTING RELATIONSHIPS

Reports to:	Board of Supervisors
Direct reports:	None

GENERAL SUMMARY:

The purpose of this position is to perform field and office work for environmental health programs and provide environmental health consultation with regard to water quality, abandoned well-plugging, well rehabilitation, new well construction, on-site private sewage disposal system installation and design, environmental monitoring, and public health nuisance and hazard.

ESSENTIAL DUTIES AND RESPONSIBILITIES

<p>1. Private Water Well Construction</p> <ul style="list-style-type: none"> • Issue private water well construction permits in compliance with IAC Section 641 Chapter 49. • Assist owner and/or well contractor with location of private water well. • Inspect property to verify well location avoids contamination and measure setbacks. • Enter data into Iowa DNR Private Well Tracking System
<p>2. Septic System Construction</p> <ul style="list-style-type: none"> • Issue private onsite septic system permits in compliance with IAC Section 641 Chapter 69. • Assist owner and/or contractor with IAC Section 641 Chapter 69 requirements. • Site visit to perform percolation test, soil probe testing, or any other approved method of testing, along with soil analysis, and site analysis. • Site visit to examine installation and final inspection.
<p>3. Transfer of Ownership Inspections</p> <ul style="list-style-type: none"> • Assist property owners, contractors, inspectors, and realtors in understanding and implementing Time of Transfer inspections. • Approve appropriate documentation for delayed inspections, installations, or demolitions. • Maintain list of Certified Inspectors and System Installers. • Review certified inspector reports and determine if inspected system is a legal or an illegal system in need of updating. • Correspond with property owners advising of inspection results. • Maintain list of critical dates for completion of inspections or system updates. • Perform site visit for final inspection when renovations are required.
<p>4. Grants to Counties Program (to protect groundwater quality through the testing of private wells, the plugging of abandoned private water wells, and the reconstruction of private water wells.)</p>

<ul style="list-style-type: none"> • Well Rehabilitation Administer and disburse state grants to counties funds in compliance with the IAC Section 641 Chapter 39; assess and review need for monies to rehabilitate well structure; review contractor invoices and rehabilitation record and submit for reimbursement. • Well Plugging Assist homeowners with plugging abandoned wells; assist property owner and/or well contractor with pertinent information about their well; review contractor invoices and well plugging record and submit for reimbursement. • Well Testing Schedule appointments with property owners/realtors for water testing; receive and forward water test lab results to property owners.
5. Participate in continuing education and training workshops to maintain any required certification; participate in professional organization and training opportunities; remain knowledgeable of changes and new program requirements. Maintain CEU's or similar to keep certifications.
6. Create and maintain Environmental Health Emergency Response Plan. Develop and execute environmental health programs. Respond to emergency situations in accordance with environmental health emergency response plan and assist other Hardin County departments as requested.
7. Enforce environmental health rules and regulations according to state and county standards. Investigate public nuisance complaints and assess in order to obtain specific details from the complaint source. Determine if complaint requires further action or abatement orders.
8. Advise civic and other officials in development of environmental health laws and regulations. Confer with local public officials, business representatives and the general public relative to environmental issues.
9. Report regularly to Board of Health and provide updates on programs and grants.
10. Work with Environmental Health database and GPS locations utilizing ArcGIS Online applications. Create maps for location reference.
11. Perform other duties as assigned.

MINIMUM QUALIFICATIONS - EDUCATION AND EXPERIENCE

An Associate's degree (2-year program) and a minimum of 2-4 years related on-the-job experience in administrative or office support or environmental systems or any equivalent combination of education, training, and experience that demonstrates the ability to perform the duties of the position. A degree in environmental sciences, natural or physical sciences, health promotion with an emphasis in environmental health or related field preferred.

MINIMUM QUALIFICATIONS - KNOWLEDGE, SKILLS, AND ABILITIES

Technical: Basic knowledge of computers such as word processing (i.e. Word) and spreadsheet software (i.e. Excel) to enter data and process information. Familiarity with networking systems and general computer technical support. Ability to use the Internet to extract and record data. Ability to use GPS and basic geospatial services. Good cognitive and problem-solving ability required.

Mathematical: Basic math such as adding, subtracting, multiplying and dividing. Ability to measure space; compute linear, square, and cubic measurements; compute rate, ratio, and percent; and able to accurately measure distance on a map.

Interpersonal: Flexibility in adjusting to changing such as circumstances, information, employee, and customer needs. Strong ability to multi-task. Demonstrate a willingness to take initiative. Work independently with little or no supervision. Be reliable, responsible and dependable in fulfilling obligations. High level of integrity and ability to maintain confidentiality.

Communication: Excellent verbal and written communication skills. Ability to effectively communicate and present information and respond to County Officials, employees and the general public. Develop and maintain constructive and cooperative working relationships with the public, other government entities and other external sources. Establish and maintain effective working relationships.

Language: Ability to read, analyze, and interpret data, legal documents, or governmental regulations. Ability to prepare reports, general correspondence, and lists. Ability to speak and comprehend fluent English, both verbally and in writing.

Organizational: Ability to organize, plan and prioritize work. Utilize problem solving skills, analytical thinking, gathering and analyzing data. Ability to work under pressure and time constraints and deadlines.

Safety: Understand and practice safe work habits on the job site.

LICENSING/CERTIFICATION AND OTHER REQUIREMENTS

Required: Valid driver's license and possess good driving record to drive a county-owned vehicle for work-related travel and activities.

Other requirements: Keep current with all changes and revisions in federal/state mandated laws and operating regulations. Attend applicable job related training, workshops, and seminars.

WORKING CONDITIONS

Normal office environment. Regularly lifts, carries or otherwise moves and positions objects weighing up to 10 – 50 pounds. Typically moves about on a regular basis to coordinate.

The regular work week will be 8:00 am to 4:30 pm, Monday through Friday. Must be able to work occasional weekend or evening hours for inspecting systems or issues related to nuisance or health issues.

Ability to be available to address problems outside of normal working day which could include nights as well as weekend and/or holidays.

DISCLAIMER

The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

REVIEW AND APPROVAL: Indicates review by incumbent and approval by supervisor.

Employee's Name (please print): _____

Employee's Signature: _____ Date: _____

Supervisor's Name (please print): _____

Supervisor's Signature: _____ Date: _____


HARDIN COUNTY'S POLICY

FOR PUBLIC COMMENT


1. The "Public Comments" section of the agenda is your opportunity to address items not on the agenda. A speaker may speak to one (1) issue per meeting for a maximum of three (3) minutes. Official action cannot be taken by the Board at that time, but may be placed on a future agenda or referred to the appropriate department. Keep items germane and refrain from personal or slanderous remarks.
2. The public may address any item on the agenda after recognition by the Chair. State your name, address, and group affiliation (if appropriate). You may speak one (1) time for a maximum of three (3) minutes.

Adopted this 1st day of July, 2009.

HARDIN COUNTY BOARD OF SUPERVISORS


Jim Johnson, Chair


Erv Miller, Member


Ed Bear, Member