

Consent Agenda

October 24, 2023

MET IN REGULAR SESSION

The Board of Supervisors met in regular session at 10:00 A.M. All members present. Chairman Shea presiding.

PLEDGE OF ALLEGIANCE

Let the minutes reflect that today’s Agenda is being amended to add a payroll status change for Cheri Dahlheim that was not received before the agenda was posted.

After discussion was held by the Board, a motion was made by Miller, and second by Jorgensen to add the payroll status change to Agenda item 3. C.

1. CONSENT AGENDA

After discussion was held by the Board, a Motion was made by Miller, and seconded by Belt, to approve:

- A. October 17, 2023, Minutes as read.
- B. New Class C Liquor License, granting privileges of Class C Liquor License/Outdoor Service/Sunday Service for Pottawattamie County Conservation Board d/b/a Crescent Ridge Ski and Recreation Area, Honey Creek.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Motion by Miller, second by Belt, to open public hearing on Pottawattamie County’s amendment to current county budget for fiscal year 2023-24.

Roll Call Vote: AYES: Shea, Belt, Wichman, Miller, Jorgensen. Motion Carried.

Motion by Belt, second by Miller, to close public hearing.

Roll Call Vote: AYES: Shea, Belt, Wichman, Miller, Jorgensen. Motion Carried.

Motion by Belt, second by Miller, to approve and authorize Board to sign **Resolution No. 66-2023**, a Resolution to Approve Pottawattamie County’s amendment to current county budget for fiscal year 2023-24. Said Resolution is set out as follows:

RESOLUTION NO. 66-2023

WHEREAS, there were necessary expenses incurred in several county departments, causing the budget of that department to exceed 100% of costs; and

WHEREAS, the Board of Supervisors, County Attorney, Sheriff, Veteran Services, Conservation, Jail, IT, and Nondepartmental will exceed their Budget due to said necessary expenditures; and

WHEREAS, the Amendment to the Fiscal Year 2023/24 Budget for the Board of Supervisors, County Attorney, Sheriff, Veteran Services, Conservation, Jail, IT, and Nondepartmental shall be substantially as follows:

DEPT #	Revenue Amount	Expense Amount
Board of Supervisors - 01	\$ -	\$ (1,925,000)
Total		\$ (1,925,000)
Attorney - 04		\$ 100,000
Total		\$ 100,000
Sheriff - 05		\$ (50,000)
Total		\$ 50,000
Veterans - 21		\$ 5,000
Total		\$ 5,000
Conservation - 22	\$ 25,500	\$ 92,634
Total	25,500	\$ 92,634

Jail - 29		\$ 25,000
Total		\$ 25,000
IT - 52		\$ 50,000
Total		\$ 50,000
Non-Departmental - 99		\$ 610,453
Total		\$ 610,453
	\$ 25,500	\$ (991,913)

WHEREAS, the Board of Supervisors desires to allow those expenditures, and no tax increase will occur due to these expenditures; and

WHEREAS, the public had due notice of the Budget Amendment Hearing held on August 30, 2022, and at the hearing, due time was allowed for objections to any and all portions of the amended budget.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of Pottawattamie County, hereby amends the Fiscal Year 2023/24 budget.

Dated this 24th day of October, 2023.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Brian Shea, Chairman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Scott Belt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Tim Wichman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Susan Miller	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Jeff Jorgensen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ATTEST: _____
Melvyn J. Houser, County Auditor

Roll Call Vote: **AYES: Shea, Belt, Wichman, Miller, Jorgensen. Motion Carried.**

Motion by Wichman, second by Jorgensen, to approve and authorize Board to sign **Resolution No. 67-2023** entitled: Resolution for Transfer from General Basic Fund to Property Acq/Improv/Maintenance Fund.

RESOLUTION NO. 67-2023

RESOLUTION FOR TRANSFER FROM GENERAL BASIC TO PROPERTY ACQ/IMPROV/MAINTENANCE FUND

WHEREAS, it is desired to transfer money from the General Basic to Property Acq/Improv/Maintenance Fund; and

WHEREAS, said transfers are in accordance with Section 331.432, Code of Iowa.

NOW THEREFORE BE IT RESOLVED, that the Pottawattamie County Board of Supervisors authorizes the following transfers:

SECTION 1: The sum of \$3,000,000 is ordered to be transferred from General Basic to the Property Acq/Improv/Maintenance Fund;

SECTION 2: The Auditor is directed to correct his/her book accordingly and to notify the Treasurer of these operating transfers.

Dated this 24th Day of October, 2023.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Brian Shea, Chairman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Scott Belt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Tim Wichman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Susan Miller	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Jeff Jorgensen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ATTEST: _____
Melvyn Houser, County Auditor

Roll Call Vote: AYES: Shea, Belt, Wichman, Miller, Jorgensen. Motion Carried.

Motion by Belt, second by Miller, to approve and authorize Board to sign **Resolution No. 68-2023** entitled: Resolution for Transfer from Rural Services Fund to Secondary Roads Fund.

RESOLUTION NO. 68-2023

RESOLUTION FOR TRANSFER FROM RURAL SERVICES FUND TO SECONDARY ROADS FUND

WHEREAS, it is desired to transfer money from the Rural Services Fund to Secondary Roads Fund; and

WHEREAS, said transfers are in accordance with Section 331.432, Code of Iowa.

NOW THEREFORE BE IT RESOLVED, that the Pottawattamie County Board of Supervisors authorizes the following transfers:

SECTION 1: The sum of \$1,375,000 is ordered to be transferred from Rural Services Fund to the Secondary Roads Fund;

SECTION 2: The Auditor is directed to correct his/her book accordingly and to notify the Treasurer of these operating transfers.

Dated this 24th Day of October, 2023.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Brian Shea, Chairman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Scott Belt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Tim Wichman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Susan Miller	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Jeff Jorgensen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ATTEST: _____
Melvyn Houser, County Auditor

Roll Call Vote: AYES: Shea, Belt, Wichman, Miller, Jorgensen. Motion Carried.

Motion by Miller, second by Jorgensen, to approve and authorize Board to sign **Resolution No. 69-2023** entitled: Resolution for Transfer from LOST Secondary Roads Fund to Bond Series 2021C Debt Fund.

RESOLUTION NO. 69-2023

RESOLUTION FOR TRANSFER FROM LOST SECONDARY ROADS FUND TO BOND SERIES 2021C DEBT FUND

WHEREAS, it is desired to transfer money from the LOST Secondary Roads Fund to Bond Series 2021C Debt Fund; and

WHEREAS, said transfers are in accordance with Section 331.432, Code of Iowa.

NOW THEREFORE BE IT RESOLVED, that the Pottawattamie County Board of Supervisors authorizes the following transfers:

SECTION 1: The sum of \$54,050 is ordered to be transferred from LOST Secondary Roads Fund to the Bond Series 2021C Debt Fund;

SECTION 2: The Auditor is directed to correct his/her book accordingly and to notify the Treasurer of these operating transfers.

Dated this 24th Day of October, 2023.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Brian Shea, Chairman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Scott Belt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Tim Wichman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Susan Miller	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Jeff Jorgensen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ATTEST: _____
Melvyn Houser, County Auditor

Roll Call Vote: AYES: Shea, Belt, Wichman, Miller, Jorgensen. Motion Carried.

Motion by Belt, second by Jorgensen, to approve and authorize Board to sign **Resolution No. 70-2023** entitled: Resolution for Transfer from LOST Secondary Roads Fund to Bond Series 2020B Debt Fund.

RESOLUTION NO. 70-2023

RESOLUTION FOR TRANSFER FROM LOST SECONDARY ROADS FUND TO BOND SERIES 2020B DEBT FUND

WHEREAS, it is desired to transfer money from the LOST Secondary Roads Fund to Bond Series 2020B Debt Fund; and

WHEREAS, said transfers are in accordance with Section 331.432, Code of Iowa.

NOW THEREFORE BE IT RESOLVED, that the Pottawattamie County Board of Supervisors authorizes the following transfers:

SECTION 1: The sum of \$7,950 is ordered to be transferred from LOST Secondary Roads Fund to the Bond Series 2020B Debt Fund;

SECTION 2: The Auditor is directed to correct his/her book accordingly and to notify the Treasurer of these operating transfers.

Dated this 24th Day of October, 2023.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Brian Shea, Chairman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Scott Belt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Tim Wichman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Susan Miller	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Jeff Jorgensen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ATTEST: _____
Melvyn Houser, County Auditor

Roll Call Vote: **AYES: Shea, Belt, Wichman, Miller, Jorgensen. Motion Carried.**

Friends of Westfair Committee appeared before the Board to give a presentation on capital project funding for Westfair. The Board has asked for specific requirements per Iowa Code before a decision can be made.

Discussion only. No Action Taken

3. OTHER BUSINESS

Andy Brown, Sheriff, appeared before the Board to discuss an additional School Resource position for the Sheriff’s Department. Sheriff Brown will provide a copy of the previous 28E agreement and a job description before approving second School Resource Deputy.

Discussion only. No action taken.

Motion by Wichman, second by Miller, to approve 2023 Weed Commissioner's Report.
UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Jorgensen, to put the the payroll status change form for Cheri Dahlheim on under Received and Filed.

AYES: Shea, Belt, Wichman, Jorgensen. NAYS: Miller. Motion Carried.

4. COMMITTEE APPOINTMENTS

Board discussed Committee meetings from the past week.
Discussion only. No action taken.

5. RECEIVED/FILED

A. Salary Action(s):

- 1) Communications – Payroll status change for Tyler Wright.
- 2) Conservation – Payroll status change for Samuel Raine.
- 3) Conservation – Employment of Lary Truscott as a Seasonal Park Aide – Narrows River Park.
- 4) Thriving Families Alliance – Corrected Payroll status change for Jessica Rayment.
- 5) Medical Examiner – Payroll status change for Cheri Dahlheim.

B. Report(s):

- 1) Sheriff Report of Fees Disbursed and Collected for September 2023.

C. Out of State Travel Notification(s):

- 1) Conservation – Out of State Travel for Dustin Clayton.

6. PUBLIC COMMENTS

The following individuals appeared before the Board:
Geri Fredericksen and Shawna Anderson

7. CLOSED SESSIONS

Motion by Wichman, second by Miller, to go into Closed Session pursuant Iowa Code 21.5(1)(j) for discussion and/or decision on the purchase or sale of particular real estate.

Roll Call Vote: AYES: Shea, Belt, Wichman, Miller, Jorgensen. Motion Carried.

Motion by Wichman, second by Belt, to go out of Closed Session.

Roll Call Vote: AYES: Shea, Belt, Wichman, Miller, Jorgensen. Motion Carried.

8. ADJOURN

Motion by Belt, second by Miller, to adjourn meeting.

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:30 A. M.

Brian Shea, Chairman

ATTEST:

Melvyn Houser, County Auditor

APPROVED: October 31, 2023

PUBLISH: X

Scheduled Sessions

**Dr. Elliott/Medical Examiner, Cheri
Dahlheim/Chief Medical Examiner
Investigator-Coordinator, and Jana
Lemrick/Director, Human Resources**

**Discussion and/or decision to approve addition of Chief
Deputy Medical Examiner Investigator/Coordinator
position and job description for said position.**

October 26, 2023

Dear Members of the Board,

The Pottawattamie County Medical Examiner Office was restructured in 2006, operating with one Medical Examiner to then two Chief Medical Examiners. The full time Chief Investigator/Coordinator position was added in 2007, and the On Call Medical Examiner Investigator positions followed thereafter. In 2014, Dr. Elliott became the sole Medical Examiner after an analysis of the department's function and needs over the course of the previous eight years. Since 2014, no other changes have been made to the department's staffing, with the exception of the number of On Call Investigators that are employed.

It is with the best interests of the citizens of Pottawattamie County in mind that we propose the following changes to the Department's staffing (and related job descriptions and pay scales) from having one full time Chief Investigator/Coordinator and multiple On Call Medical Examiner Investigators (MEI's) to the following:

- Change of Chief MEI/Coordinator to Chief MEI/Administrative Manager
- Addition of Full Time Chief Deputy MEI/Coordinator

Attached you will find the data and rationale supporting the need for the aforementioned changes. PCMEO has become highly regarded by multiple counties in the state and a "model" from which other offices structure their departments by, in addition to setting their standards at a level to attain the quality of service that PCMEO provides its citizens. Our goal is to not only continue to provide a quality service to the citizens of Pottawattamie County, but to also continue to maintain the high standards of our work through continued fiscal management, ongoing education, adequate staffing, and collaboration with IOSME, law enforcement, hospice agencies, hospitals, funeral homes, and loved ones of those who have passed on.

We respectfully request your consideration of our demonstrated need and ask your approval in support of PCMEO's ongoing success as a reputable department, not only in Pottawattamie County, but the great state of Iowa.

Respectfully Submitted,

Dr. Christopher Elliott

Cheri Dahlheim, Chief MEI/Coordinator

Pottawattamie County Medical Examiner Office

Staffing Changes Proposal

While PCMEO has “variable” line items in the budget, PCMEO has demonstrated fiscal responsibility from FY 06/07 forward. While budget costs have increased for varying reasons during that time, there has not been an increase in full-time staffing. With the addition of the recommended position, the amount of hours for on call investigators can be reduced and implemented into the schedules of the two full time positions, resulting in an estimated reduction in on call investigator pay of \$10,000.

Fiscal History of PCMEO

FY	Annual Budget	FY End Balance	t/-	Notes	Year to Year Annual Budget +/-
06/07	\$148,671	Unk	Unk	Office Reorganized	Unk
07/08	\$223,000	Unk	Unk	Chief Investigator/Coordinator Hired	50%
08/09	\$360,614	Unk	Unk		61%
09/10	\$350,310	Unk	Unk		-2.5%
10/11	\$320,733	\$237,276	-26%		-8.5%
11/12	\$342,496	\$331,690	-3%	Vehicle Purchase?	7%
12/13	\$338,319	\$338,287	0%		-1%
13/14	\$353,580	\$352,576	0%		4.5%
14/15	\$370,669	\$354,999	-4%		4.75%
15/16	\$376,330	\$354,713	-6%		1.5%
16/17	\$374,164	\$348,908	-7%		0.5%
17/18	\$384,758	\$334,128	-13%		2.75%
18/19	\$373,559	\$357,526	-4%		-3%
19/20	\$430,775	\$421,477	-2%	Vehicle purchase/Covid	15.25%
20/21	\$400,168	\$379,840	-5%		-7.25%
21/22	\$424,323	\$416,115	-2%		5.75%
22/23	\$439,793	\$435,907	-1%		3.5%
23/24	\$449,884				2.25%

Case Statistics Pottawattamie County 2020-2022

Year	Total Deaths	ME Contact	ME Contact %	% Autopsied	Full EMER	JD EMER	IOSME Autopsies
2020	1120	277	25%	15%	216	105	42
2021	1086	274	25%	17%	216	129	47
2022	1060	286	27%	24%	228	107	68
Total	3266	837	n/a	n/a	660	341	157
AVG	1089	279	26%	19%	220	114	52

Manner/Year	Natural	Accident	Suicide	Homicide	Undetermined
2020	214	41	18	0	4
2021	208	46	17	2	1
2022	193	58	29	1	5
Total	615	145	64	3	10
AVG	205	48	21	1	3

Addition of Full Time Deputy Chief Investigator/Coordinator

Rationale/Justification

- Establishes hierarchy within the department necessary for succession.
- Provides possible decrease of cost of “on call” coverage/on call investigator wages.
- Allows Chief MEI to participate in managerial and continuing education opportunities.
- Provides adequate staffing with knowledge of Disaster preparedness and action planning.
- Provides Chief MEI outreach opportunities with outside agencies including law enforcement, hospital and care facilities, hospice agencies, providers, EMS, funeral homes, etc.
 - Shared SOP's
 - Best Practices/Quality Improvement
 - Improved Collaboration
- Provides consistent and focused case management assistance and supervision to investigators thereby creating opportunity for improved quality of work.
- Improves Life/Work balance (allows for actual time off for Chief MEI (during PTO, sick time, and bereavement leave).

Financial Implications (Grade 524 Step 6 is recommended starting pay)

- FY 23/24 cost at Step 6 with full benefits: \$52,038.00.00
- FY 23/24 On Call investigator pay savings: **-\$5000.00**
- FY 24/25 cost at Step 7 with full benefits: \$92,114.00
- FY 24/25 On Call investigator pay savings: **-\$10,000.00**

Change of Chief MEI/Coordinator to Chief MEI/Administrative Manager

The current Chief Investigator/Coordinator position requires 24/7/365 availability. In addition to covering “on call” hours during majority of business hours and completing death investigations, position is currently responsible for all administrative functions of the department, including but not limited to budgeting, payroll, scheduling, accounts payable/receivable, interdepartmental relationships, supply requisition, training new investigators, case management and follow up, multi-agency collaboration, liaison to IOSME, scheduling training, travel and accommodations for all employees, policy development, grant writing, continuing education, etc. Transition to new title and pay will be representative of what position entails currently.

Financial Implications (Grade 530 Step 4 is recommended for position adjustment)

- FY 23/24 cost of Step 4: \$4,758.00 (Annual wage \$78,829.00)
- FY 24/25 cost of Step 5: \$7,459.00 (Annual wage \$83,382.00)

POTTAWATTAMIE COUNTY – BOARD OF SUPERVISOR’S OFFICE

JOB DESCRIPTION

<u>POSITION TITLE:</u>	Chief Deputy Medical Examiner Investigator/Coordinator
<u>REPORTS TO:</u>	Chief Medical Examiner Investigator/Administrative Manager
<u>SUPERVISES:</u>	On-Call Medical Examiner Investigators
<u>BARGAINING UNIT/GRADE:</u>	Non-Union; Pay Grade 524
<u>FLSA STATUS:</u>	Exempt

PURPOSE OF POSITION:

Responsible for assisting the Chief Medical Examiner Investigator/Administrative Manager with supervision of on-call staff, death investigations, and administrative duties as assigned.

The incumbent must be able to accommodate a work schedule of 24 hours per day on call coverage.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive.

Acts as a liaison to law enforcement and other investigative agencies, families of the decedents, and the general public.

Assist with implementation of the death investigation program.

Compile and report on department statistics.

Perform personnel management and supervises on-call field Investigators including, but not limited to, assist with hiring, training, schedule, assign and review work performed, handle complaints and recommend disciplinary action as needed.

Performs limited office administrative and financial duties including but not limited to accounting and purchasing and prepares payroll.

Perform death investigations, review reports and assists the PCME with decisions about autopsies and investigative response.

Ensure that the decedent is properly identified/labeled and notifies the PCME and Iowa Office of the State Medical Examiner if necessary.

Collect and preserve identification records including photographs, dental records, x-rays, hospital records, and any other items of evidentiary nature for identification purposes. Collect evidentiary information at the death scene including but not limited to: medical history, medication information, psychological state at the time of death, weapons, etc. to help determine cause and manner of death. Report findings to and confers with PCME.

Confer with the primary care physician of the deceased as necessary to determine previous medical, psychological, or psychiatric history.

Respond to inquiries from family members of the deceased, investigative agencies and medical personnel and general public. Help facilitate organ donation in applicable cases.

Gather information to determine whether to accept or decline jurisdiction in cases of deaths outside of Pottawattamie County, but in the interests of Pottawattamie County law enforcement agencies and the Pottawattamie County Attorney. When jurisdiction is assumed; obtain documentation of decline and acceptance of jurisdiction from appropriate legal entities. Conduct investigation per PCME protocols and arrange for labeling and transportation of the body to the state medical examiner facility.

Prepare detailed reports analyzing the circumstances of death and pertinent information regarding the deceased.

Testify in both civil and criminal courts when subpoenaed.

Maintain proper documentation and chain of custody of the deceased and relating evidence, clothing, personal effects, and maintains records of such.

Adhere to safety policies and practices and universal precautions and other appropriate infection control practices.

Attend work-related meetings and professional development opportunities to keep well informed on trends and procedures in death field investigations. May be required to attend meetings on behalf of the Medical Examiner.

MARGINAL FUNCTIONS:

Perform other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Knowledge of the legal provisions concerning collection and admission of evidence in court.

Knowledge of Iowa laws as they pertain to the State Medicolegal System.

Knowledge of and experience in utilizing management and supervisory techniques in working with and supervising employees.

Ability to communicate effectively, both orally and in writing; must possess good listening skills. Knowledge of the English language and the ability to utilize proper grammar, spelling and punctuation.

Working knowledge and skill in the use of a personal computer and software applications including word processing, Excel, Power point and Outlook. Ability to type accurately.

Ability to plan and organize a personal work schedule, set priorities and meet deadlines.

Ability to accurately compile reports for submission to the PCME.

Ability to interview witnesses and family members during stressful conditions.

Ability to view situations with objectivity. Ability to observe and record facts accurately about persons, objects and events.

Ability to follow written and verbal directions and to complete assigned tasks on schedule.

Ability to work independently or as part of a team and interact appropriately with others.

Skill in organizing, prioritizing and maintaining accurate records and files including death investigations for future retrieval.

Ability to quickly analyze, retain composure, and apply procedures utilizing sound independent judgment and actions in stressful situations..

Ability to maintain confidentiality and security of information as appropriate.

Ability to follow professional code of conduct and ethics and maintain confidentiality and security of information as appropriate in providing services.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Ability to work with minimal supervision.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

Graduation from a four (4) year college or university with major coursework in nursing, medicine, other health related field, criminal justice or forensic science, and two (2) years' experience as a licensed or certified nurse, medical care provider, or forensic science technician, or any equivalent combination of training and experience that will have provided the required knowledge, skills, and abilities necessary to the position.

Must be willing to undergo further training as needed to assist in gaining the expert knowledge required for the position. Must successfully complete the St. Louis University School of Medicine or Des Moines Area Community College basic course of Medicolegal Death Investigation and the St. Louis University School of Medicine Master's level course of Medicolegal Death Investigations. Must obtain American Board of Medicolegal Death Investigators (ABMDI) certification. Must obtain the required courses/certification in a time frame established by the employer.

Must have a valid driver's license and maintain it during the course of employment. May be required to use a private vehicle for official business. Must be insurable under county liability coverage.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

The physical demands and work environment characteristics described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in indoor and outdoor environments and requires that the incumbent have and maintain the physical and mental stamina to perform death investigations and must be willing to accept the physical and mental discomforts inherent in the work. An incumbent is exposed to death scenes which may have been of a violent nature and

can be exposed to bodily fluids, strong offensive odors or smells and biohazards on an occasional basis. The incumbent must be able to work effectively under high emotional stress.

An incumbent must have mobility of both arms and legs with the ability to move around the work area unassisted and to operate a motor vehicle. Must have the ability and range of flexibility to climb stairs, ditches, maneuver uneven ground, etc., kneel, crawl, jump, twist, reach overhead, reach below knees, and to bend over or squat down to perform job functions. Must have the ability to stand or sit for extended periods of time.

An incumbent must have the manual dexterity in their hands to make handwritten notations and which permits use of a keyboard and to pick up small items, hand instruments and implements. Must have a sense of feeling in their hands and fingers to take a pulse rate.

Must be able to help lift, turn, and roll bodies. Must be able to lift, push, pull and carry supplies weighing up to 20 pounds on a frequent basis.

Work hours are not consistent, and the incumbent will be required to be on call and may perform duties at all hours of the day or night.

Noise level can be moderate to intense. Vision abilities, correctable to normal ranges, include close vision, distance vision, depth perception and the ability to adjust focus and perform duties at night. Frequently uses peripheral vision to observe and monitor multiple persons and activity.

Communication abilities include the ability to talk and hear within normal ranges. The incumbent is required to listen to multiple audible inputs simultaneously. Constantly uses voice to communicate as a result, clear diction and audible volume is required.

Created – 10/22/2023

**Dr. Elliott/Medical Examiner, Cheri
Dahlheim/Chief Medical Examiner
Investigator-Coordinator, and Jana
Lemrick/Director, Human Resources**

**Discussion and/or decision to approve Title change, pay,
and job description for current Chief Medical Examiner
Investigator/Coordinator position.**

POTTAWATTAMIE COUNTY – BOARD OF SUPERVISOR’S OFFICE

JOB DESCRIPTION

POSITION TITLE: Chief Medical Examiner Investigator/Administrative Manager

REPORTS TO: Medical Examiner

SUPERVISES: Chief, Deputy Medical Examiner, On-Call Medical Examiner Investigators

BARGAINING UNIT/GRADE: Non-Union; Pay Grade 530

FLSA STATUS: Exempt

PURPOSE OF POSITION:

Responsible for assisting the Pottawattamie County Medical Examiner (PCME) with supervision of Chief Deputy Medical Examiner Investigator/Coordinator, on-call staff, death investigations, and administrative duties required of the office. Under general direction of the Board of Supervisors, perform professional administrative, and technical work in directing the activities of PCMEO.

The incumbent must be able to accommodate a work schedule of 24 hours per day on call coverage.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive.

Acts as a liaison to law enforcement and other investigative agencies, families of the decedents, and the general public. Act as a liaison between PCME, the Department, and the Board of Supervisors.

Direct the operations of the death investigation program. Develop and implement the Department programs, policies, and regular procedures.

Prepare, administer, and reconcile the budget.

Perform personnel management and supervises Chief Deputy Medical Examiner Investigator/Coordinator and on-call field Investigators including, but not limited to, assist with hiring, training, schedule, assign and review work performed, handle complaints and recommend disciplinary action as needed.

Coordinates assigned work activities, and ensures 24 hours staff coverage of investigations. Coordinates continuing education for all staff.

Performs office administrative and financial duties including but not limited to accounting and purchasing, ensuring the timely processing of claims, maintains records of all revenue and deposits, and prepares payroll.

Consults with PCME regarding budget preparation, projections of staffing and departmental expenditures. Researches and applies for grant opportunities.

Perform death investigations, review reports and assists the PCME with decisions about autopsies and investigative response.

Ensure that the decedent is properly identified/labeled and notifies the PCME and Iowa Office of the State Medical Examiner if necessary.

Collect and preserve identification records including photographs, dental records, x-rays, hospital records, and any other items of evidentiary nature for identification purposes. Collect evidentiary information at the death scene including but not limited to: medical history, medication information, psychological state at the time of death, weapons, etc. to help determine cause and manner of death. Report findings to and confers with PCME.

Confer with the primary care physician of the deceased as necessary to determine previous medical, psychological, or psychiatric history.

Respond to inquiries from family members of the deceased, investigative agencies and medical personnel and general public. Help facilitate organ donation in applicable cases.

Gather information to determine whether to accept or decline jurisdiction in cases of deaths outside of Pottawattamie County, but in the interests of Pottawattamie County law enforcement agencies and the Pottawattamie County Attorney. When jurisdiction is assumed; obtain documentation of decline and acceptance of jurisdiction from appropriate legal entities. Conduct investigation per PCME protocols and arrange for labeling and transportation of the body to the state medical examiner facility.

Prepare detailed reports analyzing the circumstances of death and pertinent information regarding the deceased.

Testify in both civil and criminal courts when subpoenaed.

Maintain proper documentation and chain of custody of the deceased and relating evidence, clothing, personal effects, and maintains records of such.

Adhere to safety policies and practices and universal precautions and other appropriate infection control practices.

Attend work-related meetings and professional development opportunities to keep well informed on trends and procedures in death field investigations. May be required to attend meetings on behalf of the Medical Examiner.

MARGINAL FUNCTIONS:

Perform other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Knowledge of the legal provisions concerning collection and admission of evidence in court.

Knowledge of Iowa laws as they pertain to the State Medicolegal System.

Knowledge of and experience in utilizing management and supervisory techniques in working with and supervising employees.

Ability to communicate effectively, both orally and in writing; must possess good listening skills. Knowledge of the English language and the ability to utilize proper grammar, spelling and punctuation.

Working knowledge and skill in the use of a personal computer and software applications including word processing, Excel, Power point and Outlook. Ability to type accurately.

Ability to plan and organize a personal work schedule, set priorities and meet deadlines.

Ability to accurately compile reports for submission to the PCME.

Ability to interview witnesses and family members during stressful conditions.

Ability to view situations with objectivity. Ability to observe and record facts accurately

about persons, objects and events.

Ability to follow written and verbal directions and to complete assigned tasks on schedule.

Ability to work independently or as part of a team and interact appropriately with others.

Skill in organizing, prioritizing and maintaining accurate records and files including death investigations for future retrieval.

Ability to quickly analyze, retain composure, and apply procedures utilizing sound independent judgment and actions in stressful situations..

Ability to maintain confidentiality and security of information as appropriate.

Ability to follow professional code of conduct and ethics and maintain confidentiality and security of information as appropriate in providing services.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Ability to work with minimal supervision.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

Graduation from a four (4) year college or university with major coursework in nursing, medicine, other health related field, criminal justice or forensic science, and two (2) years' experience as a licensed or certified nurse, medical care provider, or forensic science technician, and five (5) years of supervisory experience, or any equivalent combination of training and experience that will have provided the required knowledge, skills, and abilities necessary to the position.

Must be willing to undergo further training as needed to assist in gaining the expert knowledge required for the position. Must successfully complete the St. Louis University School of Medicine or Des Moines Area Community College basic course of Medicolegal Death Investigation and the St. Louis University School of Medicine Master's level course of Medicolegal Death Investigations. Must obtain American Board of Medicolegal Death Investigators (ABMDI) certification. Must obtain the required courses/certification in a time frame established by the employer.

Must have a valid driver's license and maintain it during the course of employment. May be required to use a private vehicle for official business. Must be insurable under county liability coverage.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

The physical demands and work environment characteristics described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in indoor and outdoor environments and requires that the incumbent have and maintain the physical and mental stamina to perform death investigations and must be willing to accept the physical and mental discomforts inherent in the work. An incumbent is exposed to death scenes which may have been of a violent nature and can be exposed to bodily fluids, strong offensive odors or smells and biohazards on an occasional basis. The incumbent must be able to work effectively under high emotional stress.

An incumbent must have mobility of both arms and legs with the ability to move around the work area unassisted and to operate a motor vehicle. Must have the ability and range of flexibility to climb stairs, ditches, maneuver uneven ground, etc., kneel, crawl, jump, twist, reach overhead, reach below knees, and to bend over or squat down to perform job functions. Must have the ability to stand or sit for extended periods of time.

An incumbent must have the manual dexterity in their hands to make handwritten notations and which permits use of a keyboard and to pick up small items, hand instruments and implements. Must have a sense of feeling in their hands and fingers to take a pulse rate.

Must be able to help lift, turn, and roll bodies. Must be able to lift, push, pull and carry supplies weighing up to 20 pounds on a frequent basis.

Work hours are not consistent, and the incumbent will be required to be on call and may perform duties at all hours of the day or night.

Noise level can be moderate to intense. Vision abilities, correctable to normal ranges, include close vision, distance vision, depth perception and the ability to adjust focus and perform duties at night. Frequently uses peripheral vision to observe and monitor multiple persons and activity.

Communication abilities include the ability to talk and hear within normal ranges. The incumbent is required to listen to multiple audible inputs simultaneously. Constantly uses voice to communicate as a result, clear diction and audible volume is required.

Created - 9/19/07

Revised – 2/18/2010, 12/4/2017, 10/22/2023

Melvyn Houser/Auditor

Discussion and/or decision to approve the resignation of Janet Shearer and to appoint Nancy Potter as the Waveland Township Clerk.

David Bayer/Chief Information Officer, IT

**Discussion and/or decision to approve and authorize
Board Chairman to sign City of Neola-County IT Support
Agreement.**

October 12, 2023

City of Neola
401 Front St.
Neola, IA 51559

Re: City of Neola - County IT Support Agreement

Dear City of Neola Official:

This letter serves as the agreement between the Pottawattamie County Information Technology (IT) Department (hereinafter referred to as "County IT") and the City of Neola (hereinafter referred to as "the City") for the following conditions:

County IT Duties. County IT agrees to support:

1. VPN Access to support County IT-hosted application
2. Provide camera viewing access
3. Manage security/account access to camera system

City Duties. The City agrees to:

1. Have all users of County-hosted software sign the County IT Information Security Policy
2. Notify County IT when employee access changes are needed (i.e. new hires/terminations)

Changes. The City may request changes to the item(s) listed above.

Fees. The City and the County agree that no fees will be charged for any work described in this agreement.

Termination. Either party may terminate this Agreement with a 30-day written notice to the other party.

Relationship of the Parties. No separate entity or agency is created by this Agreement. The County shall perform the services hereunder as an independent contractor and not as an agent or employee of the City.

Warranty and Liability. The County makes no specific warranty for the IT services contemplated by this Agreement. The County assumes no other duties, responsibilities, or liability as to the City's IT resources other than the services provided in this Agreement.

Indemnity. The City agrees to defend, hold harmless and indemnify the County and County IT staff against any and all claims, liability or damages arising out the County's performance of its responsibilities under this Agreement.

This letter supersedes any previous agreements or understandings between the City and County in reference to IT services.

Please execute this Agreement in the area provided below and return a signed copy to my attention.

Sincerely,

David Bayer
Chief Information Officer
Pottawattamie County, Iowa

POTTAWATTAMIE COUNTY, IOWA

By: _____
Brian Shea, Chairman
Pottawattamie County Board of Supervisors

Certification of the City of Neola: I have read, understand, and agree to the conditions outlined in this Agreement. By my signature below, I verify that I am authorized to sign on behalf of the City of Neola.

CITY OF NEOLA

By: Karlo Rogge

Title: Mayor
On Behalf of the City of Neola

Date: 10-18-23

Other Business

Andy Brown/Sheriff

Discussion and/or decision to approve an additional School Resource position for the Sheriff's Department.

**SCHOOL RESOURCE OFFICER OPERATIONS
AGREEMENT BETWEEN THE POTTAWATTAMIE
COUNTY SHERIFF'S OFFICE AND TREYNOR
COMMUNITY SCHOOLS, UNDERWOOD COMMUNITY
SCHOOLS, RIVERSIDE COMMUNITY SCHOOLS,
AHSTW COMMUNITY SCHOOLS AND TRI-CENTER
COMMUNITY SCHOOLS**

This Operations Agreement for the School Resource Officer Program ("Agreement") made and entered into this 15th day of August, 2023, by and between the Pottawattamie County Sheriff's Office and the above listed School Districts, Iowa school corporations organized and existing under the provisions of Iowa Code Chapter 274, (hereinafter referred to as "The Districts").

The parties share a mutual interest to maintain an atmosphere in the district schools where school staff and students have a safe learning environment. The School Resource Officer program presents a cooperative approach towards addressing various collaborative efforts to maximize student safety, performance, and wellbeing.

School Resource Officer programs are recognized nationally as programs that effectively establish positive working relationships between schools and law enforcement. The School Resource Officers (SROs) will assist school administrators by taking immediate action when law enforcement intervention is warranted. Additionally, the SROs will provide guidance and support in assisting school staff, students, and parents with law enforcement related matters.

Through relationship building and problem-solving efforts and by cooperative efforts with school staff, students, parents, the SRO program strives to assist the district's with providing safe schools and a safe neighborhood environment.

The Pottawattamie County Sheriff's Office will be responsible for the salary, benefits, patrol vehicle, and other costs with the program of the first assigned SRO. If the Districts can attain grant funding for a second Deputy, this agreement will be modified under Iowa Chapter 28E to form a cooperative fiscal partnership between the Sheriff's Office and the Districts.

Article I Selection

1. The SROs will be certified, non-probationary Deputy's who maintain at least the minimum qualifications required for employment as a law enforcement officer with the Pottawattamie County Sheriff's Office. The Deputy will be a graduate of the National School Resource Officer's Basic SRO class. The term of service is each School year renewable each year by the parties.
2. Selection of the SRO is completed by the Sheriff's Office with advisory input from the District's representatives. An advisory committee will be composed of the Sheriff, Chief Deputy, and Superintendents from each of the named Districts. The Advisory Committee will meet as

required to ensure the success of the SRO program and assist in the selection of the SRO.

Supervision and Program Assessment

1. The Pottawattamie County Sheriff's Office will supervise the Deputy or Deputies assigned to the SRO program.
2. The Advisory Committee shall meet at the conclusion of each school academic year and provide input and suggestion as to the utilization of the SRO and guidance for the next academic year.
1. It is anticipated that the SRO will attempt to provide equal coverage to the districts, understanding that circumstances and environment may cause coverage to be concentrated based on situational issues.
2. The SROs shall provide a weekly schedule to the Road Lieutenant, all District Superintendents, and District Building Principals each week for the following week. The Districts agree to keep the schedule confidential as possible based on assignments as to provide a changing security presence around the Districts. The SRO will have the latitude with notification to the above parties to flex up to 5 hours a week to attend evening or out of school District events such as sports and other activities.
3. The SRO may be temporarily reassigned by the Sheriff during school holidays or vacations and/or during times of emergencies. Such duty assignment will be under the direction of the Sheriff with notification to the districts.
4. The SRO is expected to attend all training, meetings, and appointments assigned by the Sheriff's Office. It is recognized that some of these may conflict with the SRO's availability at the school during normal school hours. These conflicts will be minimized as much as possible, but the potential exists that such requirements will take precedence over school presence. The SROs shall keep the district's informed about SROs absences and activities on a need to know basis.

ARTICLE II

Duties and Responsibilities of School Resource Officers

1. The SROs shall develop friendly contact between the Sheriff's Office and the District's students.
2. The SROs shall enforce state laws and local ordinances and coordinate directly with the school superintendents and principals during school hours.
3. The SROs should be familiar with all law enforcement case information pertaining to schools, students and the areas surrounding the campuses.

4. The SRO should facilitate and assist with law enforcement investigations involving victims, witnesses and suspects associated with the schools. The SRO shall assist and coordinate all investigations with the appropriate Sheriff's personnel and other agencies.
5. The SRO is a law enforcement officer and not necessarily a certified teacher, school administrator, nor school counselor. The officers will assist the teachers with classroom presentations on relevant topics when requested and able. They will also work with families, individual students, and other school staff members with counseling and guidance efforts when requested and appropriate. The SRO shall further provide students with information regarding the role of laws, courts, and police in society. Teamwork, partnerships, cooperation, and coordination between SRO and school administration and staff is encouraged.
6. The SRO shall assist District officials in emergency planning and emergency safety and security assessments. The SROs shall also assist District officials with developing plans and strategies to prevent, minimize, or respond to dangerous situations which may occur on campus or during school sponsored events. The SRO shall participate in multidisciplinary school safety teams.
7. The SRO is governed by the rules, policies, shifts, schedules, procedures, and practices of the Pottawattamie County Sheriff's Office.
8. The parties acknowledge that the SRO may, from time to time, acquire confidential information concerning the district, students, and others in the course of performing duties under this Agreement. It is agreed that such non-law enforcement information or records shall be kept confidential by the SRO in compliance with District policy, and federal, state, and local law.
9. The SRO is a Pottawattamie County Deputy assigned as a uniform Deputy. As such, their primary responsibilities are to engage in relationship building and problem solving in the school environment. This may include investigating criminal cases involving youth, maintaining order through the enforcement of local, state, and federal laws, and enforcement of the school code of conduct for the purpose of maintaining a safe and effective learning environment in schools. As soon as practicable, the SRO shall make the principal or designee(s) of the school aware of such action. The SRO shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and school related functions, to the extent that the SROs may do so under the authority of law. Whenever practicable, the SROs should advise the superintendent, principal or designee(s) of the intended action when requesting additional law enforcement assistance on campus.
10. In situations where an SRO becomes aware of a traumatic event (family member arrested, search warrant, domestic disturbance, etc.) that a student may have witnessed, the SRO shall notify the school counselor of the event. The intent is to alert school officials that the student's participation in school, school testing, or other activities may be affected by this experience.

11. The SRO shall not act as a school disciplinarian and shall not take administrative action or levy sanctions on behalf of any District employee. However, if the principal or designee believes an incident is a violation of the law, the principal or designee may contact the SRO and the SRO shall then determine whether law enforcement action is appropriate. The SRO is not to be used for lunchroom duties, hall monitors, bus duties, or other monitoring duties. If there is a problem in one of these areas the SROs may assist the school until the problem is solved.
12. The SRO shall notify the Superintendent or building principal if they are sick or absent from the school building or have a major deviation to the published schedule. Such notifications will be made on an email "tree" of all the districts.
13. The SRO shall perform other duties as mutually agreed upon by the superintendents and school principals so long as the performance of such duties is reasonably related to the SRO program as described in this Agreement and so long as such duties are consistent with the Sheriff's Office rules and regulations.
14. The districts will provide e-mail capability to the SRO in their systems to allow communication between the SRO and school officials.

ARTICLE III

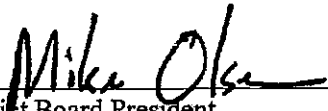
Employment Status of School Resource Officer

SROs shall remain employees of the Sheriff's Office and shall not be an employee of the District for any purpose. As the employer of the SROs, the Sheriff's Office shall be responsible to recruit, hire, train, assign, supervise, evaluate, discipline, and/or discharge the SRO, and shall be responsible for payment of all wages and benefits due the SRO. The Districts and the Sheriff's Office acknowledge that the SROs shall remain responsive to the chain of command of the Pottawattamie County Sheriff's Office.

ARTICLE IV

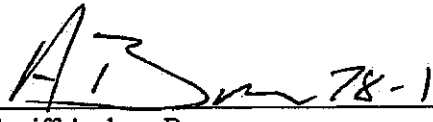
Duration and Termination of Agreement

The term of this Agreement shall be effective upon signing and expire on 1 June, 2024 unless renewed in writing by agreement of both parties or terminated as provided herein. Either party may terminate this Agreement upon written notice to the other party. Upon termination of this Agreement, the District will retain all desks, chairs, tables, filing cabinets, provided technologies, access cards, building keys and other District property; the City will retain all motor vehicles, radios, cell phones, computers, cameras, storage safes and other City property.



District Board President

8-7-2023
Date Signed



Sheriff Andrew Brown

9/5/2023
Date Signed

Committee Appointments

Update from Board members on Committee meetings from the past week.

Received/Filed

Appendix A

POTTAWATTAMIE COUNTY

OUT-OF-STATE TRAVEL NOTIFICATION FORM

This form is used to notify the Board of Supervisors of out-of-state travel and to provide an estimate of travel expenses. It must be submitted to the Board of Supervisor's office no later than one (1) week prior to the out-of-state travel. **Completed form must accompany any claims sent for payment or reimbursement.**

TRAVEL INFORMATION

Name of Employee Traveling: Deputy Matt Owens 78-18

Department: Sheriff's Office

Destination: Kearney, Nebraska

Date of Travel: FROM: Dec. 17th 2023 TO: Dec. 22nd 2023

Name of Elected Official/Department Head Authorizing Travel: Lt. John Cool 78-48

PURPOSE OF TRIP

1. Conference Travel

- Giving a presentation
- Serving as panel member, chair
- Serving as an Office or Board Member
- Continuing Education
- Other please explain _____

2 Non-Conference Travel

State Purpose: Defensive Tactics School

Instructor certification

Conference Name (Please give complete name) Gracie School of Survival Tactics for Law Enforcement

<u>Expense</u>					<u>Cost Estimate</u>
Transportation	Mileage	<input checked="" type="checkbox"/>	Airfare	<input type="checkbox"/>	Fuel Approx \$60
Lodging	Yes	<input type="checkbox"/>	Hotel	<input type="checkbox"/>	Approx \$700
Meals: Breakfast	Included	<input type="checkbox"/>	Not Included	<input checked="" type="checkbox"/>	
Lunch	Included	<input type="checkbox"/>	Not Included	<input checked="" type="checkbox"/>	
Dinner	Included	<input type="checkbox"/>	Not Included	<input checked="" type="checkbox"/>	
Conf./Seminar Fee					
Other:					
Total Estimated Cost					\$760.00 \$0.00

Meals may be included in conference fees or provided by the hotel. Indicate whether meal is included or not. If meal is not included, please refer to the U.S. General Services Administration website for allowable meal per diem at www.gsa.gov Select travel, select a state, select calculate per diem allowances for a trip, select your travel dates, select destination county, select breakdown, the total M&IE rate is listed (middle row), scroll up to the top of the page and select M&IE for breakdown by meal (breakfast, lunch, dinner), find the corresponding number on the far left for your total and the breakdown is provided.

Public Comments