

Consent Agenda

June 18, 2024

MET IN REGULAR SESSION

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

PLEDGE OF ALLEGIANCE

1. CONSENT AGENDA

After discussion was held by the Board, a motion was made by Shea, and second by Jorgensen, to approve:

- A. June 11, 2024, Minutes as read.
- B. May 2024 Vendor Publication Report.
- C. Planning – Employment of Gabriel Watson as an Environmental Health Seasonal Technician.
- D. Public Health – Employment of Andrea Villages as an Animal Control Officer.
- E. Emergency Management – Employment of Jamie Meek as an Emergency Management Specialist.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Discussion on disaster recovery response update from provided by Doug Reed, Emergency Management. Discussion only. No Action Taken.

Motion by Belt, second by Shea, to approve and authorize Chairperson to sign Law Enforcement Service Contracts between Pottawattamie County and the following: City of Avoca, City of Carson, City of Crescent, City of Hancock, City of Macedonia, City of McClelland, City of Minden, City of Neola, City of Oakland, City of Treynor, City of Underwood, and City of Walnut.

UNANIMOUS VOTE. Motion Carried.

Eric Hough/President, Conservation Board appeared before the Board to announce the employment and salary of the Conservation Executive Director as Jeff Franco at a salary of \$119,000 effective July 1, 2024.

Discussion only. No Action Taken.

Matt Wyant/Director, Planning and Development appeared before the Board to give an update on implementation of wind policy for the recycling center.

Discussion only. No Action taken.

Motion by Wichman, second by Shea, to approve tax abatement for Iowa Southern Railroad for property located at 200 29th Ave, Council Bluffs.

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Jorgensen, to approve and authorize Board to sign **Resolution No. 48-2024** a Resolution entitled: Resolution for re-appropriation between Departments. Said Resolution is set out as follows:

RESOLUTION NO. 48-2024

RESOLUTION FOR RE-APPROPRIATION BETWEEN DEPARTMENTS

WHEREAS, it is desired to re-appropriate money from Board of Supervisors (Department 01) to Auditor (Department 02); and

WHEREAS, said re-appropriation is in accordance with Section 331-434(6), Code of Iowa, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Pottawattamie County, Iowa, as follows:

SECTION 1: The sum of \$30,000 is ordered to be re-appropriated from Board of Supervisors (Department 01) to Auditor (Department 02), and

SECTION 2: The Auditor is directed to correct his/her book accordingly and to notify the Treasurer of this operating re-appropriation.

Dated this 18th Day of June, 2024.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Susan Miller, Chairperson	<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"/>
_____ Brian Shea	<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: Miller, Belt, Wichman, Shea, Jorgensen. Motion Carried.

3. OTHER BUSINESS

Motion by Belt, second by Shea, to approve appointment and employment of Cindy Goodin as Pottawattamie County’s Judicial Mental Health Advocate
UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Wichman, to approve Application for Use of Pottawattamie County Grounds for the Veteran Service Building for the VFW 11355 (Monthly Meetings- usage for 3 years), VFW 11355 (2024 Car Show), and Iowa Veterans Foundation (Routine Meetings – usage 3 years).
UNANIMOUS VOTE. Motion Carried.

Peggy Becker/Administrator, Veteran Service appeared before the Board to give an update on the Operations Appreciation Program.
Discussion only. No Action Taken.

Motion by Shea, second by Belt, to approve and authorize Chairperson to sign Rural Transit System Joint Participation Agreement with SWIPCO; and to approve funding request in the amount of \$6,000.
UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve application for permit to display fireworks filed by Ryan Rogers, on June 29th, 2024, at 15259 214th Street, Council Bluffs.
UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve a full-time WIC Program Nutrition Educator.
UNANIMOUS VOTE. Motion Carried.

Jana Lemrick/Director, Human Resources appeared before the Board to discuss the job description modification for Finance and Budget Director position.
Discussion only. No Action Taken.

Motion by Belt, second by Shea, to approve job description for Chief Information Officer position.
UNANIMOUS VOTE. Motion Carried.

Motion made by Shea, second by Belt, to approve and authorize Chairperson to sign Employment Agreements with Chief Information Officer David Bayer, Human Resource Director Jana Lemrick, Buildings and Grounds Director Jason Slack, Chief Financial Officer Mitch Kay, Planning and Development Director Matt Wyant, Community Services Director Suzanne Watson, Conservation Director Mark Shoemaker from July 1 – August 30, 2024, Newly appointed Conservation Director Jeff Franco from July 1, 2024 – June 30, 2025, Administrator Veterans Service Office Peggy Becker, GIS Coordinator Jamie Petersen, and Director Chief Medical Examiner Investigator Cheri Dahlheim.
UNANIMOUS VOTE. Motion Carried.

Motion made by Shea, second by Jorgensen, to approve and authorize Chairperson to sign Employment Agreement with County Engineer John Rasmussen.
UNANIMOUS VOTE. Motion Carried.

4. COMMITTEE APPOINTMENTS

Board discussed Committee meetings from the past week.

5. RECEIVED/FILED

- A. Out of State Travel Notification(s):
 - 1) Attorney – Out of State Travel Notification for James Burger.
 - 2) Sheriff – Out of State Travel Notification for Anthony Kava.

6. PUBLIC COMMENTS

No Public Comments.

7. STUDY SESSION

John Rasmussen/Engineer appeared before the Board to discuss a new ordinance to restrict heavy commercial traffic on our roadways.
Discussion only. No Action Taken.

Jeff Franco/Deputy and Kylie Jacott/Promotions & Outreach Coordinator, Conservation appeared before the Board to discuss the Master Plan Key Stakeholder Interview.
Discussion only. No Action Taken.

8. ADJOURN

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 1:10 P. M

Susan Miller, Chair

ATTEST: _____
Melvyn Houser, County Auditor

APPROVED: June 25, 2024
PUBLISH: X

Scheduled Sessions

**Discussion and/or decision on disaster recovery response
and amending Disaster Declaration.**



**AMENDMENT NO. 2
PROCLAMATION OF DISASTER EMERGENCY**

WHEREAS, a **PROCLAMATION OF DISASTER EMERGENCY** was authorized for thirty (30) days beginning on April 26, 2024, as a result of a series of severe storm systems affecting Pottawattamie County; and

WHEREAS, conditions within the county and subsequent severe weather events require the continuance of response and recovery actions; and

WHEREAS, Pottawattamie County has been included in an additional two (2) **PROCLAMATIONS OF DISASTER EMERGENCY** executed by the **Governor of the State of Iowa** for ongoing severe storm systems occurring on May 6, 2024, and May 21, 2024, resulting in additional threats to the public peace, health, and safety of the citizens of the county, and public and private property; and

WHEREAS, AMENDMENT NO. I of the Pottawattamie County **PROCLAMATION OF DISASTER EMERGENCY** extended its effect through June 25, 2024.

NOW, THEREFORE, be it known, the Board of Supervisors of Pottawattamie County, Iowa, do hereby **extend the PROCLAMATION OF DISASTER EMERGENCY** for an additional thirty (30) days, from June 25, 2024, through July 25, 2024.

IN TESTIMONY WHEREOF, THAT THE BOARD OF SUPERVORS FOR THE COUNTY OF POTTAWATTAMIE COUNTY HAS EXECUTED THIS POWER PURSUANT TO IOWA CODE §331.302(1), I HAVE HEREUNTO SUBSCRIBED MY NAME AT THE POTTAWATTAMIE COUNTY COURTHOUSE IN COUNCIL BLUFFS, IOWA THIS TWENTY-FIFTH DAY OF JUNE IN THE YEAR OF OUR LORD TWO THOUSAND TWENTY-FOUR.

SUSAN MILLER, CHAIR
POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS

ATTEST:



DOUGLAS REED
EMERGENCY MANAGEMENT DIRECTOR
POTTAWATTAMIE COUNTY, IOWA

**John Graham/General Manager and
Jeremy Gaines/Director, Microfilming
Imaging Systems, Inc.**

**Discussion and/or decision on digitizing the minute
books.**



QUOTE

Microfilm Imaging Systems, Inc.

"Focusing with the Customer"

2530 Harney St, Omaha, NE 68131
 Phone 402-346-7211 Fax 402-346-6643
 jeremy@microfilmimaging.com

QUOTE # 3021
 DATE: JUNE 18, 2024

EXPIRATION DATE 7/15/2024

TO Pottawattamie County
 Attn: Jeannette Johnson
 227 South 6th Street
 Council Bluffs, IA 51501

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
John Graham		Invoice	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
9	SCANNING MINUTE BOOKS Bound Books	\$240.00	\$2,160.00
18	Pinned Books	\$84.00	\$1,512.00
1	LaserFiche (1-User \$600.00 Per Annually)	\$600.00	\$600.00
	Document Destruction		
	Does Not Include Sales Tax		
SUBTOTAL			\$4,272.00
SALES TAX			
TOTAL			

Quotation prepared by: _____

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!

**Becky Lenihan/Finance and
Tax Officer, Auditor's Officer**

**Discussion and/or decision to approve and authorize
Board to sign: Resolution No. 45-2024 entitled: Setting
Forth Percentage of Funding for Property Tax Credits.**

RESOLUTION NO. 45-2024

Setting Forth Percentage of Funding for Property Tax Credits & Exemptions for Assessment Year 2023

The Homestead Exemption created by HF 718 from the 2023 legislative session is not funded by the State of Iowa.

Whereas, the State of Iowa has appropriated funds for fiscal year July 1, 2024, through June 30, 2025, which moneys are sufficient to fund fully the various local property tax credits /exemptions,

And, whereas, Iowa Code Section 25B.7 requires local governments to extend to the taxpayers only those portions of the property tax credits/exemptions that are estimated by the Iowa Department of Revenue and Finance to be funded by the state appropriation,

And, whereas the Iowa Department of Revenue and Finance has estimated the percentages of funding for the affected property tax credits/exemptions as follows: Homestead Credit (Including Disabled Veteran’s Homestead Credit) 100%, Low-income 100%, Elderly and Disabled Credit 100%.

And, whereas the Iowa Department of Revenue and Finance has estimated the prorated percentages of funding for the affected property tax credits as follows: Agland Credit 22.1947745% and Family Farm Credit 15.6140022%,

Now, therefore, be it resolved pursuant to Iowa Code Section 25B.7 that the property tax credits/exemptions in Pottawattamie County for fiscal year July 1, 2024, through June 30, 2025, shall be funded as follows: Homestead Credit (Including Disabled Veterans’ Homestead Credit) 100% , Low-Income 100%, Elderly and Disabled Credit 100% , Agland Credit 22.1947745%, and Family Farm Credit 15.6140022%

Dated this 25th Day of June, 2024.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Susan Miller, Chairperson	<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"/>
_____ Brian Shea	<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

May 31, 2024
County Auditors and Treasurers
Estimated Funding Notice

Fiscal Year 2025 Property Tax Credit and Funding Estimates

County Auditors and Treasurers,

Iowa Code section 25B.7 requires the Iowa Department of Revenue (Department) to determine whether appropriations for the Homestead Tax Credit, and Elderly and Disabled Property Tax Credit will be sufficient to fully fund the programs. If a state appropriation made to fund a credit or exemption is not sufficient to fully fund the credit or exemption, the political subdivision is required to extend to the taxpayer only that portion of the credit or exemption estimated by the Department to be funded by the state appropriation.

The Homestead Exemption created by HF 718 from the 2023 legislative session is not funded by the state.

Listed below are the estimated funding levels for the FY 2025 Homestead Tax Credit and Elderly & Disabled Property Tax Credit programs:

- | | | |
|----|--------------------|---|
| 1) | Homestead | 100% |
| 2) | Elderly & Disabled | 100% (see below for additional explanation) |

Notwithstanding the above, pursuant to Iowa Code section 425.39(1)(b) as amended by SF 619 from the 2021 legislative session, state funding for the Elderly & Disabled Property Tax Credit Program for claimants qualifying under Iowa Code section 425.17(2)(a)(3) (70+ and income less than 250% of the federal poverty level) is limited to the amount calculated for the claimant under Iowa Code section 425.23(1)(c)(1) (the credit calculation for a claimant qualifying under Iowa Code section 425.17(2)(a)(1) (65+ meeting certain income restrictions)). Therefore, some Elderly & Disabled Property Tax Credit claims may not be fully funded by the state appropriation. In that case, Iowa Code section 25B.7(1) does not apply to the amount of the credit in excess of the amount paid by the Department.

Iowa Code sections 426.7 and 425A.6 require the Department to notify counties if the appropriations for the Agricultural Land Tax Credit and Family Farm Tax Credit will be insufficient to pay in full the total amounts certified to the Director of Revenue. In the case of a deficiency in the Agricultural Land Tax Credit fund or the Family Farm Credit fund to pay the

credits in full, the credit on each eligible tract of such lands in the state shall be proportionate and applied as provided in Iowa Code chapters 425A and 426.

Listed below is the estimated funding level for the FY 2025 Agricultural Land and Family Farm Property Tax Credit programs:

- | | | |
|----|---------------------|-----------------------------------|
| 1) | Ag Land prorate | 22.1947745% to be paid 07/14/2024 |
| 2) | Family Farm prorate | 15.6140022% to be paid 06/01/2025 |

Barbara Lewison
Iowa Department of Revenue
Local Government Services Division
Distributions Program Manager

**Becky Lenihan/Finance and
Tax Officer, Auditor's Officer**

**Discussion and/or decision to approve and authorize
Board to sign: Resolution No. 46-2024 entitled:
Appropriation Resolution to make appropriations for
each of the different offices and departments for the
fiscal year beginning July 1, 2024.**

RESOLUTION NO. 46-2024

APPROPRIATIONS RESOLUTION

WHEREAS, it is desired to make appropriations for each of the different offices and departments for the fiscal year beginning July 1, **2024**, in accordance with Section 331.434, Subsection 6, Code of Iowa.

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of Pottawattamie County, Iowa, as follows:

SECTION 1: The amounts itemized by fund and by department or office on the attached Schedule "B" are hereby appropriated from the resources of each fund so itemized, to the department or office listed in the first column on the same line of the attached Schedule.

SECTION 2: Subject to the provisions of other County procedures and regulations, and applicable State Law, the appropriations under Section 1 shall constitute authorization for the department or officer to make expenditures or incur obligations from the itemized fund, effective **July 1, 2024**.

SECTION 3: In accordance with Section 331.437, Code of Iowa, no department or office shall expend or contract to expend any money or incur any liability or enter into the contract which by its terms involves the expenditure of money for any purpose in excess of the amounts appropriated pursuant to this resolution.

SECTION 4: If any time during the 2024-2025 Budget Year the Auditor ascertains that the available resources of a fund for that year will be less than said fund's total appropriations, the Auditor shall immediately so inform the Board and recommend appropriate corrective action.

SECTION 5: The Auditor shall establish separate accounts for the appropriations authorized in Section 1, each of which account shall indicate the amount of the appropriation, the amounts charged thereto, and the unencumbered balance. The Auditor shall report the status of such accounts to the applicable departments and officers as prescribed by law or as otherwise required and determined within reasonable limits during the **2024-2025** Budget Year.

SECTION 6: All appropriations authorized in accordance with this resolution lapse, **June 30, 2025**.

Dated this 25th Day of June, 2024.

ROLL CALL VOTE

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

ATTEST:

Melvyn Houser, County Auditor

FY 2024-2025 Budget Appropriations

DEPT #	DEPARTMENT NAME	CERTIFIED BUDGET 04/23/24	ORIGINAL RESO	AMENDMENT	Original Budget	DEPT #			
			24-		With Amendments				
01	Board of Supervisors	24,880,753	24,880,753		24,880,753	01			
02	Auditor	1,764,113	1,764,113		1,764,113	02			
03	Treasurer	1,882,133	1,882,133		1,882,133	03			
04	Attorney	3,858,649	3,858,649		3,858,649	04			
05	Sheriff	10,159,587	10,159,587		10,159,587	05			
06	Debt Service/Supervisors	2,947,475	2,947,475		2,947,475	06			
07	Recorder	931,696	931,696		931,696	07			
12	Medical Examiner	582,792	582,792		582,792	12			
20	Secondary Roads	21,246,500	21,246,500		21,246,500	20			
21	Veterans Service Office	508,996	508,996		508,996	21			
22	Conservation	3,158,775	3,158,775		3,158,775	22			
23	Physical Health & Education	1,794,194	1,794,194		1,794,194	23			
24	General Assistance	250,011	250,011		250,011	24			
25	DHS	316,750	316,750		316,750	25			
27	Animal Control	203,777	203,777		203,777	27			
29	Corrections-Jail	17,633,900	17,633,900		17,633,900	29			
37	Communications-911	3,983,365	3,983,365		3,983,365	37			
38	Environmental Health	776,152	776,152		776,152	38			
40	Unemployment--HR	40,000	40,000		40,000	40			
48	WIC	790,844	790,844		790,844	48			
50	Human Resources	683,076	683,076		683,076	50			
51	Building and Grounds	1,579,933	1,579,933		1,579,933	51			
52	Information Services	2,676,562	2,676,562		2,676,562	52			
53	Planning & Development	747,038	747,038		747,038	53			
54	GIS	521,782	521,782		521,782	54			
57	Thriving Families	606,252	606,252		606,252	57			
58	CD Treatment Services	2,000	2,000		2,000	58			
60	Mental Health	2,236,457	2,236,457		2,236,457	60			
99	Non Departmental	12,181,912	12,181,912		12,181,912	99			
	TOTAL	118,945,474	118,945,474		118,945,474				

**Becky Lenihan/Finance and
Tax Officer, Auditor's Officer**

**Discussion and/or decision to approve and authorize
Board to sign: Resolution No. 47-2024 entitled:
Resolution for Transfer from Rural Services Fund to
Secondary Roads Fund.**

RESOLUTION NO. 47-2024

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 Secondary Roads Fund, and

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

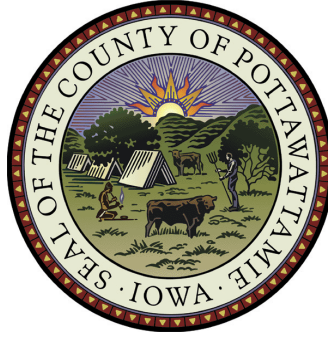
Dated this 25th Day of June, 2024.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Susan Miller, Chair	<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"/>
_____ Brian Shea	<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

MELVYN J. HOUSER
POTTAWATTAMIE COUNTY AUDITOR
AND ELECTION COMMISSIONER
227 S. 6th St, Room 243
P. O. BOX 649
COUNCIL BLUFFS, IOWA 51502-0649



Linda Swolley, First Deputy - Real Estate
Becky Lenihan, Tax & Finance Officer
Marilyn Kennedy – Elections
Phone (712) 328-5700
FAX (712) 328-4740

June 25, 2024

Reso

To: Heather Ausdemore

RE: Fourth Quarter 2023-2024 Transfer to Secondary Roads Fund

As per board authorization of June 25, 2024, please transfer as follows:

\$ 1,375,000 **FROM:** 0011-99-0300-000-81200-00 (Rural Services Fund)
\$ 1,375,000 **TO:** 0020-0-99-0311-902000-000 (Secondary Roads Fund)

Attached is a copy of authorization from the Pottawattamie County Board of Supervisors.

Thank-you
Becky Lenihan
Finance and Tax Officer

Peggy Becker/Administrator, Veterans Service

**Discussion and/or decision to approve Departmental
Operating Policies.**

POTTAWATTAMIE COUNTY
COMMISSION OF VETERAN AFFAIRS
REGULAR MONTHLY MEETING

Monday April 08, 2024 @ 3:00 pm

MPR Room Pottawattamie County Veteran Service Office

TEAMS MEETING Connect ID: 211 365 477 672 Passcode: qEwwel

<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting?rtc=1>

Minutes

- Pledge of Allegiance - Meeting called to order at 3:00 pm by Chairwoman Holly Collins. All in attendance stood and recited the Pledge of Allegiance.
- Roll Call - Holly Collins, Chairwoman; David Hazlewood, Secretary; Jim Murray, Member; Dr. Dan Kinney, Member; Mick Guttau, Member; Andrew Dewey, Ex-Officio Member; Lynne Grobe, Ex-Officio Member. Office Personnel: Peggy Becker, Administrator; Sam Pettit, Caseworker II; Rebekah Adair, Administrative Assistant.
- Additions/Corrections - none
- BOS Updates - Brian Shea reports that the Board of Supervisors is discussing tearing down the building north of the courthouse to create more parking. Jeff Jorgenson reported that the budget is completed.
- Commissioner Updates - David Hazlewood has been in contact with Jeremy Scarborough from Habitat for Humanity. He says there has been a high need with current update requests. Hazlewood has optioned the use of endowment dollars and shifting the money on a case by case basis. Commissioners will consider the option in future. Mick Guttau voiced his appreciation of Caseworker Sam Pettit's assistance in the office.

OLD BUSINESS

- Approval of minutes Regular Monthly Meeting March 11, 2024(Chairwoman Holly): David Hazlewood motion to approve. Motion seconded by Mick Guttau. All in favor. Motion carries.
- ***Routine Office Reports*** (Peggy) - There are cases still pending. March was an average month. The Pact Act has been impacting the numbers being reported.
 - Budget 2023-2024: Should be 75% Currently @ 65%
 - Facilities Update (Board Review):
 - ❖ MPR Room: Routine Usage by VFW, County Departments and Community Agencies
 - ❖ Conference Room Furniture (Peggy): The Safety Department suggested that the damaged tables are a safety concern. The non-stationary chairs being used in the conference room are a risk to the public. Everything will eventually need to be replaced. The VSO plans to keep the six best tables and order approximately 20 of the folding chairs linked below: [6600 Series Heavy-Duty, Vinyl-Padded Folding Chair w/ Tablet Arm - Left Handed | School Outfitters](#) . This will allow for seating for 40 comfortably. The new chairs will have a higher weight limit and are stationary. Andrew Dewey will follow up on a firm capacity number for the room so the VSO can purchase enough chairs to max out the room occupancy.
 - Website Usage (Sam): Sam Pettit, Caseworker, reports that the number of users are down, but the time spent on the county website is up. Rebekah Adair, Administrative Assistant, reached out to Neapolitan Labs and was told the new website launch has been pushed back. She has reached out to IT about getting a scheduling pad for the MPR and IT has asked that the VSO wait until the new website is up and running.
 - Office Production Report (Peggy/Board Review): See Attachment.

- Federal County Assistance report for March 2024

	March 2024	Previous Month February
Walk Ins:	206	216
Calls:	366	450
Total:	572	666
Client Contacts:	519	567

County	State	Federal
New Clients 15	Driver License Application 1	Total Fed Forms 210
Pantry/Clothing 6	License Plate Application 7	Benefit Application 69
Grave Marker 1	Hunting/Fishing License 3	Intent to File 18
E/Mail I/O 220	MTE/DMTE 2	Home Loan Certificate 1
Appointments 75		SF-180 3

UNFINISHED BUSINESS

- CPR Training Tuesday April 16th 8-12 (Peggy): Materials have been ordered. Books are hardcopies and certificates will be offered online
- Spring School Training, Des Moines: Tuesday 4/16 to Thursday 4/18 (Peggy): Paul Rosenberg, Caseworker, will be attending with Andrew Dewey, Ex-Officio Member.
- Proposed Guideline Changes Review (Peggy): The changes have been emailed to the commissioners for review. The county attorney has approved the verbiage and no changes need to be made. Approval is required from the Commission before being submitted to the Board of Supervisors. An income limitation line will be added. Holly Collins entertained a motion to approve the income limitation guidelines. Mick Gutttau, Member moved to approve. David Hazlewood, Secretary seconded the motion. All were in favor. Aye 5, Nay 0. Motion carries
- Relocation Allocation Approval (Peggy): This individual seems to have inherited the house but hasn't purchased it. Since the VSO still doesn't have a W-9 for him, Peggy Becker would like to investigate further before approving.
- Relocation Allocation Eligibility Inquiry (Peggy): The veteran is a traveling nurse who is now looking to purchase a home in Pottawattamie county. She has no proof of former residence. Commissioners discussed the language in the guidelines and how it may apply to this situation. Holly Collins, Chairwoman confirmed that the language in the guidelines needs to be updated so there is a consistent response to situations like this. The veteran's relocation request was accepted.

NEW BUSINESS

- Commissioner Terms (Peggy): A spreadsheet with the terms was emailed to the commissioners. Jim Murray, Member and David Hazlewood, Secretary are coming up. Peggy Becker has reached out to Jana Lemrick in Human Resources but has had no response.
- Personnel Recognition Program (Peggy): Peggy Becker has developed a recognition program for office staff. "Kudos" coins are handed out between staff in recognition of positive responses to difficult situations. Peggy Becker has larger coins that only she will hand out. There will also be a gift card drawing monthly as an appreciation for all they do.
- Veteran's Day Parade Entry: (Peggy) - Last year the commission discussed using a float. David Hazlewood, Secretary offered use of his trailer. David Hazlewood, Secretary and Andrew Dewey, Ex-Officio member will form a parade committee.

Public Comment (3 min limit) - Brad Powell reported that he has been working with the Veterans Treatment Court and every veteran involved but one has been promoted from phase one. The program seems to help promote camaraderie among the veterans involved.

ADJOURN OPEN SESSION - Motion made by Jim Murray, Member and seconded by Mick Gutttau, Member. All in favor. Aye 5, Nay 0. Motion carries

Recess - Returned at 3:54 pm. David Hazlewood, Secretary moved to go into closed session. Mick Gutttau, Member approved. All in favor. Aye 5, Nay 0.

CLOSED SESSION AS ALLOWED PER CODE OF IOWA CHAPTER 21.5, 1(A) April ASSISTANCE REQUESTS

1 Request for Assistance

ADJOURN CLOSED SESSION Motioned by Jim Murray, Member and seconded by Mick Gutttau, Member. All in favor. Aye 5, Nay 0.

ADJOURN MEETING: Motioned at 4:07 pm

NEXT MEETING: May 13, 2024

Review Policy Changes on Pages PG 3, PG 4, PG 8 and PG 16

GENERAL POLICIES OF POTTAWATTAMIE COUNTY COMMISSION OF
VETERAN AFFAIRS

TO BE ELIGIBLE FOR BENEFITS AN INDIGENT VETERAN SHALL QUALIFY BY:
(CHAPTER 35.1, CODE OF IOWA)

1. Be a resident of Pottawattamie County.
2. Discharged from the Armed forces under "Honorable Conditions," with at least 90 days of service for other than training and/or with DOD/VA disability.
3. A veteran who served on "active duty," during the following dates:
 - a. "Veteran" includes the following persons:
 - (1) Former members of the reserve forces of the United States who served at least twenty years in the reserve forces after January 28, 1973, and who were discharged under honorable conditions. However, a member of the reserve forces of the United States who completed a minimum aggregate of ninety days of active federal service, other than training, and was discharged under honorable conditions, or was retired under Title X of the United States Code shall be included as a veteran.
 - (2) Former members of the Iowa national guard who served at least twenty years in the Iowa national guard after January 28, 1973, and who were discharged under honorable conditions. However, a member of the Iowa national guard who was activated for federal duty, other than training, for a minimum aggregate of ninety days, and was discharged under honorable conditions or was retired under Title X of the United States Code shall be included as a veteran.
 - (3) Former members of the active, oceangoing merchant marines who served during World War II at any time between December 7, 1941, and December 31, 1946, both dates inclusive, who were discharged under honorable conditions.
 - (4) Former members of the women's air force service pilots and other persons who have been conferred veteran's status based on their civilian duties during World War II in accordance with federal Pub. L. No. 95-202, 38 U.S.C. § 106.
 - (5) Former members of the armed forces of the United States if any portion of their term of enlistment would have occurred during the time period of the Korean Conflict from June 25, 1950, through January 31, 1955, but who instead opted to serve five years in the reserve forces of the United States, as allowed by federal law, and who were discharged under honorable conditions.
 - (6) Members of the reserve forces of the United States who have served at least twenty years in the reserve forces and who continue to serve in the reserve forces.
 - (7) Members of the Iowa national guard who have served at least twenty years in the Iowa national guard and who continue to serve in the Iowa national guard.
 - (8) A resident of this county who served in the armed forces of the United States at any time during the following dates and who was discharged under honorable conditions:
 - (A) World War I from April 6, 1917, through November 11, 1918.
 - (B) Occupation of Germany from November 12, 1918, through July 11, 1923.
 - (C) American expeditionary forces in Siberia from November 12, 1918, through April 30, 1920.
 - (D) Second Haitian suppression of insurrections from 1919 through 1920.

(E) Second Nicaragua campaign with marines or navy in Nicaragua or on combatant ships from 1926 through 1933.

(F) Yangtze service with navy and marines in Shanghai or in the Yangtze valley from 1926 through 1927 and 1930 through 1932.

(G) China service with navy and marines from 1937 through 1939.

(H) World War II from December 7, 1941, through December 31, 1946.

(I) Korean conflict from June 25, 1950, through January 31, 1955.

(J) Vietnam conflict from February 28, 1961, through May 7, 1975.

(K) Lebanon or Grenada service from August 24, 1982, through July 31, 1984.

(L) Panama service from December 20, 1989, through January 31, 1990.

(M) Persian Gulf conflict from August 2, 1990, through the date the president or the Congress of the United States declares a cessation of hostilities. However, if the United States Congress enacts a date different from August 2, 1990, as the beginning of the Persian Gulf conflict for purposes of determining whether a veteran is entitled to receive military benefits as a veteran of the Persian Gulf conflict, that date shall be substituted for August 2, 1990.

Requirements for Receiving Assistance:

1. Completion of application for benefits, the application form must be completed and signed, the person/household or its authorized representative must be interviewed, and certain information must be verified.
2. DD-214 form (Implemented in 1951) - honorable discharge with at least 90 days of aggregate service.
3. Certification of marriage (if applicable) or verification of common law marriage. Divorce decree (if applicable).
4. Child or children's birth certificate - if applicable for those under 18 years of age.
5. Proof that the veteran and/or spouse is registered for work with Workforce Development Center(s), unless proof of disability is provided.
6. ~~Check stubs or verification from employer~~ **Verification of all forms of household income and from an** employer the last four weeks of wages earned. This applies to all individuals living in the home. (If applicable or provides proof of disability or inability to work.)
7. Must apply and provide proof of application for food stamps, FIP, Heat Assistance, Unemployment, JTPA, Promise Jobs and if disabled, SSI, Vocational Rehabilitation and Medically needy or other required programs.
8. Must be a resident of Pottawattamie County by having established housing for a minimum of 30 consecutive days. (Hotel/Motel or staying with someone else does not establish residency)
9. This office may require other verification as deemed necessary to determine eligibility.
10. Completion of repayment agreement when employment and lump sum benefits will be received.
11. Completion of SSI Interim assistance reimbursement application when disability benefits are being applied for from Social Security.

CURRENT TYPES OF DISCHARGES OR SEPARATION PAPERS:

- DD Form 214 (Report of Separation from Active Duty) - (E)
- DD Form 215 (Correction to DD Form 214) - (E)
- DD Form 217 (Certificate of Service) - (E)
- DD Form 256 (Honorable Discharge Certificate) - (E)
- DD Form 257 (General Discharge Certificate) usually - (E)
- DD Form 258 (Undesirable Discharge Certificate) - (NE)
- DD Form 259 (Bad Conduct Discharge Certificate) - (NE)
- DD Form 260 (Dishonorable Discharge Certificate) - (NE)
- DD Form 363 (Certificate of Retirement) - (E)
- DD Form 794 (Other Than Honorable Discharge Certificate) - (NE)

(E) Denotes eligible for benefits. - (NE) Denotes not eligible

BASIC GUIDELINES WE ADMINISTER

TEMPORARY EMERGENCY assistance to indigent veterans, widows, wives, and minor children. Veterans must reside in the home and cannot be incarcerated or in a long-term treatment/medical facility.

VETERAN shall make the application in person. (If physically disabled for interview, we will consider other aspects within family, or legal representative).

INCOME CONSIDERED - In every case the Commission shall consider all sources of household income to include pensions, compensations, railroad retirement, social security benefits or other receipts as income of the family will be considered.

BUDGET PREPARATIONS - We use basic needs of rent, house payments, food, utilities, personal care items, transportation, clothing, medical, nursing home care and burial allowance.

BURIAL ALLOWANCE - May be paid by our Commission in a sum not exceeding an amount established by the Pottawattamie County Board of Supervisors.

TEMPORARY EMERGENCY ASSISTANCE - Shall be granted at the discretion of our Commission.

We honor each application as an individual case. We reserve the right to refuse benefits to an applicant who has ~~not proven to be indigent.~~ **household income above 200% of the Federal Poverty Guidelines.** We shall recommend all applicants seek employment at Job Service, same of which includes a veteran's wife, unless verified disability is a factor in the domicile. We shall instruct a veteran or widow of a veteran with minor children to sign up for unemployment compensation or FIP, if applicable in their case. If indigent, we may grant benefits to them until they are granted the above aid, or until they receive FIP, employment or unemployment.

DURING THE INTERVIEW PROCESS APPLICANTS REQUESTING BENEFITS FROM OUR COUNTY COMMISSION OF VETERAN AFFAIRS, WE COMMISSIONERS AND DIRECTORS/ADMINISTRATOR, EMPHASIZE TO EACH THAT OUR ASSISTANCE IS FOR THE INDIGENT, ON A TEMPORARY BASIS. WE DO NOT ADMINISTER A COUNTY PENSION, WELFARE, OR LONG-TERM PROGRAM.

GUIDELINE EXPENDITURE - (Established by our County Commission of Veteran Affairs and Director/Administrator, with approval by our County Board of Supervisors, when applicable). 35B.14 County appropriation. The board of supervisors of each county may appropriate moneys for the food, clothing, shelter, utilities, medical benefits, and funeral expenses of indigent veterans, as defined in section 35.1, and their indigent spouses, surviving spouses, and minor children not over eighteen years of age, having a legal residence in the county. Household may not receive more than two consecutive months of assistance at one time. Subsequent requests for assistance may not be due to the same 'emergency' occurrence as previously used. A client must be able to show an improvement or change in circumstance when requesting any subsequent requests assistance Maximum allowable assistance in a calendar year is \$4,000.00, excluding burial assistance.

DEFINITIONS:

COMMISSION- means the Pottawattamie County Commission of Veteran Affairs.

DIRECTOR – means the Pottawattamie County Director of Veteran Affairs

ELIGIBLE CLIENT – means a resident of Pottawattamie County; discharged from Armed forces under “Honorable Conditions,” with at least 90 days of aggregate service and/or with DOD/VA disability. A veteran who served on “active duty” during the following dates listed in CHAPTER 35.1, CODE OF IOWA, and their indigent spouses, surviving spouses, and minor children not over eighteen years of age, having a legal residence in the county.

INDIGENT – for the purposes of this policy indigent shall mean needy, in need of assistance and inability to provide or secure the necessities of life without assistance; but does not mean those individuals who are needy due to enrollment in school, college, vocational or similar educational program.

BASIC NEEDS – means food, clothing, shelter, utilities, medical benefits, and funeral expenses.

1. FOR MEDICAL CARE:

Transportation assistance can be provided for eligible clients to be transported to a specific point for medical care. This office will utilize the transit system established at the VA Hospitals or University Hospitals; if these are unavailable bus tickets or gas vouchers could be issued.

2. TRANSPORTATION FOR EMPLOYMENT

Bus tickets or gas vouchers may be issued to provide transportation to and from a place of employment on a limited basis pending pay from employment, providing other means of transportation are not available. If the place of employment is situated so as to require transportation by automobile, it is permissible to issue an authorization for gasoline sufficient to cover the need, provided no other resource is available. Other resources must first be exhausted before vouchers may be issued.

TRANSIENTS

Transients will not be aided, other than food and clothing if available. Must be able to prove Veteran status.

1. TRAVELERS:

Will be directed to other resources within the community for assistance. This office does not assist in the replacement of lost or stolen funds.

2. OVER-NIGHT SHELTER FOR TRANSIENTS:

We may assist in searching out all other resources available in the community. Such as Micah House, Open Door Mission, Red Cross or other facilities.

FOOD

1. The County office food and non-food pantry will be utilized in combination with other community pantries.

CLOTHING BENEFITS

1. Items donated to the office, as available, will be provided. (Coats, Sweatshirts, T-shirts, Socks, Gloves, Hats, and Blankets)

RENT ASSISTANCE

ELIGIBLE PERSONS

NOT TO EXCEED MONTHLY

Family maximum

\$1000.00

This amount may be lowered if there is some income that CAN BE APPLIED toward the rent payment. The MAXIMUM amount of rent payments will be made at the above levels. Veterans name must be on Lease Agreement or Mortgage Deed. If the rent or mortgage payment is delinquent more than two months we can not assist. Housing payments WILL NOT be paid to a

friend or family member of the veterans while the veteran is renting from or living with a friend or family member. If the veteran is sharing housing with another individual(s) the rent payment will be decreased depending on the number of individuals sharing the facility and paid directly to the legal owner of the property. No assistance will be given for deposits. Payments for mortgage will not be made unless any balance to include, any amount above our guideline amounts any delinquent balance, late fees or processing fees are paid to the vendor prior to County payment being issued.

UTILITY BENEFITS

Utility must be in Veteran's name or Veteran must be legally married to the person whose name the bill is in. When an eligible client has received a disconnect notice for any utility, it is the responsibility of the eligible client first, then staff, to contact the Credit Department of a specific utility to arrange for an agreeable payment for continuance of service. The required payment arrangement must be satisfactory with the client, staff, and the utility company. It should be based on the client's ability to meet the deficit or balance of the bill later.

1. GUIDELINES FOR ASSISTANCE:

A. Only utility costs will be paid, no taxes, late fees, service agreements or similar items will be paid.

B. Shut-offs and disconnects may be allowed prior to the Commission meeting, under certain circumstances as determined by the Director/Administrator.

C. A recipient of assistance is allowed no more than 6 months assistance in any calendar year with no more than two consecutive months of assistance at one time.; an exception may be allowed under certain circumstances as determined by the Director/Administrator.

NOTE: THE COUNTY DOES NOT PAY THE FOLLOWING:

A. Utility deposits.

B. Re-connect charges.

C. Telephone service.

2. ESSENTIAL SERVICES: The commission has determined that light, heat, and water are essential services.

A. FUEL, OIL, OR PROPANE GAS - Arrangements may be made to provide fuel, oil, or propane for an eligible client, necessitating VA staff contact the company with whom the client has been doing business. An agreeable plan is made with the fuel, oil, or propane to meet the need until such a time that the eligible client is financially able to provide for his own needs. The county pays for minimum delivery only.

COUNTY BURIALS 35B.13

The County shall provide payment to a licensed mortician or funeral home for eligible client's burial services when the following circumstances are met:

1. The funeral home will meet with the family first and if the need for County Burial is determined the funeral home will refer the family to our office this referral does not guarantee the granting of County Funds for burial. The family of the deceased applies for County Burial prior to time of burial. In the absence of a responsible relative, the Funeral Home Director may apply.
2. Eligibility – eligible clients must have resided in Pottawattamie County for one year prior to death. Nursing Home Residence does not meet the residency guidelines. Burial expenses shall be paid by the county in which the person passed. If the person is a resident of a different county at the time of death, the latter county shall reimburse the county where the person passed for the cost of burial.
3. The family of the deceased must contribute any assets/resources, such as; life insurance, burial lot, burial plans, stocks, bonds, cash on hand, and donations that are in honorarium to the family of the deceased.

The maximum amount established by the Board of Supervisors is up to \$1,500 for direct cremation and up to \$3,000.00 per eligible client/body burial, as established by the following resolution of the Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED by the board of Supervisors of Pottawattamie County, Iowa, effective 7/1/2024, that the maximum amount to be paid on traditional burial expenses for an indigent Veteran, spouse or dependent will be up to \$1,500.00 for direct cremation and up to \$3,000.00 per body burial, from the General Fund. Insurance, Social Security benefits, or other resources of the individual are to be used toward their burial expense and these amounts are to be deducted from the maximum allowed.

If the veteran is entitled to VA benefits, the VA will pay a burial and funeral expense allowance for veterans, who, at the time of death, was entitled to receive pension or compensation or would have been entitled to compensation but for the receipt of military retirement pay.

VA will pay a burial allowance up to the maximum amount established by Federal Law if the veteran's death is service connected. VA also will pay the cost of transporting the remains of a service-disabled veteran to the national cemetery nearest the home of the deceased that has available gravesites. In such cases, the person who bore the veteran's burial expenses may claim reimbursement from VA.

If the veteran is buried without charge for the cost of a plot or interment in a state-owned cemetery reserved solely for veteran burials, the plot allowance may be paid to the state.

These amounts will be deducted from the maximum amount allowed. Eligibility also is established when the death occurs in a VA facility or a nursing home with which VA contracted.

In consideration of the payment of this sum, the herein-named licensed mortician or funeral home will provide the following:

1. Professional services, embalming, dressing, and casketing.
2. Veterans or qualified dependents must have metal caskets.
3. Limited visitation hours.
4. Facilities in which to conduct the funeral.
5. Delivery to grave site.
6. Opening and closing of the grave site (if using a previously owned plot);
7. Brief newspaper notice.

If any of the above has already been paid, that portion will be deducted. If the family does not currently own a burial plot, veterans or qualified dependents must be buried in a National Cemetery. If the family cannot provide for interment charges, these will be included in the cost of the \$1,500.00/\$3,000.00. Before authorization by Pottawattamie County for any indigent funeral, a complete and detailed statement of all charges for services to be rendered must be furnished by the funeral home.

When a funeral director is contacted by the family concerned that the deceased may require county funds for burial, the family will be referred to the Veteran Affairs Commission before any further arrangements are made. This is to secure an understanding that any funds the family receives for burial of the deceased are to be forwarded to Pottawattamie County.

SS # _____

File # _____

Date _____

Name of Deceased Vet/Dependent

Date of death

Place of Burial

FUNERAL PURCHASE CONTRACT

- 1. Professional services, embalming, dressing and casketing..... \$ _____
- 2. NEW Metal casket..... \$ _____
- 3. Limited visitation hours..... \$ _____
- 4. Facilities, funeral ceremony..... \$ _____
- 5. Transportation to grave site..... \$ _____
- 6. Opening and closing of grave..... \$ _____
- 7. Brief Newspaper notice..... \$ **NO CHARGE**

TOTAL NOT TO EXCEED \$1,500.00 Cremation and \$3,000.00 Body Burial

Sources of Income to apply toward the cost of the funeral (savings, burial plans, life ins., stocks bonds, cash on hand, etc.)

This amount will be subtracted from the cost of the burial. TOTAL \$ _____

TOTAL ALLOWED \$ _____

The family will be responsible for the purchase of a vault if required by the cemetery. Unless family already owns the plot burial in the/a National Cemetery is required.

Burial Vault..... \$ _____

Total cost to Family or Responsible Party..... \$ _____

Signature of Family Member or Responsible Party relationship to deceased.
(if applicable)

Authorized signature/Title
Commission of Veteran Affairs

Signature
Funeral Home Director/Mortician

Address

GRAVE MARKERS Iowa Code 35B.16

A Metal Grave Marker and rod may be provided for placement on the grave of each eligible veteran to a family member upon request. Only one Grave marker per veteran will be provided. A Grave marker may be provided to a Funeral Home at the time of the funeral on behalf of the family. A receipt must be completed by the receiving party to eliminate duplication of markers. It will be the responsibility of the individual receiving the marker to replace such marker if lost, stolen, or destroyed. This office will not provide a replacement marker. A flag for the marker may be provided as a courtesy at the time of the request for the marker.

NURSING HOME BENEFITS

The Commission shall investigate nursing home care being available under Title XIX through the Department of Human Services. We will counsel with veteran or widow making application for admission to the Iowa Veterans Home at Marshalltown, Iowa. Pension application will be completed for further assistance.

MEDICAL BENEFITS

The Veterans Administration Medical Centers, Hospitals and other community resources will be utilized when applicable.

IOWA VETERANS HOME

The Pottawattamie County Commission of Veteran Affairs staff will assist veterans in completing applications for Iowa Veterans Home. Required documents are two (2) certified copies of veteran's separation papers from the Armed Forces, one (1) copy of financial statement, two (2) certified copies of marriage certificates if applicant is widow or widower of a veteran, and one certified copy of birth certificate. We acquired the applications and financial inquiry forms from the Iowa Veterans Home, Marshalltown, Iowa 50158. The Iowa Veterans Home at Marshalltown, Iowa is operated by the Iowa Commission of Veteran Affairs. Eligibility for residency is determined by the Iowa Veterans Home.

Pottawattamie County Veterans Relocation Grant

Pottawattamie County Veteran Affairs has established a grant program to encourage eligible Veterans to move to Pottawattamie County. This program is available to honorably discharged U.S. Veterans. Veterans who purchase a home within the county may be eligible for the grant of \$2,500 for home closing cost reimbursement. Availability may vary dependent on funding and number of applications. Qualified applications will be granted in order until available funding is exhausted.

1. Program Eligibility.

- a. Must be relocated to Pottawattamie County as your primary residence. Proof of most immediate residency before the purchase of a home in the county is required. (Eligible proof: Utility bill in home buyer's name)
- b. Must be a qualifying Veteran as defined in Iowa Code CH 35.1.
- c. Must provide a copy of your DD-214, Military Discharge paperwork.
- d. The purchase price of a home must exceed \$100,000.
- e. Must provide proof of closing.
- f. Application must be received within 60 days of closing.

2. Application Process.

- a. Applicants will completely fill out the program application form and meet eligibility requirements.
- b. Applications will be submitted to the Veteran Affairs office or emailed to: Veterans@pottcounty-ia.gov.
- c. Application will be reviewed by one of the full time Case Workers for completion, and then added to the next Veteran Affairs Commission meeting agenda.
- d. Application will then be reviewed by the Commission and then voted on approval or denial of applicant.
- e. If approved, the applicant will be notified by the Case Worker and payment coordination will be made. Applicant also must complete a W-9 for IRS purposes.
- f. If denied, the applicant will be notified by the Veteran Affairs Director. A notice of denial letter will be provided, and the procedures for appeal.

Application form

Pottawattamie County Veterans Affairs

VETERAN RELOCATION INCENTIVE PROGRAM

The Pottawattamie County Veteran Relocation Incentive Program was created to encourage Veterans to move within the county. The program is available to Honorably Discharged U.S. Veterans.

Veterans relocating to Pottawattamie County are eligible for a **\$2,500 Home Closing Cost Reimbursement**.

PROGRAM ELIGIBILITY

- Must be relocated to Pottawattamie County as your primary residence. Proof of most immediate residency before the purchase of a home in Pottawattamie county is required.
 - Eligible proof: Utility bill in home buyer's name.
- Must be a qualifying veteran as defined in Iowa Code CH 35.1.
- Must provide a copy of your DD-214 Military Discharge.
- Home must be purchased at \$100K plus.
- Must provide proof of closing.
- Applications must be received within 60 days of closing.

Disclaimer: Availability may vary dependent on funding and number of applications. Qualified applications will be granted in order until all available funding is exhausted. Please contact the Pottawattamie County Veteran Affairs for current availability.

PERSONAL INFORMATION

Name _____

Phone _____

Email _____

Previous Address _____

New Address _____

Cost of New Home _____

Number of Members in Household _____

Number of Household Members Under 18 Years Old _____

Reason for Relocating _____

With this application I understand I will also need to complete a W-9 form and further understand that the reimbursement may be considered income by the IRS.

Signature _____ Date _____

Please submit your application and documents to:

Pottawattamie County Commission of Veteran Affairs
at Veterans@pottcounty-ia.gov

REASON'S FOR DENIAL

1. Income
 - A. Your income is sufficient to meet current basic needs. (Basic needs are considered Shelter, Food, Heat and Water)
2. Resources
 - A. Other resources have not been utilized.
 - B. Resources exceed permitted limits.
3. Non-Cooperation
 - A. Failure to apply for other resources.
 - B. Failure to cooperate with required job search - failure to comply with work requirements.
 - C. Failure to provide income/resource verification.
 - D. Failure to provide necessary information to determine eligibility for Veterans Assistance.
 - E. Failure to comply with:
 1. Human Services
 2. Vocational Rehabilitation
 3. Mental Health
 4. Social Security
 5. VA Hospital
 - F. Making false or misleading statements during the Veteran Affairs application process or on the Veteran Affairs Application Form.
 - G. Misrepresent, conceal or withhold facts/information on the Veteran Affairs application or during the application process. (Persons found to have committed an intentional program violation will be determined ineligible for Veteran Affairs Assistance for a period of one year).
4. Program Limitation
 - A. Your living expenses routinely exceed your monthly income on an ongoing basis, need is not a short-term emergency.
 - B. Assistance requested would supplement the Federal or State Program.
 - C. Request is not a basic need considered with the Veterans Assistance Program guidelines.
 - D. Requested assistance does not meet the emergency definition of the Veteran Assistance Program at this time.
 1. Assistance to Veteran's attending school or other job training does not classify as indigent.
 - E. Veterans Assistance Program policy does not pay:
 1. Housing deposits.
 2. Utility deposits.
 3. Utility bills that include merchandise/other service.

- F. You do not have a vendor who will accept County payment.
- G. You do not intend to reside in Pottawattamie County, Iowa and do not meet transient guidelines.
- H. You have withdrawn your application for assistance.
- I. Whereabouts unknown.
- J. Moved out of the State.
- K. Death of applicant.
- L. Rent/House payment cannot be made to a family member.
- M. An able-bodied adult, capable of working.
- N. Do not meet eligibility criteria.
- O. Your Income is over 200% of the Federal Poverty Guideline

5. Burial

- A. The eligible client had not lived in the County for a full year.
- B. Has adequate income or assets to offset burial expense.
- C. Has the ability to borrow funds sufficient for burial.
- D. The immediate family has adequate income or assets to offset burial expense.

6. Appeal on denial

- A. Evidence presented will not change the outcome of the Commission decision.
- B. The evidence presented is not new and factual.

PROCEDURES OF APPEAL

The Pottawattamie County Commission of Veteran Affairs, being duly appointed under the Iowa Code, Chapter 35B, has established an appeal procedure for those who do not agree with the decisions of the Commission.

The Director shall provide at the time of denial or within five (5) working days, a written decision showing the reasons for the determination of denial. A copy of the Procedure of Appeal is to accompany the written denial.

It shall be the duty of each person so denied, to contact the Pottawattamie County Office of Veteran Affairs within ten (10) days and request a meeting with the Director/Administrator where they will present in writing any new evidence that may be relevant to his or her case. If the new evidence submitted changes the outcome of the commission decision the Director/Administrator will present such evidence at the next regularly scheduled monthly meeting.

If the Director/Administrator does not believe the new evidence would change the Commission decision, the Director/Administrator will provide the client with a second written denial. The client may then request, in writing, to appear at the next commission meeting and submit the new evidence and at that time the right to cross examine any adverse witness.

The decision of the Commission shall be binding, and no further appeal will be allowed unless the plaintiff presents in writing a request for a hearing before the Board of Supervisors. The decision of the Board of Supervisors will be final. There shall, however, be a limit of two appeals to any one decision; each appeal being based on new and factual evidence not presented before to the Pottawattamie County Commission of Veteran Affairs.

Pottawattamie County Commission of Veteran Affairs
623 6th Ave
Council Bluffs, Iowa 51501
712-328-5797 FAX 712-328-5726

Re: _____

Date: _____

SS# _____

I hereby authorize:

1. Any bank, trust company, postal savings department, insurance company, or other financial institution to make available to the Commission of Veteran Affairs, confidential information regarding any savings, investments, checking accounts, holdings, or insurance policies on my life.
2. Any business firm or any agency, public or private, makes available to the Commission of Veteran Affairs confidential information regarding benefits, pensions, or other income forthcoming to me.
3. Any physician, hospital, clinic or other vendor of medical services discloses to the Commission of Veteran Affairs confidential information concerning my health and need for medical services.
4. The Department of Veteran Affairs released information to the Commission of Veteran Affairs to assist me in the development of my claim.

Please mail the information requested to the address listed above. Thank you in advance for your cooperation.

The information requested on this form is solicited under Title 38, U.S.C. The form authorizes release of information in accordance with the Privacy Act of 1974, 5 U.S.C. 552a, U.S.C 7332, and the Health Insurance Portability and Accountability Act (HIPAA), implemented by 45 Code of Federal Regulations Parts 160 and 164. Your disclosure of the information requested on this form is voluntary. However, if the information including your Social Security Number, (SSN), is not furnished completely or accurately, the health care provider to which this authorization is addressed may not be able to identify and locate your records, and provide a copy to the VA. Further, VA uses your SSN to identify your claim file. Providing your SSN will help ensure that your records are properly associated with your claim file.

I, the undersigned, hereby authorize the hospital, physician or other caregiver shown, to release any information that may have been obtained in connection with physical, psychological, or psychiatric examination or treatment, with the understanding that VA will use this information in determining my eligibility to veterans benefits I have claimed. I understand that once my health care provider sends this information to VA under this authorization, the information will no longer be protected by the HIPAA Privacy Rule, but will be protected by Federal Privacy Act, 5 USC 552a, and VA may disclose this information as authorized by law. I also understand that I may revoke this authorization, at anytime (except to the extent that the health care provider has already released information to VA under this authorization) by notifying the health care provider shown.

Authorization- I certify that this request has been made freely, voluntary and without coercion and that the information given above is accurate to the best of my knowledge. Disclosure of my records by those receiving the above-authorized information may not be accomplished without my further consent. ***Without my express revocation, this consent will automatically expire within one year of the date of signature.*** I also understand that I have the right to inspect the disclosed information at any time.

Signature: Veteran _____

Spouse _____ SS# _____

Address _____

We as a Commission reserve the right to amend, delete or revise the General Policies and Guidelines contained in this format at a future meeting of our commissioners.

WE, AS MEMBERS OF THE POTTAWATTAMIE COUNTY COMMISSION OF VETERAN AFFAIRS HAVE ADOPTED THE GENERAL POLICIES AND GUIDELINES CONTAINED IN THIS FORMAT THIS

_____ DAY OF _____ YEAR OF _____, AT A COMMISSION OF VETERAN AFFAIRS REGULAR MEETING.

SIGNED:

CHAIRMAN

SECRETARY

MEMBER

MEMBER

MEMBER

DIRECTOR/Administrator

WE, AS MEMBERS OF THE POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS HAVE ADOPTED THE GENERAL POLICIES AND GUIDELINES CONTAINED IN THIS FORMAT THIS

_____ DAY OF _____ YEAR OF _____, AT THE BOARD OF SUPERVISORS REGULAR MEETING.

SIGNED:

CHAIRMAN

SECRETARY

MEMBER

MEMBER

MEMBER

DIRECTOR

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_____ DAY OF _____ YEAR OF _____, AT A COMMISSION OF VETERAN AFFAIRS REGULAR MEETING.

SIGNED:

CHAIRMAN

SECRETARY

MEMBER

MEMBER

MEMBER

DIRECTOR/Administrator

WE, AS MEMBERS OF THE POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS HAVE ADOPTED THE GENERAL POLICIES AND GUIDELINES CONTAINED IN THIS FORMAT THIS _____ DAY OF _____ YEAR OF _____, AT THE BOARD OF SUPERVISORS REGULAR MEETING.

SIGNED:

CHAIRMAN

MEMBER

MEMBER

MEMBER

MEMBER

Other Business

Jana Lemrick/Director, Human Resources
and Lonnie Maguire/Director, Disability
Services

**Discussion and/or decision on approval of
Service Coordinator Intern position.**

POTTAWATTAMIE COUNTY - SOUTHWEST IOWA MHDS REGION

JOB DESCRIPTION

POSITION TITLE: Service Coordinator Intern

REPORTS TO: Disability Services Director

FLSA STATUS: Non-Exempt

BARGAINING UNIT/GRADE: Non-Union/510

LAST REVISED: June 1, 2024

PURPOSE OF POSITION: Temporary (up to 9 months) on-the-job learning opportunity with responsibility for assisting with intake and referral processes, facilitating, coordinating, and monitoring services provided to persons with mental illness, intellectual disabilities, and developmental disabilities to identify service needs and apply for all needed resources with direction from a supervisor.

ESSENTIAL FUNCTIONS:

Gathers and evaluates psychological, medical, vocational, and other assessment information to help develop and provide a social history/assessment, service plan and assist service coordination staff determine other needed service.

Assists individuals in utilizing and/or applying for services provided through various state and federal agencies including Medicaid application, food assistance and Social Security applications.

Facilitates and identifies additional assessments necessary for the benefit of the individual.

Assists service coordinators with paperwork requirements as needed.

Coordinates with various care coordination agencies in transferring individuals who become eligible for those Medicaid services and sharing knowledge that will benefit continued coordination of services.

Travels throughout the region to individual's residences and to interdisciplinary staffing meetings to obtain information, interview individuals, and evaluate services.

Networks and coordinates with community service providers for available resources and assists individuals in accessing them.

Assists in determining eligibility for services by completion of an application and researching any additional information which may be needed in order to present complete and accurate information to the service coordinators.

Gains and remains knowledgeable of community resources such as support groups, food pantries, mental health treatment providers, transportation, and financial assistance.

Acts as an advocate for the needs, rights, and interests of individuals.

Learns and maintains knowledge of research and information pertaining to legal and other various issues dealing with disabilities.

Utilizes computer software in preparing reports, correspondence, and progress notes on individuals.

Completes all paperwork and maintains accurate and confidential records pertaining to the position, such as social history, care plans, applications for services and releases of information within the Community Services Network (CSN) database.

MARGINAL FUNCTIONS:

Answers the telephone and greets consumers and visitors.

Performs other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE, AND ABILITY:

Desire to learn and gain knowledge of State and Federal laws and regulations pertaining to Mental Health concerns, benefits, programs, and services.

Desire to learn and gain knowledge of programs and benefits available to persons with disabilities (i.e., schools, residential programs, vocational programs, housing) Department of Health and Human Services programs, Home and Community Based Waivers, and how to access these programs.

Desire to learn and gain knowledge of the legal residency process and how to determine such.

Skill in working with persons with various disabilities, such as intellectual disabilities, mental illness, and developmental disabilities.

Skill and ability to operate standard office equipment.

Skill in utilizing computers, word processing and spreadsheet software, and databases to perform input and retrieval functions to include Microsoft Word, Excel, and the Community Services Network (CSN).

Ability to quickly analyze, retain composure, and utilize sound independent judgment and actions in stressful and emergency situations, occasionally with violent or hostile consumers.

Ability to apply proper grammar, spelling, and punctuation in preparing written work.

Ability to read and interpret medical and psychological reports and apply common sense understanding to carry out instructions furnished in written and oral form.

Ability to communicate, present information, establish and maintain working relationships and respond to questions from supervisors, co-workers, individuals and families served, and individuals from other regions or outside agencies.

Ability to work independently, prioritize work, meet deadlines, and accept guidance in solving practical problems dealing with a variety of concrete variables in situations where only limited standardization exists.

Ability to type accurately using a computer.

Ability to compile, maintain, and submit required reports, records, and forms accurately and in a timely manner.

Ability to maintain an accurate and confidential system of communications, documents, and correspondence relating to individuals served.

ESSENTIAL EDUCATION, CERTIFICATION, AND/OR LICENSES:

Must be a recent graduate of or near completion of a Bachelor's degree in human services, psychology, social work, sociology, or a related field, OR a Bachelor's degree with 30 credit hours in a human service field.

Must possess a valid driver's license at the time of hire and maintain it while employed.

Must attend training on Mandatory Abuse Reporting.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

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

Regular and punctual attendance at the assigned work location is an essential function.

Work is generally performed indoors and requires some physical activity, including extended periods of sitting or standing; walking, kneeling, bending, crouching, reaching, stooping and climbing. An incumbent must have the ability to transport themselves to and from various meetings, consumer residences, and other relevant appointments and to various locations throughout the Courthouse.

Duties also require the ability to tolerate an indoor work environment that includes contact with or exposure to dirt, dust, dampness and any other situation which may present itself in a patient home environment. An incumbent must have the ability to frequently push, pull and/or carry supplies and other materials weighing up to 10 lbs., and to occasionally push, pull and/or carry supplies and other materials weighing up to 25 lbs.

An incumbent must also possess the hand-eye coordination and manual dexterity to use hands and arms to reach, finger, handle, grasp and feel; climb in and out of vehicles; and operate personal computers, vehicles, standard office equipment and any other equipment that is used to perform the essential functions of the job.

Work hours may occasionally be required before or after business hours. Noise level is usually moderate, however, may be loud at times dealing with consumers. Vision abilities, correctable to normal ranges, include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Communication abilities include the ability to talk and hear within normal ranges.

Work duties require a great deal of interaction with persons with disabilities and may be stressful when working in tense situations or under deadlines. Additionally, the possibility of bodily harm is present when working with individuals.

Jana Lemrick/Director, Human Resources

Discussion and/or decision for approval of the Memorandum of Understanding between Pottawattamie County and the American Federation of State, County and Municipal Employees (AFSCME) Local 2364-911 Agreement for the employees of the Pottawattamie County Communications Center, 12 Hour Shifts effective July 1, 2024, through June 30, 2025.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
POTTAWATTAMIE COUNTY
AND THE
AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES (AFSCME)
LOCAL 2364-911**

Pottawattamie County and the American Federation of State, County and Municipal Employees (AFSCME) (hereinafter the “Bargaining Unit”) are parties to a Collective-Bargaining Agreement and have agreed to certain terms and conditions for employees of the Pottawattamie County Communications Center covered under the contract.

It is agreed between the parties that this memorandum of understanding will be effective July 1, 2024-June 30, 2025.

HOURS OF WORK

Section 1

This is intended to set forth the normal work week and work schedule but shall not be construed as a guarantee of hours of work per day or per week or days of work per week.

The normal work week for Employees, other than Employees working a continuous shift, shall consist of forty (40) hours, Monday through Friday, and the normal work schedule shall be eight (8) hours.

The minimal work schedule for Employees working a continuous shift shall commence on a date to be set by the employer, in agreeance with the union, and thereafter shall continue the following schedule to wit:

1. Continuous Employees will be divided into four (4) teams:
 - a. Two (2) teams (A and B) working a shift from 0600 until 1800 each duty day
 - b. Two (2) teams (C and D) working a shift from 1800 until 0600 each duty day.
 1. Week # 1 – A and C Teams – three (3) 12 (twelve) hour shifts consisting of Monday, Tuesday and Friday on their respective team’s hours.
 2. Week # 2 – A and C Teams – Four (4) 12 (twelve) hour shifts consisting of Saturday, Sunday, Wednesday and Thursday on their respective team hours.

3. Following the two-week work schedule the work schedule will repeat itself every two (2) weeks.
 4. Week # 1 – B and D Teams – three (3) twelve (12) hour shifts consisting of Monday, Tuesday and Friday on their respective team's hours.
 5. Week # 2 – B and D Teams – Four (4) twelve (12) hour shifts consisting of Saturday, Sunday, Wednesday and Thursday on their respective team's hours.
 6. Following the two-week work schedule the work schedule will repeat itself every two (2) weeks.
2. Both parties agree that to comply with the Fair Labor Standards Act, continuous shift employees will be paid thirty-six (36) hours of regular pay for the three (3) day work week and forty (40) hours of regular pay and eight (8) hours of overtime pay for the four (4) day work week. The Employer recognizes continuous employees working a thirty-six (36) hour work week as full-time Employees for this Union Agreement and the County Employee Handbook.
 3. No Employee shall be required or ordered to work beyond sixteen (16) hours in any shift.
 4. Employees shall report to their duty assignments and remain there until the end of their shifts or until relieve by his/her shift supervisor or acting supervisor.
 - a. Employees unable to report for duty shall notify the employer as soon as possible.
 - b. Employees shall receive, when possible, a thirty (30) minute lunch period and two (2) fifteen (15) minute breaks. The thirty (30) minute lunch period shall be a paid lunch period for continuous shift Employees. When staffing permits, Employees may combine the paid lunch break and the two (2) fifteen (15) minute breaks.
 - c. In the event the center only has minimum staffing, the Employees may take their break in the break room as time permits. Minimum staffing requirements are determined by center administration. It is understood that due to the nature of a telecommunicator's work that there may be times that require no lunch or shortened break periods.
 5. Employees requesting time off during the thirty-six (36) hour will apply paid time off in a traditional manner. Employees taking time off during the forty-eight (48) hour week will be subject to the following:
 - a. To take off all forty-eight (48) hours off, an employee must submit a paid time off request for the full forty-eight (48) hours.
 - b. If an employee works less than forty-eight (48) hours, the following applies:
 - i. Employees are paid for the hours they physically work. If an employee works less than forty-eight (48) hours, they are paid overtime on any

physical hours worked over forty (40) and straight time for any hours that were paid out using PTO.

- ii. Physical hours are considered hours worked in the communication center including trade time, but not including any paid leave.
- iii. Employees who work more than twelve (12) hours in any workday are still paid at the premium overtime wage listed in Article 8, Section 6 of the union contract.

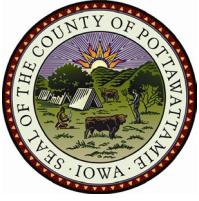
SO AGREED this ____ day of _____ 2024

Pottawattamie County Board
Of Supervisors Chairman

AFSCME/IA Council 61

Jana Lemrick/Director, Human Resources

**Discussion and/or decision for approval of
job description for Permit Technician I
position.**



Permit Technician I

Pottawattamie County, Iowa
Office of Planning and Development

GRADE: 15
17 with ICC Permit Technician Certification

BARGAINING UNIT: Union

FSLA STATUS: Non-Exempt

REPORTS TO:

Zoning and Land Use Coordinator

SUPERVISES:

None

PURPOSE OF POSITION:

To provide customer service to process permit applications, inspections, contractor licenses, and Certificates of Occupancy/Completion. To provide clerical and administrative support services, including typing, data entry, filing, answering the telephone, scheduling appointments for various department staff members to ensure the efficient operation of the Planning Department.

ESSENTIAL FUNCTIONS:

Processes applications for building, zoning, septic, well, and floodplain development permits to determine the completeness of applications with submittal requirements.

Issues permits for approved plans and Certificates of Occupancy/Completion for completed projects.

Processes contractor license applications.

Records permit information into permitting software database and maintains electronic and hard file permit information.

Processes payments for department-related fees.

Informs project applicants of county requirements, processes, and deadlines from time of initial contact to completion of the project.

Scans documents for storage in electronic Tyler Content Management (ECM) software.

Receives, sorts, and distributes internal and external mail.

Assists and maintains scheduling of meetings and inspections between the public and departmental staff.

Distributes Appeal Board agendas and materials for meetings in accordance with established policies.

Establishes and maintains effective working relationships with the general public, contractors, , other employees, and county officials.

Serves as the first point of contact for individuals who come into or call the department to ascertain their needs and directs them to the appropriate sources for assistance and/or independently answers their questions regarding operating procedures, policies, and regulations.

Maintains the permit tracking system, including but not limited to filing permits, reviewing files for expired permits and contacting property owner/contractor to schedule appropriate inspections or other action as required, scan and archive commercial permits and plans, and shred appropriate residential permits and plans.

Operate standard office equipment including copier, fax machine, scanner, multi-line phone system, personal computer, adding machine, and any other equipment required of the position.

MARGINAL FUNCTIONS AND SPECIAL FUNCTIONS:

Provides support to the department by assisting in performing the general job functions in the temporary absence of the Office Technician I and/or Office Technician II.

Perform other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY

Ability to communicate effectively in English, both orally and in writing.

Ability to multi-task and to perform duties efficiently while managing frequent interruptions.

Ability to perform detailed clerical work accurately, make accurate arithmetical computations, use initiative and sound independent judgment within established guidelines, operate standard office equipment, including a centralized telephone system.

Ability to deal with difficult citizens using effective confrontational and problem-solving skills.

Knowledge of and the ability to apply state and county building codes, zoning, subdivision, and health regulations to maps, construction plans, and specifications.

Knowledge of and ability to operate standard office equipment.

Knowledge of routine office procedures and skilled clerical techniques.

ESSENTIAL EDUCATION, CERTIFICATION AND /OR LICENSES, MEMBERSHIP:

Graduation from high school or GED.

Three (3) years of increasingly responsible office/clerical experience that involves extensive public contact in planning, zoning, engineering, architecture, or building construction trades.

Must obtain certification by the International Code Council (ICC) as a Permit Technician. Attainment shall be made within two years of hire date and maintained throughout the course of employment.

Computer proficiency in Microsoft Word, Excel, and Outlook is required.

Must possess a valid driver's license at the time of hire and maintain it throughout the course of employment.

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 employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance at work is an essential function of this position. Work is generally performed indoors in an office setting and requires some physical activity, including walking, standing, kneeling, bending, crouching, reaching, stooping, and climbing. The incumbent is required to frequently sit for extended periods of time and must have the ability to transport themselves to and from a variety of County offices.

The incumbent must have the ability to frequently push, pull and/or lift and carry office supplies, books, files and other standard office materials and supplies weighing up to 10 pounds, and to occasionally push, pull and/or carry supplies and other materials weighing up to 25 pounds. An incumbent must also possess the hand-eye coordination and manual dexterity to use hands and arms to reach, finger, handle, grasp and feel and operate personal computers, standard office equipment and any other equipment that is used to perform the essential functions of the job.

Working hours may occasionally be required before or after regular business hours. The noise level is usually moderate. Work requires extensive interaction with the public and may be stressful when dealing with irate citizens and/or meeting deadlines.

Vision abilities correctable to normal ranges include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Communication abilities include the ability to talk and hear within normal ranges. The incumbent is required to use voice to communicate as a result, clear diction and audible volume is required.

EMPLOYEE SIGNATURE

DATE

DEPARTMENT HEAD SIGNATURE

DATE

Melvyn Houser/Auditor

Discussion and/or decision to approve/deny payroll status change for Finance and Tax Officer.

Discussion and/or decision to approve application for Permit to Display Fireworks filed by Robert Caputo, for display on July 4th, at 22881 Three Bridge Road, Council Bluffs.



FIREWORKS DISPLAY ACKNOWLEDGEMENT AND WAIVER

I understand that the Code of Iowa prohibits certain use of fireworks but that the Pottawattamie County Board of Supervisors may, upon a written application, grant a permit for the display of fireworks by municipalities, fair associations, amusement parks, and other organizations or groups of individuals approved by the county board of supervisors when the fireworks display will be handled by a competent operator. I understand that the Code of Iowa provides that the sales of fireworks for such display may be made for that purpose only. I understand further that this permit will be null and void during times when open burning is prohibited by the State Fire Marshall. Permits to display fireworks are not valid during times of a county-wide burn ban.

I hereby acknowledge that I have adequate insurance coverage for any and all claims that may result from the requested display of fireworks. I agree to hold Pottawattamie County harmless from any suit or claim that may result from the granting of a permit for this event. I further acknowledge and agree that I have obtained the services of a competent operator to handle the fireworks display as required under the Iowa Code. Information concerning the competency of the operator is attached as provided below.

I hereby request that the Pottawattamie County Board of Supervisors grant a permit for display of fireworks to the following:

Date of Fireworks Display: July 4th, 2024

Name of Municipality or
Other Organization Requesting Permit: Caputo Enterprises / DBA Mother Goose Child Care & Preschool

Name of Individual Requesting Permit: Robert L. Caputo

Address 22881 Three Bridge Road

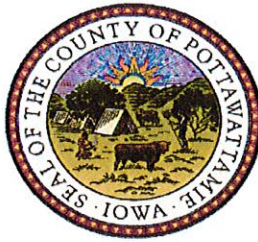
City/State/Zip Code Council Bluffs, IA 51503

Telephone Number Work: 712-323-1899 Home: 712-323-6644

Signature of Person Requesting Permit: 

I certify by this signature that I am legally authorized to sign on behalf of the municipality or organization above.

AN APPLICATION, FEE, CERTIFICATE OF INSURANCE AND EVIDENCE OF OPERATOR'S COMPETENCE (INCLUDING OPERATOR STAFF, SITE PLAN-DISTANCES FROM SPECTATORS AND SAFETY PLAN) TO HANDLE THE FIREWORKS DISPLAY *MUST* BE ATTACHED TO THIS REQUEST.



**POTTAWATTAMIE COUNTY
APPLICATION FOR PERMIT TO DISPLAY FIREWORKS**

DEADLINE TO SUBMIT APPLICATION: 21 DAYS PRIOR TO DATE OF DISPLAY

1. Telephone Number(s): Business: 712-323-1899 Residential: 712-323-6644

2. Date and location of the fireworks display and storage. These facilities may be inspected prior to this permit being issued.
July 4th 2024 @ 22881 Three Bridge Road Council Bluffs, IA 51503.
Event may be postponed due to weather and rescheduled for the following weekend.

3. How long will fireworks be stored before and after display? Fireworks are delivered up to 2 weeks prior to the event.

4. FIREWORKS OPERATOR INFORMATION: (Please provide additional sheets if necessary.)
Name: Robert L. Caputo Date of Birth: 01/15/1946
Address: 22881 Three Bridge Road
City: Council Bluffs State: IA Zip: 51503
Telephone Number(s): Work: 712-323-1899 Home: 712-323-6644

5. What training or expertise does the Fireworks Operator possess? Attach all supporting documentation and/or a resume if available.
We have been hosting the event at this same location for over 50 years. Worked with Rich Bros Fireworks of Sioux Falls, SD and have attended safety workshops run by MidWest Fireworks of Blair, NE

6. Provide safety guidelines for fireworks display, including fire suspension plan, distance of fireworks from spectators, and how and where fireworks will be stored prior to and following display.
The designated area for exhibit has three water hydrants and six 15lb abc-type fire extinguishers. All fireworks are stored in a locked ATF Type IV container 900ft away from any dwellings. The site also includes at least four trained/experienced emergency personnel With certification in CPR and First Aid. We also notify Lewis Township fire department prior to and after the event. The Shooting area is located a minimum 300ft away from spectators (site plan available upon request).

7. Number of anticipated spectators for the display? Adults: 75 - 100 Children: 50 - 60

8. **Documents to be attached: In addition to any documents supporting your above responses, please attach the following: 1) Certificate of Liability Insurance for this event, and 2) Application Fee of \$25.00, made payable to Pottawattamie County, Iowa.**



Distances from Shooting Location

To Spectators: ~ 320ft

To House: ~ 432ft

To Back Barns: ~ 50ft

To Three Bridge Rd: ~ 625ft

To West Property Line: ~ 495ft

To East Property Line: ~ 475ft

To South Property Line: ~ 820ft

- Location of yard water hydrants
- Location of Class ABC Fire Extinguishers

20-0065-00

32130 (5-23)

00014436

CHASTAIN-OTIS
10822 OLD MILL RD STE 2
OMAHA NE 68154-2608
INVOICE



Auto-Owners
INSURANCE

LIFE • HOME • CAR • BUSINESS

1-800-288-8740
www.auto-owners.com

Agency phone: (402) 397-2500

Statement date: 05/30/2024

FARM 52-882851-00
+2 more policies - see reverse side


Account: 100447445

ROBERT CAPUTO
ARDITH K CAPUTO
22881 THREE BRIDGE RD
COUNCIL BLUFFS IA 51503-4229

Auto-Owners
INSURANCE

ROBERT CAPUTO
ARDITH K CAPUTO
22881 THREE BRIDGE RD
COUNCIL BLUFFS IA 51503-4229

Make Checks Payable to:
AUTO-OWNERS INSURANCE
PO BOX 740312
CINCINNATI, OH 45274-0312



20000100447445000000000000000000173426700017342673

Policies on Account 100447445

Policy

FARM

52-882851-00 - effective 06/19/2023

FARM

52-882851-00 - effective 06/19/2024

FARM UMBRELLA

52-882851-01 - effective 06/19/2023

FARM UMBRELLA

52-882851-01 - effective 06/19/2024

PERSONAL AUTO

52-882851-02 - effective 06/19/2023

2000 CHEV SILVERADO

1969 CHEV CAMERO

PERSONAL AUTO

52-882851-02 - effective 06/19/2024

2000 CHEV SILVERADO

1969 CHEV CAMERO

Access your account online

View policy documents, payments, claim status and more. Visit customercenter.auto-owners.com to enroll in online access.

Important Billing Information

- A fee of up to \$15.00 may be charged if a cancellation bill is issued (except IL, IA, MI, ND, NC, & VA).
- IL, IA, MI, ND, NC, & VA only - A fee of \$15.00 is charged if a cancellation bill is issued and your insurance is continued or reinstated. No fee is charged if your insurance is cancelled and not reinstated.
- A fee of up to \$25.00 may be charged for returned items. Returned items may be represented as an electronic ACH transaction.
- A fee of up to \$6.00 may be charged when making a payment by phone.
- A billing fee of up to \$4.00 may be charged for each bill. No fee is charged for accounts on the full pay payment plan, or accounts on other payment plans when fully paperless and set up for automatic EFT payments. The fee is reduced to \$2.00 for accounts receiving paper bills when set up for automatic EFT payments.

Policies on Account

FARM
PERSONAL AUTO

52-882851-00
52-882851-02

FARM UMBRELLA

52-882851-01

Discussion on the Compensation Board.

Committee Appointments

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

Received/Filed

Office of **Nº 048540**

Pottawattamie County Treasurer

6/18/24 for May 2024
Date

Received from Pottawattamie County
Sheriffs office

Payor Pottawattamie County Sheriffs office

Amount Sixty one Thousand Thirty Three Dollars
& 33/100 \$ 61,033.33

Account to be credited See below

Descriptions of funds See below

Received by Km

Date received 6/18/24

May 1, 2024

Pottawattamie County Sheriffs Office

Total	Description	Line Item
\$0.00	Bank Interest	0001-4-05-1060-600000-000
\$0.00	Weapon Permits	0001-1-05-1060-441000-000
\$61,033.33	Civil Fees	0001-1-05-1060-440000-000
\$0.00	Outstanding Checks	0001-1-05-1060-820000-000
\$61,033.33	Total Deposit	
	\$25,256.66	total check #224238
	\$35,776.67	total check #224239
	\$61,033.33	total deposit

F12617

Pottawattamie County Sheriff's Office

Report of Fees Disbursed for

05/01/2024 - 05/31/2024

I Andy Brown, Sheriff of Pottawattamie County IA., do hereby certify that the following is a correct statement of fees disbursed by me from my office for the period 05/01/2024 - 05/31/2024.

Disbursements:

Paid to Others:

Refunds; Publication; Sales; Com 230,702.21

Subtotal 230,702.21

Paid to Treasurer:

Service Fees - Notary Fees; Copy Fees 40,363.19

Postage 4,868.48

Transport - Officer Expenses 9,680.17

Mileage Amount 5,681.49

Report Amount 90.00

Other - Subpoena 350.00

Subtotal 61,033.33

Total 291,735.54

The above information is respectfully submitted on 6/17/2024



Andy Brown
Pottawattamie County, IA

Pottawattamie County Sheriff's Office

Report of Fees Collected for

05/01/2024 - 05/31/2024

I Andy Brown, Sheriff of Pottawattamie County IA., do hereby certify that the following is a correct statement of fees collected by me in my office for the period 05/01/2024 - 05/31/2024.

Receipts:

Service Fees - Notary Fees; Copy Fees	45,291.33
Postage	5,610.48
Transport - Officer Expenses	9,680.17
Mileage Amount	5,684.49
Report Amount	90.00
County - Weapon Permit Amount	1,870.00
State - Weapon Permit Amount	445.00
Refunds; Publication; Sales; Com	195,970.25
Other - Subpoena	385.00
Unapplied	748.75
Total	265,775.47

The above information is respectfully submitted on 6/17/2024



Andy Brown
Pottawattamie County, IA

Public Comments

Study Session