



HARDIN COUNTY
Board of Supervisors

Wednesday, January 22, 2020

1. 9:00 A.M. Call To Order
Courthouse Large Conference Room
2. Pledge Of Allegiance
3. Approval Of Agenda
4. Approval Of Minutes

Documents:

[01-15-2020 MINUTES.PDF](#)

5. Approval Of Claims For Payment

Documents:

[VENDOR PUBLICATION REPORT 1-22-20.PDF](#)

6. Utility Permits & Secondary Roads Department
7. Set Time And Date For FY 2020/2021 Budget Hearing
8. Construction Evaluation Resolution

Documents:

[2020 CONSTRUCTION EVALUATION RESOLUTION.PDF](#)

9. Resolution On Policy For Chapter 459 Public Comment And Public Hearing

Documents:

[RESOLUTION ON POLICY FOR CHAPTER 459 PUBLIC COMMENT AND PUBLIC HEARING.PDF](#)

10. ISAC Wellness Program Agreement

Documents:

[WELLNESS PROGRAM AGREEMENT.PDF](#)

11. ISAC Business Associate Agreement

Documents:

[BUSINESS ASSOCIATE AGREEMENT.PDF](#)

12. Accept Recommendation Of FIA Advisory Board For Organizational Structure

13. Change Of Status - IRVM Department

Documents:

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

14. Change Of Status - Secondary Roads

Documents:

[CHANGE OF STATUS - SECONDARY ROADS.PDF](#)

15. Public Comments

16. Other Business

17. Adjournment/Recess

18. 10:00 A.M. IRVM RFP Pre-Proposal Meeting
Courthouse Large Conference Room

19. 11:00 A.M. Drainage District 86 Landowners' Hearing
[VIEW LANDOWNERS' HEARING AGENDA](#)
Courthouse Large Conference Room

20. Regular Drainage Meeting (To Follow Landowners' Hearing)
[VIEW REGULAR DRAINAGE MEETING AGENDA](#)
Courthouse Large Conference Room

21. 1:00 P.M. Drainage District 55 & 55-3 Wetlands Presentation
[VIEW DRAINAGE MEETING AGENDA](#)
Courthouse Large Conference Room

22. 3:00 P.M. Meeting With Tom Schuetz, Re: Wellmark Health Insurance
Courthouse Large Conference Room

HARDIN COUNTY BOARD OF SUPERVISORS
MINUTES – JANUARY 15, 2020
WEDNESDAY - 8:32 A.M.
COURTHOUSE LARGE CONFERENCE ROOM

Chair Lance Granzow opened the public hearing on a proposed vacation of a portion of right-of-way at the intersection of UU Avenue and S-62. Also present were Supervisor Reneé McClellan; and Teresa Perry, Brent Perry, Taylor Roll, Joe Donald, Jessica Sheridan, and Angela Silvey. Supervisor BJ Hoffman joined via phone.

Written comments from Loren Balvanz were read. Comments were received from Brent Perry.

To satisfy the parties, Granzow recommended a caveat stating that nothing can be built on the land in question upon transfer.

There being no further written or oral comments or objections, McClellan moved, Granzow seconded to close the public hearing. Motion carried.

County Engineer Taylor Roll will prepare a deed and send it to the County Attorney for approval.

McClellan moved, Granzow seconded to recess until 9:00 a.m. Motion carried.

At 9:00 a.m. Chair Granzow called the regular Board meeting to order. Also present were Supervisor McClellan; and Taylor Roll, Darrell Meyer, Matt Jones, Jessica Lara, Jessica Sheridan, Lori Kadner, Angela De La Riva, Mark Buschkamp, Dave McDaniel, Curt Groen, Donna Juber, Bob Juber, Julie Duhn, Justin Ites, and Angela Silvey. Supervisor Hoffman was absent.

The Pledge of Allegiance was recited.

McClellan moved, Granzow seconded to approve the agenda as posted. Motion carried.

McClellan moved, Granzow seconded to approve the minutes of January 8, 2020, and January 13, 2020. Motion carried.

McClellan moved, Granzow seconded to approve the January 15, 2020 claims for payment. Motion carried.

Utility Permits: None.

Secondary Roads Department:

The Secondary Roads crew is tending to icy roads.

McClellan moved, Granzow seconded to appoint the following individuals as members to the County Wellness Committee. Motion carried.

Linn Adams, Community Services, Chair
Reneé McClellan, Supervisors' Representative
Lori Kadner, Recorder
Deanna Vaux, Treasurer's Deputy
Becca Junker, Auditor's Office
Taylor Roll, Engineer
Rachel Loyd, Greenbelt Home Care
Chandra Kyte, City of Eldora
Susan Engelking, Hardin County Solid Waste

McClellan moved, Granzow seconded to table the Wellness Program Agreement and Business Associate Agreement. Motion carried.

McClellan moved, Granzow seconded to approve the Recorder's Monthly Report for December 2019. Motion carried.

McClellan moved, Granzow seconded to approve the 19th Amendment Centennial Commemoration Proclamation. Motion carried.

McClellan moved, Granzow seconded to appoint Vickie Swart as Hardin Township Clerk. Motion carried. The Supervisors thanked outgoing clerk Carol Banner for her many years of service.

Public Comments:

Julie Duhn commented on the childcare situation in Eldora. Duhn also asked whether or not charges had been filed in a bridge accident and about the Construction Evaluation Resolution.

Bob Juber wondered when a recycling roll-off bin would be available for rural Eldora residents.

Other Business: None.

McClellan moved, Granzow seconded to adjourn. Motion carried.

Lance Granzow, Chair
Board of Supervisors

Jessica Lara
Hardin County Auditor

Claims Paid - January 22, 2020

AgVantage FS	\$14,621.62
Alliant Energy	\$15,904.89
Black Hills Energy	\$171.26
Brown Hurst Insurance Agency	\$2,095.00
BTX Iowa, Inc	\$125.00
Buchanan County Sheriff	\$54.65
Campbell Supply Co	\$10.54
Central Iowa Distr Inc	\$865.80
CenturyLink	\$17.00
CenturyLink	\$369.28
Christopher L Barber	\$80.00
Cintas	\$1,077.65
Connie J Mesch	\$50.00
Craig Froning	\$44.93
Culligan	\$20.00
Dale Howard	\$115.56
David Rubow	\$48.15
Des Moines Stamp Mfg Co	\$68.00
Fareway Stores	\$403.52
Fastenal	\$214.36
Franklin Rural Elec Co-Op	\$25.21
Gayle Schmalz	\$40.00
GovConnection, Inc	\$2,098.87
Grundy Co. Memorial Hospital	\$115.00
Hansen Family Hospital	\$417.00
Hardin County Sheriff	\$35.76
Hawkeye West Pest Control	\$60.00
Hubbard Co-op Telephone Assn	\$482.00
Hy-Vee	\$7.13
Ia Dept of Public Safety	\$2,250.00
IFADC	\$8,809.75
Iowa D.A.R.E. Association	\$100.00
Iowa Division of Labor- Elevator Safety	\$300.00
Iowa Emergency Vehicle Installs	\$3,971.79
Iowa Falls Clinic	\$251.00
Iowa Prison Industries	\$516.56
Jessica A Sheridan	\$175.14
John Deere Financial	\$445.21
Kit Paper	\$40.00
M & G Tire Service	\$125.36
Marla Kay Williams	\$271.20
Mid American Energy	\$29.06
Omnicare Inc	\$187.83
Pesticide Bureau - IDALS	\$25.00
Pitney Bowes Inc	\$72.67
Quaker Security LLC	\$1,785.00
Quality Automotive Inc	\$46.50
RC Systems- Waterloo Office	\$893.04
Reliable1	\$90.95
Robin McElroy	\$40.00
Schumacher Elevator Co.	\$509.63
Scott's Sales Co	\$90.00
Shield Pest Control	\$255.00
South Hardin Signal Review Inc	\$115.50
Storey Kenworthy	\$67.68
Summit Food Service LLC	\$3,978.60
Theisens	\$125.82
Thomson Reuters - West	\$54.56
Times Citizen	\$420.78
Tina M Schlemme	\$200.00
TSP Court Reporting Inc	\$211.50
Wesley Wiese	\$40.00
Wilcox Equipment	\$105.70
Wilson Restaurant Supply Inc	\$145.66
Worth County Sheriff	\$81.00

Grand Total

\$66,465.67

**Lance Granzow, Chair
Board of Supervisors**

**Jessica Lara
Hardin County Auditor**

Where upon Board Member _____ moved that the following resolution be adopted:

RESOLUTION #2020-_____

CONSTRUCTION EVALUATION RESOLUTION

WHEREAS, Iowa Code section 459.304(3) sets out the procedure if a board of supervisors wishes to adopt or re-adopt a “construction evaluation resolution” relating to the construction of a confinement feeding operation structure; and

WHEREAS, only counties that have adopted or re-adopted a construction evaluation resolution can submit to the Department of Natural Resources (DNR) an adopted recommendation to approve or disapprove a construction permit application regarding a proposed confinement feeding operation structure; and

WHEREAS, only counties that have adopted or re-adopted a construction evaluation resolution and submitted an adopted recommendation may contest the DNR’s decision regarding a specific application; and

WHEREAS, by adopting or re-adopting a construction evaluation resolution the board of supervisors agrees to evaluate every construction permit application for a proposed confinement feeding operation structure received by the board of supervisors between February 1, 2020 and January 31, 2021 and submit an adopted recommendation regarding that application to the DNR; and

WHEREAS, the board of supervisors must conduct an evaluation of every construction permit application using the master matrix created in Iowa Code section 459.305, but the board’s recommendation to the DNR may be based on the final score on the master matrix or may be based on reasons other than the final score on the master matrix as provided by law;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF HARDIN COUNTY that the Board of Supervisors hereby adopts this construction evaluation resolution pursuant to Iowa Code section 459.304(3). The Hardin County Auditor shall before January 31, 2020, provide a copy of this resolution to the Iowa Department of Natural Resources, Wallace State Office Bldg, 502 East 9th Street, 4th Floor, Des Moines, Iowa 50319-0034.

Chair, Board of Supervisors
Date: _____

ATTEST:

County Auditor
Date: _____

Where upon Board Member _____ moved that the following resolution be adopted:

RESOLUTION #2020-_____

POLICY FOR CHAPTER 459 PUBLIC COMMENT AND PUBLIC HEARING

WHEREAS, the Hardin County Board of Supervisors has re-adopted a construction evaluation resolution relating to the construction of a confinement feeding operation structure; and

WHEREAS, counties that have adopted or re-adopted a construction evaluation resolution can submit to the Department of Natural Resources (DNR) an adopted recommendation to approve or disapprove a construction permit application regarding a proposed confinement feeding operation structure; and

WHEREAS, Iowa Code 459.304(2)(a) provides that “the board *shall* provide for comment” on a construction application, and Iowa Code 459.304(2)(b) provides that “the board *may* hold a public hearing”, and Iowa Code 459.304(2)(a)(2)(f) provides that the board has authority to set “the procedures for providing public comments to the board”; and

WHEREAS, Iowa Code 459.304(3)(b) provides that if the board has adopted a construction evaluation resolution, the board must conduct an evaluation using the master matrix; and “The board’s recommendation *may* be based on the master matrix or *may* be based on comments under this section regardless of the results of the master matrix”; and

WHEREAS, Iowa Code 459.304(5)(b) provided that if the board’s disapproval of an application is based on the matrix, the Iowa DNR’s review based on the matrix shall prevail, and Iowa Code 459.304(5)(b) provides that if the board’s disapproval of an application is based on something other than the matrix, the Iowa DNR will consider any timely comments that relate to requirements of Iowa Code 459; and

WHEREAS, the Board desires to establish procedures for efficiently receiving and effectively utilizing public comments;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF HARDIN COUNTY that the Board of Supervisors hereby adopts the attached policy and procedures for public comment and public hearing, which are incorporated herein by this reference, relative to applications under Iowa Code Chapter 459.

Chair, Board of Supervisors

Date: _____

ATTEST:

County Auditor

Date: _____

HARDIN COUNTY BOARD OF SUPERVISORS
POLICY FOR CHAPTER 459 PUBLIC COMMENT AND PUBLIC HEARING

POLICY STATEMENT

The Board has adopted a construction evaluation resolution. By law the Board has the right to submit comment to the Iowa DNR on construction applications. By law the people have the right to submit comment to the Board under procedures adopted by the Board. While the Board is not obliged to do so, by law the Board can extend to the public the privilege of public hearing. The Board supports local involvement in government and elects to hold public hearings, but also encourages the public to contact Board members on this and any issue. The following procedures for public comment and public hearing are intended to afford the public an opportunity to bring to the attention of the Board, in an orderly and civil manner, information appropriate for consideration under the law. Ultimately, all construction applications are approved or denied by the Iowa DNR under the master matrix and only factors set forth under Iowa Code Section 459.

PROCEDURES FOR PUBLIC HEARING

The public hearing is the public's opportunity to address the Board with pertinent information and argument for or against a construction application. The public should not expect the Board to engage in debate. The public hearing is the chance for local officials to hear directly from their constituents. The manner of receiving public comment at a public hearing shall be at the discretion of the Board Chair. Failure to comply with these procedures will result in sanctions.

PROCEDURES FOR PUBLIC COMMENT

Any member of the public can submit written comment to the Board under the following procedures. Any written comment that does not conform to these procedures will not be considered by the Board and will not be part of the record submitted to the Iowa Department of Natural Resources.

1. Written comment shall be received by the Board Chair at or before the time of holding a public hearing held under Chapter 459.304.
2. All written comments shall clearly and expressly state whether the comment is for or against approval of the construction application.
3. Written comments shall be limited to one per person and include the person's name and address.
4. All written comments shall clearly and expressly identify the statutory provision(s) of Iowa Code Section 459 that form(s) the basis for or against the application. The lawful grounds that can be considered by the Iowa DNR in denying an application are set forth in Attachment A.

ATTACHMENT A

County comments to the Iowa DNR regarding a construction application under Chapter 459 must relate to compliance with the legal requirements for construction of the confinement operation. Only comments related to such grounds will be considered by the Iowa DNR. For this reason the public comment is likewise limited.

Issues upon which a county and public may comment include:

1. Non-compliance with the matrix.
2. The existence of an object or location not included in the construction permit application that is subject to a separation distance as provided in Iowa Code SS 459.202, 459.203 & 459.310.
3. The suitability of soils and the hydrology of the site where construction or expansion of a confinement feeding operation or related animal feeding operation structure is proposed.
4. The availability of land for the application of manure originating from the confinement feeding operation.
5. Whether the construction or expansion of a proposed animal feeding operation structure will impede drainages through established tile lines, laterals, or other improvements which are constructed to facilitate the drainage of land not owned by the person applying for the construction permit.

Grounds that will NOT support denial of an application:

Loss of property value
Odor
Dust
Traffic
Noise
Loss of enjoyment of life

**WELLNESS PROGRAM AGREEMENT
BETWEEN THE IOWA STATE ASSOCIATION OF COUNTIES
AND PARTICIPATING COUNTY**

BACKGROUND

ISAC has demonstrated support for wellness programming for many years by providing financial resources to counties to be used on wellness programming. 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 and incentive program 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.

WORKSITE WELLNESS PLAN

The ISAC enhanced wellness program will include comprehensive consulting services as well as an incentive program to policy holders during the plan year of 2020.

POPULATION TO BE SERVICED

The ISAC Wellness Program is available to persons designated by participating counties. Comprehensive consulting may assist county wellness committees in planning and implementing additional programs that can be available to all employees.

ISAC WILL PROVIDE THE FOLLOWING: (the "Services")

- 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
- 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.
- An approved 8 Pillars of Wellness List. The county can request to use other topics and presenters for the "County Sponsored Event" but these requests are subject to approval from ISAC.

FEES

Counties outside of ISAC's Health Plan would be responsible for paying the per member per month (PMPM) fee set by ISAC, which will be set at \$6.00 PMPM for 2020. Counties outside of ISAC's Health Plan are also responsible for providing their own incentives for the program.

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. The Health Management Consultant will provide each county with the tools and materials needed to promote these programs.
- 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 complete a physical and or preventative exam with a physician who can fill out a fax form. And complete their online assessment.

COLLABORATION

ISAC is committed to creating a culture of health and wellness at all ISAC counties. ISAC will work with the counties to identify and address its employee health risks through the proposed engagement. We look forward to collaborating with you to promote wellness programs, and welcome any information that you can provide to help us better understand and meet your wellness needs.

TERMS AND CONDITIONS

ISAC does not propose or intend to provide any services which could cause ISAC to be a fiduciary under ERISA or any service which would encompass the practice of law. ISAC's obligations under this Agreement will be suspended to the extent that ISAC is hindered or prevented from rendering any of the Services due to causes beyond ISAC's control.

1. Compliance with All Laws, Rules, and Regulations. Each party represents and warrants it shall comply fully with all applicable federal, state, and local laws, rules, and regulations in performing their respective duties and obligations under the Agreement. It shall be deemed a material breach of the Agreement if either party shall fail to comply with this representation and warranty.

2. Confidential Information. "Confidential Information" means any information Disclosing Party discloses to Receiving Party, either directly or indirectly in writing, orally, or by inspection of tangible objects, including without limitation, trade secrets, business plans, financial plans or arrangements, documents, data, products, prototypes, processes, policies, equipment lists, or samples. Each party may disclose the other party's Confidential Information to its employees, agents, advisors, collaborators and consultants (such as accountants, attorneys and auditors), and to its affiliates' employees, agents, advisors, and collaborators and consultants (such as accountants, attorneys and auditors), who have a need to know such information and are bound by obligations of confidentiality and non-use similar to those herein. Confidential Information may also include information disclosed to Receiving Party by third parties on behalf of the Disclosing Party.

3. Assignment. Neither the Agreement nor any rights or obligations hereunder may be assigned by either party without the written consent of the other party, which shall not be unreasonably withheld or delayed. The Agreement shall ensure to the benefit of and be binding upon the successors, and to the extent permitted under the Agreement, the assigns of parties hereto.

Iowa State Association of Counties and the participating county have caused this agreement to be executed January 1st – October 31st, 2020. The undersigned hereby consent to render services accordingly.

Hardin County elects to participate in the 2020 ISAC Wellness Program, as detailed above.

William R. Peterson, Executive Director
Iowa State Association of Counties

Date

Chairperson, Board of Supervisors, County

Date

Please return this agreement to:
ISAC Wellness, 5500 Westown Pkwy #190, West Des Moines, IA 50266
FAX: 515-244-6397 or EMAIL: wellness@iowacounties.org

BUSINESS ASSOCIATE AGREEMENT

THIS BUSINESS ASSOCIATE AGREEMENT (“Agreement”) is entered into by and between Hardin County (the “Covered Entity”), and Iowa State Association of Counties (the “Business Associate”).

RECITALS

A. Covered Entity is a health care provider subject to the Health Insurance Portability and Accountability Act of 1996, the HITECH Act, and regulations promulgated thereunder (“HIPAA”).

B. Business Associate, through the provision of certain services for or on behalf of the Covered Entity pursuant to a certain agreement entered into with Covered Entity on _____ for the provision by Business Associate of wellness program services for Covered Entity (the “Services Agreement”), is a “business associate” of the Covered Entity as that term is defined in 45 C.F.R. § 160.103, and is subject to the Security Rule and certain provisions of the Privacy Rule.

C. Covered Entity is required by HIPAA to obtain satisfactory assurances that Business Associate will appropriately safeguard all PHI and Electronic PHI disclosed by, or created or received by Business Associate on behalf of, Covered Entity.

NOW, THEREFORE, in consideration of entering into the Services Agreement and the mutual promises and agreements below and in order to comply with all legal requirements, the parties agree as follows:

I. DEFINITIONS

1.1 “**Agreement**” has the meaning set forth in the preamble.

1.2 “**ARRA Breach**” has the same meaning as the term “Breach” in Section 13400(1) of the HITECH Act (i.e. 42 USCA 17921) and 45 CFR 164.402.

1.3 “**Business Associate**” has the meaning set forth in the preamble.

1.4 “**Covered Entity**” has the meaning set forth in the preamble.

1.5 “**Data Aggregation**” means the combining of PHI created or received under this Agreement with the PHI Business Associate receives or creates in its arrangement with another covered entity under the Privacy Rule to permit data analysis that relate to the Health Care Operations of the covered entities.

1.6 “**Designated Record Set**” means a group of records maintained by or for the Covered Entity that is: (i) the medical records and billing records about Individuals; (ii) the enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or (iii) used, in whole or in part, by or for the Covered Entity to make decisions about Individuals. As used herein the term “record” means any item, collection,

or grouping of information that includes PHI and is maintained, collected, used or disseminated by or for the Covered Entity.

1.7 “**Document Demand**” has the meaning set forth in Section 3.13.

1.8 “**Effective Date**” has the meaning set forth in the preamble.

1.9 “**Electronic PHI**” means information that comes within paragraphs 1(i) or 1(ii) of the definition of “PHI,” as defined in 45 C.F.R. § 160.103, limited to the information created, received, maintained or transmitted by Business Associate on behalf of Covered Entity.

1.10 “**HIPAA**” has the meaning set forth in the Recitals.

1.11 “**HITECH Act**” means Title XIII and Title IV of Division B of the American Recovery and Reinvestment Act of 2009, Public Law No. 111-5 and all regulations promulgated thereunder.

1.12 “**Individual**” means the person who is the subject of the PHI and includes a person who qualifies as a personal representative in accordance with 45 C.F.R. § 164.502(g).

1.13 “**PHI**” means Protected Health Information that is provided by Covered Entity to Business Associate or created or received by Business Associate on behalf of Covered Entity.

1.14 “**Privacy Rule**” means the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. part 160 and part 164, subparts A and E.

1.15 “**Protected Health Information**” (or “PHI”) means any information, whether transmitted or maintained in electronic, written, oral, or any other form or medium, that relates to the past, present, or future physical or mental health or condition of an Individual; the provision of health care to an Individual; or the past, present or future payment for the provision of health care to an Individual; and (i) identifies the Individual, or (ii) with respect to which there is a reasonable basis to believe the information can be used to identify the Individual.

1.16 “**Required by Law**” has the same meaning as the term “required by law” in 45 C.F.R. § 164.103.

1.17 “**Secretary**” means the Secretary of the U.S. Department of Health and Human Services or his or her designee.

1.18 “**Security Incident**” has the same meaning as the term “security incident” in 45 C.F.R. § 164.304.

1.19 “**Security Rule**” means the Security Standards and Implementation Specifications at 45 C.F.R. part 160 and part 164, subpart C.

1.20 “**Services Agreement**” has the meaning set forth in the Recitals.

1.21 “Unsecured PHI” means PHI that is not secured through the use of a technology or methodology that the Secretary specifies in guidance renders PHI unusable, unreadable, or indecipherable to unauthorized Individuals, such as the guidance set forth in 74 Fed. Reg. 19006 (April 27, 2009) and updated in 74 Fed. Reg. 42740 (August 24, 2009).

1.22 Remaining Terms. Capitalized terms used, but not otherwise defined, in this Agreement have the meaning ascribed to them in HIPAA, the Privacy Rule, the Security Rule or the HITECH Act.

II. PERMITTED USES AND DISCLOSURES OF PHI

2.1 Services Agreement Uses and Disclosures. Business Associate may use or disclose PHI for purposes of performing its obligations and functions under the Services Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by Covered Entity.

2.2 Other Permitted Uses. If necessary, Business Associate may use PHI: (i) for the proper management and administration of the Business Associate; (ii) to carry out the legal responsibilities of the Business Associate; and (iii) for the provision of Data Aggregation services relating to the Health Care Operations of Covered Entity.

2.3 Other Permitted Disclosures. If necessary, Business Associate may disclose PHI for the purposes described in Section 2.2 above if: (i) the disclosure is Required by Law; or (ii) Business Associate obtains reasonable written assurance from the person or entity to whom it discloses the PHI that the PHI will remain confidential and will be used or further disclosed only as Required by Law or for the purpose for which it was disclosed to the person or entity, and the person or entity notifies Business Associate of any instances of which it is aware in which the confidentiality of the PHI has been breached.

III. OBLIGATIONS OF BUSINESS ASSOCIATE

3.1 Compliance with Privacy Rule. Business Associate shall comply with all applicable provisions of the Privacy Rule in carrying out its obligations under the Services Agreement and this Agreement. Further, to the extent Business Associate is to carry out any of Covered Entity’s obligations under subpart E of 45 CFR 164, Business Associate agrees to comply with the requirements of such subpart that apply to Covered Entity in the performance of such obligations.

3.2 Prohibition on Unauthorized Use or Disclosure. Business Associate shall not use or disclose PHI except as permitted by this Agreement or as Required by Law.

3.3 Minimum Necessary.

3.3.1 Business Associate shall limit its use and disclosure of PHI under this Agreement to the “minimum necessary,” as set forth in guidance that the Secretary will issue regarding what constitutes “minimum necessary” under the Privacy Rule. Until the issuance of such guidance, Business Associate shall limit its use and disclosure of PHI, to the extent practicable, to the Limited Data Set (as that term is defined in 45 C.F.R.

§ 164.514(e)(2)), or, if needed, to the minimum necessary to accomplish the Business Associate's intended purpose. Business Associate may in good faith determine what constitutes the minimum necessary to accomplish the intended purpose of any disclosure of PHI.

3.3.2 Paragraph .1 above does not apply to: (1) disclosures to or requests by a health care provider for treatment; (2) uses or disclosures made to the Individual; (3) disclosures made pursuant to an authorization as set forth in 45 C.F.R. § 164.508; (4) disclosures made to the Secretary under 45 C.F.R. part 160, subpart C; (5) uses or disclosures that are Required by Law as described in 45 C.F.R. § 164.512(a); and (6) uses or disclosures that are required for compliance with applicable requirements of the Privacy Rule.

3.4 Safeguarding PHI; Security Regulations. Business Associate shall use appropriate administrative, physical, and technical safeguards and comply with the Security Rule with respect to Electronic PHI to prevent the use or disclosure of PHI other than as provided for by this Agreement.

3.5 Mitigation. Business Associate shall mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a Security Incident or a use or disclosure of PHI by Business Associate in violation of this Agreement.

3.6 Reporting. In the event that Business Associate becomes aware of a use or disclosure of PHI by Business Associate that is not permitted under this Agreement, Business Associate shall report such use or disclosure to the Covered Entity promptly in writing and in any event, within 5 days of becoming aware of the use or disclosure. Business Associate agrees to report to Covered Entity in writing any Security Incident of which it becomes aware, except that, for purposes of this reporting requirement the term "Security Incident" does not include inconsequential incidents that occur on a frequent basis such as scans or "pings" that are not allowed past Business Associate's firewall. Notwithstanding this Section 3.7, the Business Associate's reporting obligations regarding any ARRA Breach are set forth in Article IV.

3.7 Subcontractors. Business Associate shall ensure that all subcontractors or agents of Business Associate that create, receive, maintain or transmit PHI on behalf of the Business Associate agree in writing to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such information. Business Associate shall ensure that all agents, including subcontractors, to whom it provides Electronic PHI, agree in writing to implement reasonable and appropriate safeguards to protect such Electronic PHI.

3.8 Access.

3.8.1 Within ten (10) days of a request from Covered Entity, Business Associate shall furnish the PHI contained in a Designated Record Set that will enable the Covered Entity to respond to an Individual's request for inspection or copies of PHI about the Individual pursuant to 45 CFR § 164.524.

3.8.2 In the event an Individual requests access to PHI directly from Business Associate, Business Associate shall forward such request to the Covered Entity

immediately and take no direct immediate action on any such request. If the Covered Entity determines that an Individual is to be granted access to PHI, then Business Associate shall cooperate with the Covered Entity to provide to any Individual, at the Covered Entity's direction, any PHI requested by such Individual.

3.9 Amendment.

3.9.1 If the Covered Entity requests that Business Associate amend any Individual's PHI or a record regarding an Individual contained in a Designated Record Set, then Business Associate shall provide the relevant PHI to the Covered Entity for amendment and incorporate any such amendments in the PHI as required by 45 C.F.R. §164.526.

3.9.2 In the event an Individual requests directly to Business Associate that PHI be amended, Business Associate shall forward such request to the Covered Entity within ten (10) days of Business Associate's receipt of such request and shall take no direct immediate action on the request.

3.10 Records Availability. Business Associate shall make its internal practices, books and records relating to the use and disclosure of PHI available to the Secretary for purposes of determining compliance with the Privacy Rule and the Security Rule.

3.11 Accounting of Disclosures.

3.11.1 If the Covered Entity requests that Business Associate furnish an accounting of disclosures of PHI made by Business Associate regarding an Individual during the six (6) years prior to the date on which the accounting was requested, then Business Associate shall, within fifteen (15) days of such request, make available to the Covered Entity such information as is in Business Associate's possession and is required for the Covered Entity to make the accounting required by 45 C.F.R. §164.528 and future regulations to be promulgated regarding accounting of disclosures.

3.11.2 In the event an Individual requests an accounting of disclosures directly from Business Associate, Business Associate shall within ten (10) days forward such request to the Covered Entity and shall take no direct action on the request.

3.12 Demands for Production of PHI.

3.12.1 Receipt by Business Associate. If Business Associate receives a subpoena, civil or administrative demand, or any other demand for production of PHI (a "Document Demand"), Business Associate shall provide a copy of such Document Demand to Covered Entity within five (5) days of receipt. To the extent the PHI that is the subject of the Document Demand is in the possession of Business Associate, and a response is warranted according to the standards contained in 45 C.F.R. § 164.512(e), Business Associate shall timely respond to the Document Demand.

3.12.2 Receipt by Covered Entity. If Covered Entity receives a Document Demand, Business Associate shall provide to Covered Entity any PHI responsive to such

Document Demand and assist and cooperate with Covered Entity in responding to such Document Demand in a timely manner and in accordance with the standards under 45 C.F.R. § 164.512(e).

3.13 Request for Restrictions on Disclosure of PHI. As required by Section 13405 of the HITECH Act and 45 CFR 164.522 (except as otherwise required by law), Business Associate shall comply with any request of an Individual for the Business Associate to restrict the disclosure of PHI of the Individual when the disclosure is to a health plan for purposes of carrying out payment or health care operations (and is not for purposes of carrying out treatment), and the PHI pertains solely to a health care item or service for which the health care provider involved has been paid out of pocket in full.

3.14 Remuneration for PHI.

3.14.1 Except as explicitly permitted in the Services Agreement and also set forth in paragraph .2 below, Business Associate shall not directly or indirectly receive remuneration in exchange for any PHI of an Individual unless the Individual provided to the Covered Entity a valid authorization in accordance with 45 C.F.R. § 164.508 that specifically authorizes the Business Associate to exchange the PHI for remuneration.

3.14.2 Paragraph .1 above does not apply if the purpose of the exchange is: (1) for public health purposes pursuant to 45 CFR § 164.512(b) or § 164.514(e); (2) for research purposes pursuant to 45 CFR § 164.512(i) or § 164.514(e), where the only remuneration received by the Covered Entity or Business Associate is a reasonable cost-based fee to cover the cost to prepare and transmit the PHI for such purposes; (3) for treatment and payment purposes pursuant to 45 CFR § 164.506(a); (4) for the sale, transfer, merger, or consolidation of all or part of the Covered Entity and for related due diligence as described in the HIPAA definition of health care operations and pursuant to 45 CFR § 164.506(a); (5) To or by a Business Associate for activities that the Business Associate undertakes on behalf of a Covered Entity (or on behalf of a Business Associate in the case of a subcontractor), pursuant to 45 CFR §§ 164.502(e) and 164.504(e), and the only remuneration provided is by the Covered Entity to the Business Associate (or by the Business Associate to the subcontractor, if applicable), for the performance of such activities; (6) to an Individual, when the Individual requests access to his or her PHI pursuant to 45 CFR § 164.524 or when the Individual requests an accounting of disclosures pursuant to 45 CFR § 164.528; (7) for disclosures Required By Law; and (8) for any other purpose permitted by HIPAA where the only remuneration received by the Covered Entity or Business Associate is a reasonable, cost-based fee to cover the cost to prepare and transmit the PHI for such purpose or a fee expressly permitted by law.

3.15 Marketing Restrictions. Business associate shall ensure that any Marketing communications it makes on behalf of Covered Entity are in compliance with the rules governing marketing set forth in 45 C.F.R. 164.508(a)(3), including but not limited to the requirements that Business Associate must obtain an authorization from an Individual prior to making any marketing communication to such Individual.

3.16 Fundraising Limitations. Business Associate shall ensure that any fundraising communications Business Associate makes on behalf of the Covered Entity are in compliance with the rules governing fundraising communications set forth in 45 C.F.R. 164.514(f), including but not limited to the requirement that Business Associate must provide, with each fundraising communication made to an Individual, a clear and conspicuous opportunity for the recipient of the communication to elect not to receive any further fundraising communications. Business Associate shall ensure that all Individuals electing not to receive any further fundraising communications do not receive any further fundraising communications.

IV. ARRA BREACH NOTIFICATION.

4.1 Risk Assessment by Business Associate. If Business Associate becomes aware of a potential ARRA Breach, Business Associate shall complete a risk assessment of the potential ARRA Breach to determine whether the potential ARRA Breach is an ARRA Breach. Such risk assessment shall include at least all the factors identified in 45 CFR 164.402(2), as amended by the final rule published in the Federal Register on January 25, 2013 at 78 Fed. Reg. 5566.

4.2 Notification to Covered Entity. If, after completing such risk assessment, Business Associate concludes that there was an ARRA Breach, Business Associate shall notify the Covered Entity of the ARRA Breach as soon as reasonably possible, and in all cases within five (5) business days of the first day on which any employee, officer or agent of Business Associate either knows or by exercising reasonable diligence would have known that an ARRA Breach occurred. The notification to Covered Entity shall include, if known, the identification of each Individual whose Unsecured PHI has been, or is reasonably believed by Business Associate to have been, accessed, acquired, used or disclosed during such ARRA Breach. The notification shall also include: (a) a brief description of what happened, including the date of the ARRA Breach and the date of the discovery of the ARRA Breach, if known; (b) a description of the types of Unsecured PHI that were involved in the ARRA Breach (such as whether the full name, social security number, date of birth, home address, account number, diagnosis disability code or other types of information were involved); (c) recommended steps that Individuals should take to protect themselves from potential harm resulting from the ARRA Breach; and (d) a brief description of what the Business Associate is doing to investigate the ARRA Breach, to mitigate harm to Individuals, and to protect against any further ARRA Breaches. Business Associate shall maintain evidence to demonstrate that any required risk assessment was completed and notification to the Covered Entity under this paragraph was made unless the Business Associate determines that a delayed notice (as described in Section 4.3) applies.

4.3 Delayed Notification to Covered Entity. Notwithstanding Section 4.2 above, if a law enforcement official states in writing to Business Associate that the notification to Covered Entity required under Section 4.2 would impede a criminal investigation or cause damage to national security, then Business Associate may delay the notification for any period of time set forth in the written statement of the law enforcement official. If the law enforcement official provides an oral statement, then Business Associate shall document the statement in writing, including the name of the law enforcement official making the statement, and may delay the notification required under Section 4.2 for no longer than thirty (30) days from the date of the oral statement, unless the law enforcement official provides a written statement during that time that specifies a different time period. Business Associate shall be obligated to maintain evidence to

demonstrate the reason for the delayed notification and that the required notification under this paragraph was made

4.4 Notification to Individuals, the Secretary and/or the Media. In the event of an ARRA Breach caused by Business Associate, its agents and/or subcontractors, Business Associate shall provide assistance to Covered Entity in making all ARRA Breach notifications. To the extent Covered Entity incurs expenses and costs to comply with its notification obligations with respect to an ARRA Breach by Business Associate, its agents and/or subcontractors, in addition to any other remedies that may be available to Covered Entity under this Agreement or any applicable law, Business Associate shall reimburse Covered Entity for all costs and expenses (including attorneys' fees) incurred by Covered Entity related to providing the notifications required under 45 C.F.R. §§ 164.404, 406 and 408. Notwithstanding the foregoing, if the parties agree that Business Associate will, on behalf of Covered Entity, and within the applicable time frames required by law under 45 C.F.R. §§ 164.404, 406 and 408, prepare and send out any and all required ARRA Breach notifications to Individuals, the Secretary and/or to the media, Business Associate shall prepare and send such ARRA Breach notifications at Business Associate's sole expense and in compliance with the requirements of 45 C.F.R. 164.404, 406 and 408, as applicable. However, any ARRA Breach notifications Business Associate would prepare and send on behalf of Covered Entity shall be subject to Covered Entity's review and pre-approval before the notifications are sent. Additionally, in the event of an ARRA Breach, Business Associate agrees to pay for the credit monitoring fees for affected Individuals for a period of at least two (2) years of credit monitoring.

V. TERM AND TERMINATION

5.1 Term. This Agreement is effective upon the effective date of the Services Agreement, and except for the rights and obligations set forth in this Agreement specifically surviving termination, shall terminate the later of the date the Services Agreement terminates or when all PHI is returned to Covered Entity or, with prior permission of Covered Entity, destroyed.

5.2 Termination for Cause. Notwithstanding any provision in this Agreement, Covered Entity may terminate this Agreement and the Services Agreement if Covered Entity determines, in its sole discretion, Business Associate has breached any provision of this Agreement or otherwise violated HIPAA, the Privacy Rule, the Security Rule or the HITECH Act. Covered Entity shall provide written notice to Business Associate with an opportunity for Business Associate to cure the breach or end the violation within ten (10) business days of such written notice, unless cure is not possible. If Business Associate fails to cure the breach or end the violation within the specified time period, or if cure is not possible, this Agreement shall automatically and immediately terminate, unless termination is infeasible.

5.3 Termination after Repeated Violations. Notwithstanding any provision in the Agreement, Covered Entity may terminate the Services Agreement and this Agreement if Covered Entity determines, in its sole discretion, that Business Associate has repeatedly breached any provision of this Agreement or otherwise violated HIPAA, the Privacy Rule, the Security Rule or the HITECH Act, irrespective of whether, or how promptly, Business Associate may remedy such violation after being notified of the same.

5.4 Obligations Upon Termination. Business Associate's obligations to protect the privacy and security of PHI shall be continuous and shall survive termination, cancellation, expiration or other conclusion of this Agreement or the Services Agreement. Upon termination of this Agreement, Business Associate will forward to Covered Entity, or to Covered Entity's designee, the records necessary for continued administration of Covered Entity as directed by Covered Entity. After the forwarding of said records, whatever PHI remains with Business Associate will be subject to the following:

5.4.1 Except as provided in paragraph .2 of this Section 5.4, upon termination, cancellation, expiration or other conclusion of this Agreement, for any reason, Business Associate shall return or, if Covered Entity gives written permission, destroy, PHI in whatever form or medium and retain no copies of such PHI. Business Associate will complete such return or destruction as soon as possible, but in no event later than sixty (60) days from the date of the termination of this Agreement. Within ten (10) days of the return or destruction of all PHI by Business Associate, Business Associate shall provide written certification to Covered Entity that the return or destruction of PHI has been completed.

5.4.2 In the event that Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the parties that return or destruction of PHI is infeasible, Business Associate shall extend the protections of this Agreement to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI.

VI. INDEMNIFICATION; INSURANCE

6.1 Indemnification by Business Associate. Business Associate will indemnify and hold harmless Covered Entity, and any affiliate, officer, director, employee or agent of Covered Entity from and against any claim, cause of action, liability, damage, cost or expense, including attorneys' fees and court or proceeding costs, arising out of or in connection with any use or disclosure of PHI that violates or is not permitted by this Agreement, HIPAA, the Privacy Rule, the Security Rule or the HITECH Act, or other breach of this Agreement by Business Associate or any subcontractor or agent of Business Associate.

6.2 Right to Tender or Undertake Defense. If Covered Entity is named as a party in any judicial, administrative or other proceeding arising out of or in connection with any non-permitted or violating use or disclosure of PHI or other breach of this Agreement by Business Associate or any subcontractor or agent of Business Associate, Covered Entity shall have the option at any time either to: (i) tender its defense to Business Associate, in which case Business Associate will provide qualified attorneys, consultants, and other appropriate professionals to represent Covered Entity's interests at Business Associate's expense; or (ii) undertake its own defense, choosing the attorneys, consultants, and other appropriate professionals to represent its interests, in which case Business Associate will be responsible for and pay the reasonable fees and expenses of such attorneys, consultants, and other professionals.

6.3 Right to Control Resolution. Covered Entity has the sole right and discretion to settle, compromise or otherwise resolve any and all claims, causes of actions, liabilities or damages against it, notwithstanding that Covered Entity may have tendered its defense to Business Associate. Any such resolution will not relieve Business Associate of its obligation to indemnify Covered Entity under this Agreement.

6.4 Insurance. Upon request, Business Associate shall obtain and maintain insurance coverage against improper uses and disclosures of PHI by Business Associate, naming Covered Entity as an additional named insured. Upon request, Business Associate shall provide a certificate evidencing such insurance coverage.

6.5 Conflicts. With respect to any breaches or violations of this Agreement, the provisions in this Section 6 supersede any inconsistent terms contained in the Services Agreement.

VII. GENERAL PROVISIONS

7.1 Effect. The terms and provisions of this Agreement supersede any other conflicting or inconsistent terms and provisions in any agreements between the parties, including all exhibits or other attachments thereto and all documents incorporated therein by reference.

7.2 Amendment. Business Associate and the Covered Entity agree to amend this Agreement to the extent necessary to allow either party to comply with HIPAA, the Privacy Rule, the Security Rule, or the HITECH Act. All such amendments shall be made in a writing signed by both parties.

7.3 No Third Party Beneficiaries. This Agreement is intended for the benefit of Business Associate and Covered Entity only. Nothing express or implied is intended to confer or create, nor be interpreted to confer or create, any rights, remedies, obligations or liabilities to or for any third party beneficiary, including without limitation Individuals who are the subject of PHI.

7.4 Severability. In the event that any provision of this Agreement violates any applicable statute, ordinance, or rule of law in any jurisdiction that governs this Agreement, such provision shall be ineffective to the extent of such violation without invalidating any other provision of this Agreement.

7.5 No Waiver. No provision of this Agreement may be waived except by an agreement in writing signed by the waiving party. A waiver of any term or provision shall not be construed as a waiver of any other term or provision.

7.6 Assignment. This Agreement may not be assigned by either party without the prior written consent of the other party; provided, however, that the parties shall cooperate to assign this Agreement as appropriate if the Services Agreement is assigned.

7.7 Relationship of the Parties. Business Associate and Covered Entity are independent contractors and all acts performed by Business Associate are performed solely in its capacity as an independent contractor.

7.8 Counterparts; Facsimile Signature. This Agreement may be executed by facsimile and/or in counterparts, each of which shall be an original and all of which together shall constitute one and the same binding instrument.

7.9 Notification

7.9.1 Business Associate. To the extent notice is required to be provided by Covered Entity to Business Associate under any provision in this Agreement, notice shall be provided to:

Iowa State Association of Counties
William Peterson, Executive Director of ISAC
5500 Westown Parkway, Suite 190
West Des Moines, IA 50266

7.9.2 Covered Entity. To the extent notice is required to be provided by Business Associate to Covered Entity under any provision in this Agreement, notice shall be provided to:

Linn Adams
Wellness Committee Chair
1201 14th Avenue
Eldora, IA 50627

7.10 Interpretation. Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits Covered Entity to comply with HIPAA, the Privacy Rule, the Security Rule, and the HITECH Act.

INTENDING TO BE LEGALLY BOUND, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

BUSINESS ASSOCIATE

By: _____

Print Name: William R. Peterson

Title: Executive Director of ISAC

Date: _____

COVERED ENTITY

By: _____

Print Name: Lance Granzow

Title: Chair, Board of Supervisors

Date: _____



HARDIN COUNTY

Courthouse

HARDIN COUNTY COURTHOUSE
1215 EDGINGTON AVE.
ELDORA, IA 50627

HARDIN COUNTY Employee Change of Status Report

Please enter the following change(s) as of _____
Date

Name: _____

Department: _____

Address: _____

Position: _____

City State Zip Code

Salary/Hourly Rate: _____

Fund: _____

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: _____

Dates of Employment: _____ to _____
From To

Last Day of Work _____
(if applicable)

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

Authorized by: _____
Elected Official or Department Head

Date

Authorized by: _____
Board of Supervisors

Date



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Dates
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- Retirement
- Layoff
- Discharge

Other: _____

Dates of Employment: _____ to _____
From To

Last Day of Work _____
(if applicable)

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

Authorized by: _____
Elected Official or Department Head

_____ Date

Authorized by: _____
Board of Supervisors

_____ Date