

**TENTATIVE AGENDA**  
**SCOTT COUNTY BOARD OF SUPERVISORS**  
**July 17 - 27, 2023**

**Tuesday, July 18, 2023**

**Committee of the Whole - 8:30 am**  
**Board Room, 1st Floor, Administrative Center **\*\*In-Person and Virtual\*\*****

The public may join this meeting in person OR by phone/computer/app by using the information below. Contact 563-326-8702 with any questions.

TO JOIN BY PHONE 1-408-418-9388

ACCESS CODE: 2483 799 1781 PASS CODE: 1234

OR you may join via Webex. Go to [www.webex.com](http://www.webex.com) and JOIN meeting using the same Access Code and Pass Code above.

See the Webex Instructions in packet for a direct link to the meeting.

- \_\_\_ 1. Roll Call: Paustian, Rawson, Beck, Dickson, Maxwell
  
- \_\_\_ 2. Public Comment as an Attendee.  
By Phone:  
\*3 to raise/lower hand, \*6 to unmute (host must unmute you first)  
  
By Computer:  
Bottom right of screen, you will find Participants and Chat, in this area you will find the hand icon, use the hand icon to raise and lower your hand.

**Presentation**

- \_\_\_ 3. Mississippi Valley Workforce Area Presentation by Miranda Swafford, Executive Director of the Mississippi Valley Workforce Development Board. (Item 03)

**Facilities & Economic Development**

- \_\_\_ 4. Calcium Chloride Tank Replacement at Secondary Roads Maintenance Facility. (Item 04) Consent Agenda Consideration
  
- \_\_\_ 5. Replacement of Mobile Data Computers for the Sheriff's Office and Conservation Department for \$315,945.60 from Keltek. (Item 05) Consent Agenda Consideration
  
- \_\_\_ 6. Second of Three Readings to Amend portions of Chapter 6 of the Scott County Code of Ordinances. Amend Sections 6-4 Farm Exceptions and Section 6-5 Definitions, and add new Section 6-6 "W" - Hazardous Liquid Pipelines. (Item 06)

**Human Resources**

- \_\_\_ 7. Staff appointments. (Item 07) Consent Agenda Consideration
  
- \_\_\_ 8. Organizational Change in the Recorder's Office. (Item 08) Consent Agenda Consideration

- \_\_\_ 9. Organizational Change in the Attorney's Office. (Item 09)  
Consent Agenda Consideration

### **Health & Community Services**

- \_\_\_ 10. FY24 Agreement with Community Health Care (CHC). (Item 10)  
Consent Agenda Consideration

### **Finance & Intergovernmental**

- \_\_\_ 11. FY24 Edward Byrne Memorial Justice (JAG) Grant application. (Item 11)  
Consent Agenda Consideration
- \_\_\_ 12. Application for Grant Funding from the State of Iowa - Office of Drug Control Policy (ODCP) for FY24.

### **Other Items of Interest**

- \_\_\_ 13. Board Appointments to various Boards and Commissions. (Item 13)  
Consent Agenda Consideration
- \_\_\_ 14. Public Consulting Group, LLC (PCG, LLC) will be at the 5PM Board Meeting on July 20, 2023 to give a presentation on Phase II of Medic EMS transition.
- \_\_\_ 15. Adjourned. Moved by \_\_\_ Second by \_\_\_

### **Thursday, July 20, 2023**

#### **Regular Board Meeting - 5:00 pm Board Room, 1st Floor, Administrative Center **\*\*In-Person and Virtual\*\*****

The public may join this meeting in person OR by phone/computer/app by using the information below. Contact 563-326-8702 with any questions.

TO JOIN BY PHONE 1-408-418-9388

ACCESS CODE: 2494 177 3470 PASS CODE: 1234

OR you may join via Webex. Go to [www.webex.com](http://www.webex.com) and JOIN meeting using the same Access Code and Pass Code above.

See the Webex Instructions in packet for a direct link to the meeting.

#### **Presentation**

- \_\_\_ 1. Presentation by Public Consulting Group, LLC (PCG, LLC) on Medic EMS transition.

### **Thursday, July 27, 2023**

#### **Special Committee of the Whole - 11:00 am SECC Conference Room 1100 E. 46th St. Davenport 52807 (In-Person)**

Special Committee of the Whole - Strategic Planning with Department Heads

## Instructions for *Unmuting Phone Line* during Board Meeting teleconference

To gain the moderator's attention, **press \*3 from your phone OR the raise hand icon** on computer or mobile device (for location of raise hand icon, see below). Phone lines will be placed on mute during the meeting. Participants may unmute their line using the mute icon or \*6 on their phone after being recognized by the Chair.

**Meeting # 2483 799 1781**

**Password #1234**

### Connect via Computer or application:

Host: [www.webex.com](http://www.webex.com) Meeting number: **above** Password: **1234**

Or use direct link to meeting:

<https://scottcountyiowa.webex.com/scottcountyiowa/j.php?MTID=mbbaf97d947412ac405e3116ad08bc02e>

**Connect via telephone: 1-408-418-9388** Meeting number: **above** Password: **1234**


### Telephone / Cell Phones Connections:

Telephones lines will be placed on mute during the meeting. Participants may "raise their hand" by using \*3 to gain attention of the host.



When called upon for comments by the Board,


1. The host will then unmute the participant's line at the appropriate time.
2. A user must have his or her own device unmuted.
3. The user may then unmute his or her conference line by keying \* 6
4. After conversation, please lower your hand. (\*3 again)


### Computer / Application Connections:

If connected via web application or computer, the user should look for the **Raise Hand**  raise hand symbol and click to appear raised so the host may acknowledge you.

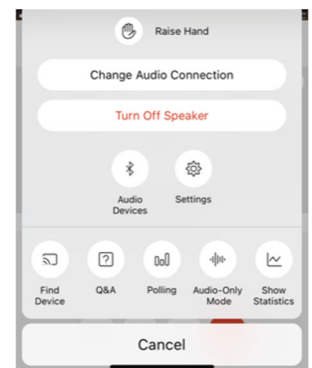
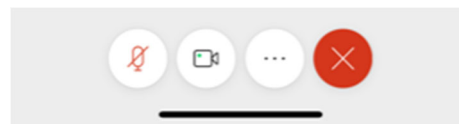
1. The host will then unmute the participant's line at the appropriate time.
2. A user must have his or her own device unmuted.
3. The user may then unmute his or her conference line by clicking the microphone symbol.
4. After conversation, please lower your hand. (\*3 again)

You can mute yourself so that everyone can concentrate on what's being discussed. While you're on a call or in a meeting, select  at the bottom of the meeting window. You'll know it's working when the button turns red .

If you want to unmute yourself, select . Others can hear you when the button turns gray.

When you're muted and move away from the call controls, the mute button moves to the center of your screen and fades in color  to indicate that you're still muted.

To find the **raise hand icon**, you may need to click on ...





**MISSISSIPPI VALLEY**  
WORKFORCE DEVELOPMENT BOARD



A proud partner of the AmericanJobCenter network

**MISSISSIPPI VALLEY**

**ACCELERATE**  
*IOWA*



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## Meet Our Staff

Miranda Swafford  
Executive Director

Mandy Tripp  
Compliance Officer

Andrea Taylor  
Strategic Partnership Specialist

Tyler Lanz  
Communications Assistant

# What is WIOA

- WIOA is a body of legislation designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.
- Programs and services that are offered at the IowaWORKS Centers in our workforce area must be provided within the framework of WIOA legislation.
- The Mississippi Valley Workforce Area focuses on oversight for resources used towards supporting programs and services in our IowaWORKS Centers, with a special emphasis on Title I programs.

Service Area



# What is a Workforce Board

The Mississippi Valley Workforce Development Board is a federally mandated board under WIOA that is appointed by the CEOs. The board is responsible for oversight and design of the local workforce system. Board membership is diverse and must be:

- at least 51% business (two members from small business)
- Not less than 20% Workforce Representatives

## **1 Member from Each of the Below Categories is Required**

- Adult Education / Literacy Providers
- Higher Education
- Economic and Community Development
- Wagner-Peyser Employment Services (IWD)
- Vocational Rehabilitation (IWD)

*Note: Membership must also be balanced by gender and political affiliation.*



# Chief Elected Official (CEO) Responsibilities

- **Appoints** members of the local Workforce Development Board.
- Designates the local grant recipient and determines how fiscal agent services will be performed.
- Sets policy for the local workforce system in partnership with the local board.
- Participates in the development of the local plan and any modifications.
- Conducts oversight in partnership with the local board of WIOA Title I funds.
- Approves budgets and is **liable for misuse of any funds** for workforce activities.
- Negotiates and reaches an agreement on performance measures in conjunction with the local board.



# Committee Structure



## Mississippi Valley Workforce Board

Executive  
Committee

Operations  
Committee

Finance  
Committee

Youth  
Committee

Disability Access  
Committee

Business  
Committee



# Role of the Workforce Board

## LWDB ROLES



# Workforce Services

- There are 15 workforce programs offered in the Mississippi Valley Workforce Area to job seekers and businesses through the Iowa*WORKS* Centers, of which the board has direct oversight and funding for 3 of the programs.
- Services Provided Include:
  - Basic Career Services
  - Training Services
  - Individualized Career Services
  - Business Services
  - Youth Services
  - Work-Based Learning
  - Follow Up Services



# Populations Served

- Dislocated Workers
- Veterans and Eligible Spouses
- Low-Income Individuals
- Public Assistance Recipients
- People with Disabilities
- Justice Involved
- Immigrants and Refugees
- Migrant Seasonal Farmworkers
- Native Americans
- Out of School Youth
- In School Youth with barriers





## Job Seeker Services Provided

PY2022 (July 1, 2022 - June 30, 2023)

- Provided 91,617 services to 9,118 Individuals in the MVWA
- Of that 91,617 services 58,509 were provided to 5,730 individuals out of the Davenport Iowa *WORKS* Center.

## Business Services Provided



PY2022 (July 1, 2022 - June 30, 2023)

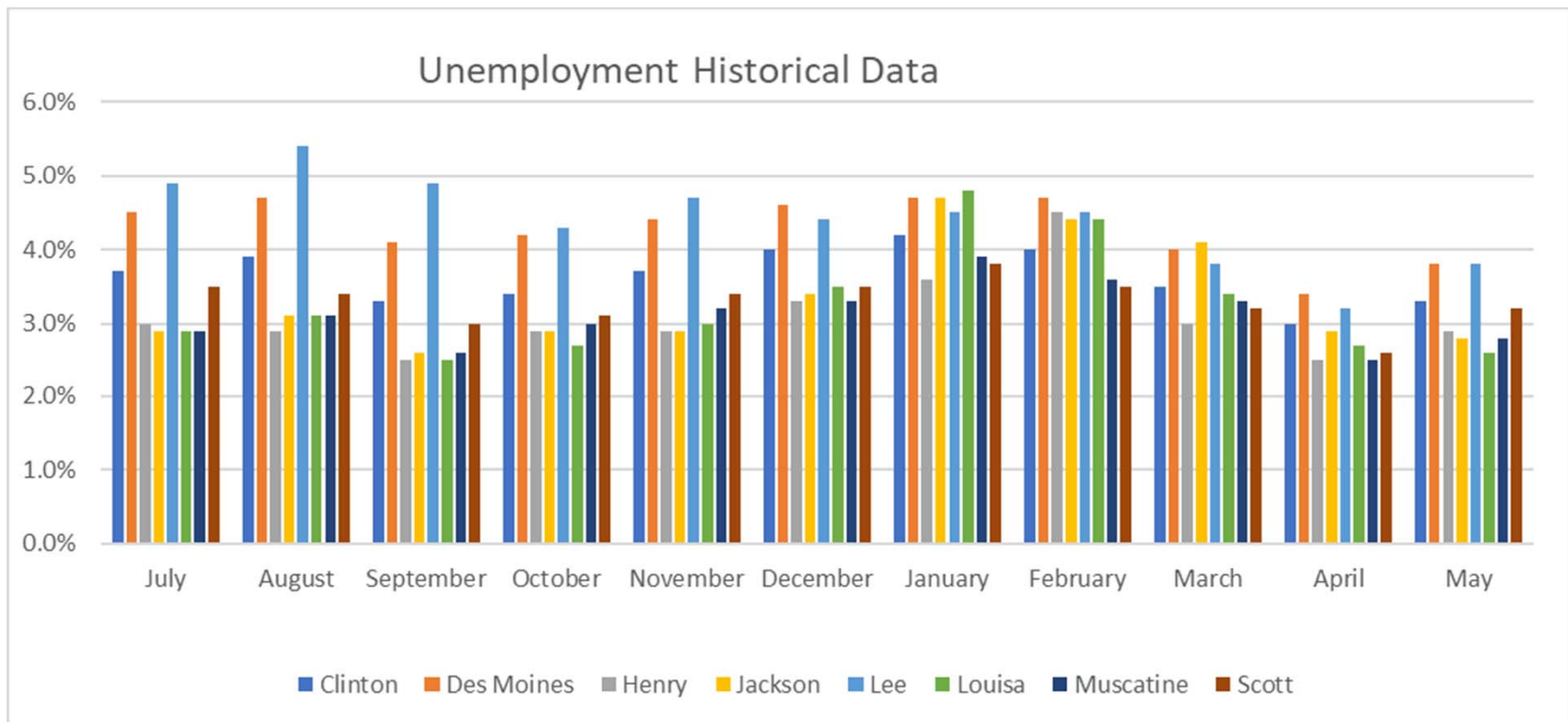
- Provided 2,152 staff-assisted services to 734 Employers in the MVWA
- Of that 2,152 services 1,262 were provided to 505 Employers out of the Davenport Iowa *WORKS* Center.

# Unemployment Rate

County	July	August	September	October	November	December	January	February	March	April	May
Clinton	3.7%	3.9%	3.3%	3.4%	3.7%	4.0%	4.2%	4.0%	3.50%	3.00%	3.30%
Des Moines	4.5%	4.7%	4.1%	4.2%	4.4%	4.6%	4.7%	4.7%	4.00%	3.40%	3.80%
Henry	3.0%	2.9%	2.5%	2.9%	2.9%	3.3%	3.6%	4.5%	3.00%	2.50%	2.90%
Jackson	2.9%	3.1%	2.6%	2.9%	2.9%	3.4%	4.7%	4.4%	4.10%	2.90%	2.80%
Lee	4.9%	5.4%	4.9%	4.3%	4.7%	4.4%	4.5%	4.5%	3.80%	3.20%	3.80%
Louisa	2.9%	3.1%	2.5%	2.7%	3.0%	3.5%	4.8%	4.4%	3.40%	2.70%	2.60%
Muscatine	2.9%	3.1%	2.6%	3.0%	3.2%	3.3%	3.9%	3.6%	3.30%	2.50%	2.80%
Scott	3.5%	3.4%	3.0%	3.1%	3.4%	3.5%	3.8%	3.5%	3.20%	2.60%	3.20%



# Unemployment Rate



# Labor Force and Participation Rate

County	Apr-23		May-23	
	In Labor Force	Unemployed	In Labor Force	Unemployed
Clinton	22,530	680	22,620	760
Des Moines	18,270	630	18,380	700
Henry	9,500	240	9,440	280
Jackson	10,810	310	10,830	300
Lee	14,730	480	14,740	560
Louisa	5,960	160	5,960	160
Muscatine	20,880	520	20,890	600
Scott	88,800	2,300	89,560	2,880

# PY22 Highlights and Achievements

- Received 501(c)(3) tax exempt status
- Launched the Retrain and Retain Grant
- Started a Business Committee
- Hired an additional Board Staff
- Selected as one of the Workforce Communities of Action
- Selected as part of the Job Quality Academy



# PY22 Highlights and Achievements

## Adult/Dislocated Worker

<b>Deliverables</b>	<b>Performance YTD</b>
Work Based Learning (WBL)	25
Occupational Skills Training (Scholarships)	144
Enrollments	131
Customer Satisfaction Level	94.22%

## Youth

<b>Current Deliverables</b>	<b>Performance YTD</b>
Work Experience Expenditure Requirement	20%
Occupational Skills Training (Scholarships)	30
Enrollments	113
Customer Satisfaction Level	94.22%

# Next Year's Activity Highlights

- Develop 5-Year Strategic Plan
- Procurement of Title I Service Providers
- Diversify Funding
- Transition of Sector Partnerships
- Expand Programming
- Infrastructure Funding Agreement





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# Q&A

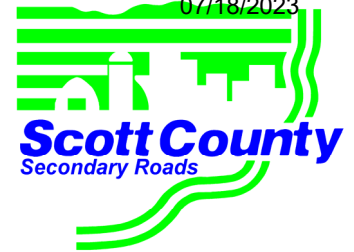
For more information  
[www.mississippivalleyworkforce.org](http://www.mississippivalleyworkforce.org)

Email  
[assistant@mississippivalleyworkforce.org](mailto:assistant@mississippivalleyworkforce.org)

**SCOTT COUNTY ENGINEER'S OFFICE**

950 E. Blackhawk Trail  
Eldridge, Iowa 52748

(563) 326-8640  
FAX – (563) 328-4173  
E-MAIL - engineer@scottcountyiowa.gov  
WEB SITE - www.scottcountyiowa.gov



ANGELA K. KERSTEN, P.E.  
County Engineer

ELLIOTT R. PENNOCK, E.I.T.  
Assistant County Engineer

TARA YOUNGERS  
Senior Administrative Assistant

MEMO

TO: Mahesh Sharma  
County Administrator

FROM: Angie Kersten, P.E.  
County Engineer

SUBJ: Calcium Chloride Tank Replacement at Secondary Roads Maintenance Facility

DATE: July 10, 2023

Our department has identified the need to replace the calcium chloride tank at our maintenance facility in Eldridge. The existing tank is over 36 years old, has deteriorated, and requires replacement. We typically utilize calcium chloride to pre-wet our rock salt, as part of our snow removal operations, when temperatures drop below 20°F.

Three competitive quotes were solicited for furnish and delivery of a Norwesco heavy duty 5,025 gallon horizontal leg tank. The following quotes were received:

Sprayer Specialties, Inc., Grimes, IA	\$16,860.16
Fertilizer Dealer Supply, Jesup, IA	\$17,235.26
Eldon C. Stutsman, Inc., Hills, IA	\$19,397.00

Upon delivery of the new tank, the existing tank will be listed for sale on Public Surplus. We have \$175,000 in our FY2024 budget for maintenance and upkeep of our buildings. I recommend purchasing the Norwesco heavy duty 5,025 gallon horizontal leg tank from Sprayer Specialties for \$16,860.16.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON  
\_\_\_\_\_  
DATE  
\_\_\_\_\_  
SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

July 20, 2023

A RESOLUTION APPROVING THE AWARD OF BID FOR THE PURCHASE OF ONE (1) NORWESCO HEAVY DUTY 5,025 GALLON HORIZONTAL LEG TANK

**BE IT RESOLVED BY** the Scott County Board of Supervisors as follows:

- Section 1. That the bid for one (1) Norwesco heavy duty 5,025 gallon horizontal leg tank is approved and hereby awarded to Sprayer Specialties, Inc., Grimes, IA, in the amount of \$16,860.16.
- Section 2. This resolution shall take effect immediately.



**INFORMATION TECHNOLOGY**

400 West Fourth Street  
Davenport, Iowa 52801-1104

Ph: (563) 328-4100 Fax: (563) 326-8669  
www.scottcountyiowa.com



July 11, 2023

To: Mahesh Sharma, County Administrator  
From: Matt Hirst, Director Information Technology  
Subject: Mobile Data Computer Project

Quotes have been received for the purchase of equipment necessary to replace Mobile Data Computers (MDC's) in the Sheriff's Office and Conservation Department's public safety vehicles.

Quote summary for the MDC's are as follows:

Description	Vendor
	Keltek (Panasonic)
80 Ruggedized Laptops w/ Win11 Pro, Intel Core i5-1145G7 vPro (up to 4.4GHz), AMT, 14.0 FHD 1000 nit Gloved Multi Touch, 16GB, 512GB OPAL SSD, Intel Wi-Fi 6, Bluetooth, 4G LTE Band 14 (EM7511), GPS, DualPass (Ch1:GPS/Ch2:WWAN), Infrared Webcam, USB-C, Standard Battery, TPM 2.0, 3 Years Warranty	\$283,519.20 (\$ 3,543.99 ea)

Quote summary for memory upgrades are as follows:

Description	Vendor
	Keltek
Panasonic 16 GB Memory, only compatible with FZ-55 Mark 2	\$32,426.40 (\$ 405.33 ea)

It is recommended that the Board approve the quotes from Keltek for MDC replacement in the Sheriff's Office and Conservation Department's public safety vehicles with a total project cost of \$315,945.60.

This project will replace MDC's currently installed in Sheriff's Office and Conservation Department public safety vehicles which are five (5) years old. The upgrade will facilitate the following public safety activities:

- Improve computing capabilities and performance
- Allow continued use of State of Iowa TraCS (Traffic and Criminal Software) application – TraCS allows printing of citations, accidents forms, OWI forms and vehicle inventories. TraCS also enables scanning of driver licenses and registrations data into forms to be created as well as viewing driver license information including photos. Presently TraCS is being used at 180 plus law enforcement agencies, plus the State Patrol and the Motor Vehicle Enforcement Officers of Iowa.

- Allow continued use of TYLER NWS Public Safety application used to communicate with SECC, other agencies, other deputies, and perform FBI NCIC (National Crime Information Center) lookups for criminal history.

Notes:

- Purchasing Panasonic MDC's will allow the continued use of in car docks purchased and deployed five (5) years ago.
- Pricing negotiated is fifteen (15) percent less than what the County can obtain from Keltex through the State of Iowa contract (NASPO Contract MNWNC-124 State of Iowa Participating Addendum, 16165C and Whelen 21309. The pricing through this agreement was competitively sourced and is available for use by all State of Iowa Agencies and Political Sub-Divisions within the State of Iowa including Scott County.)

Budget dollars are available in the CIP budget.

Cc:

Tim Lane, Sheriff  
Roger Kean, Conservation Director

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON  
\_\_\_\_\_  
DATE  
\_\_\_\_\_  
SCOTT COUNTY AUDITOR

R E S O L U T I O N  
SCOTT COUNTY BOARD OF SUPERVISORS

July 20, 2023

MOBILE DATA COMPUTER PROJECT

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. The replacement of Mobile Data Computers in Sheriff's Office and Conservation Department's public safety vehicles with a total project cost of \$315,945.60 from Keltek for 80 Panasonic Toughbook MDC's and memory upgrades is hereby approved.

Section 2. This resolution shall take effect immediately.

Prepared by: Scott County Planning & Development, 600 West Fourth Street, Davenport Iowa

SCOTT COUNTY ORDINANCE NO. 23 - \_\_\_\_\_

AN ORDINANCE TO AMEND PORTIONS OF THE ZONING ORDINANCE FOR UNINCORPORATED SCOTT COUNTY TO CREATE REGULATIONS FOR HAZARDOUS LIQUID PIPELINES.

BE IT ENACTED BY THE BOARD OF SUPERVISORS OF SCOTT COUNTY IOWA:

**Section 1.** Amend Section 6-4(B) FARM EXEMPTIONS of the Zoning Ordinance for Unincorporated Scott County by editing:

A special exemption applies to certain matters regulated by the Iowa Utility Board. The exemption from complying with the ordinance applies to public utilities and associated structures and equipment. Exempted public utilities are urged to comply voluntarily with the zoning requirements and Scott County Land Use Policies. This exemption does not include communications towers for telephone, cellular, and cable television companies, and other public and private towers as referenced in Section 6-9 D.(1) herein below.

**Section 2.** Amend Section 6-5 DEFINITIONS of the Zoning Ordinance for Unincorporated Scott County by editing:

**Section 6-5(98) PIPELINE** All parts of those physical facilities through which a gas or liquid moves in transportation, including pipe, valves, and other appurtenance attached to pipe, compressor units, metering stations, regulator stations, delivery stations, holders, and fabricated assemblies.

**Section 6-5(101) PUBLIC UTILITY** A public utility as defined in the Iowa Code Chapter 476.1 and municipally owned waterworks or wastewater facilities, waterworks having less than two thousand customers, joint water utilities established pursuant to Iowa Code Chapter 389, rural water districts incorporated and organized pursuant to Iowa Code Chapters 357A and 504, cooperative water associations incorporated and organized pursuant to Iowa Code Chapter 499, districts organized pursuant to Iowa Code Chapter 468, or a person furnishing electricity to five or fewer customers either by secondary line or from an alternate energy production facility or small hydro facility, from electricity that is produced primarily for the person's own use.

**Section 3.** Amend the Zoning Ordinance for Unincorporated Scott County by adding a new Section 6-6 W as follows:

**6-6. GENERAL REGULATIONS PROVISIONS**

**W. Hazardous Liquid Pipelines: Hazardous liquid pipelines are allowed in A-P and A-G districts, subject to the requirements of this section. These standards do not apply to existing pipelines.**

1. Setbacks Required.
  - A. A setback of 1,600 feet shall be required from all dwellings, areas zoned R-1 (Single Family Residential), R-2 (Multi-Family Residential), CAD-R (Community Area Development Residential), CAD-PVC (Community Area Development Parkview Commercial), C-1 (Neighborhood Commercial), C-2 (Commercial and Light Industrial), I (Industrial), and I-F (Industrial Floating), retirement and nursing homes, family homes, schools, childcare homes and centers, group homes, hospitals, detention facilities, human service facilities, campgrounds, day camps, cemeteries, stables, amphitheatres, shooting ranges, golf courses, stadiums, parks, houses of worship, auditoriums and structures containing a confined animal feeding operation large enough to be subject to the master matrix process.
  - B. A setback of 1,600 feet shall also be required from city boundaries and areas identified as “To Be Annexed “on the Future Land Use Map.
  - C. The setback shall be measured from the pipeline to the closest point of the building or property line, depending on the identified use type.
2. Emergency Plan. A copy of an emergency response or preparedness plan shall be submitted to assist with the County’s emergency response planning. The plan may be a preliminary or draft version of an emergency response plan that would meet the requirements of the federal Pipeline and Hazardous Materials Safety Administration. The County will determine whether the information in the plan is sufficient for the County to plan its own emergency response and may request additional information.
3. Authorizations Required. Any person proposing to construct a hazardous liquid pipeline shall obtain all required federal, state, and local permits and any private easements or other land use permissions prior to commencing construction and submit documentation of such authorizations with the permit application.
4. Petition for Reduced Setback. Any person proposing to construct a hazardous liquid pipeline can apply to the Scott County Zoning Board of Adjustment for a special use to allow a hazardous liquid pipeline with a reduced setback from that required in Section 6-6 W(1)A. The application should include a detailed third party report prepared by a qualified professional engineer that includes plume modeling and other relevant information on why the required setback is excessive and how the proposed reduced setback will be safe.

**Section 4.** Amend the Zoning Ordinance for Unincorporated Scott County by editing Section 6-9 B(5) as follows:

Public utilities and gas/commodity pipe lines and associated structures and equipment, including substations and hazardous liquid pipelines which shall meet

the standards of Sec 6.6 W, which includes required setbacks and other requirements. All structures of the utilities which exceed 35 feet shall be located where disruption of agricultural, residential or commercial activity is minimized. The base of towers shall be located at least the distance of the height of the tower from any existing, and adjacent neighboring structure(s).

**Section 5.** The County Auditor is directed to record this ordinance in the County Recorder's Office.

**Section 6.** Severability Clause. If any of the provisions of this Ordinance are for any reason illegal or void, then the lawful provisions of the Ordinance, which are separate from said unlawful provisions shall be and remain in full force and effect, the same as if the Ordinance contained no illegal or void provisions.

**Section 7.** Repealer. All ordinances or part of ordinances in conflict with the provisions of the Ordinance are hereby repealed.

**Section 8.** Effective Date. This Ordinance shall be in full force and effect after its final passage and publication as by law provided.

Public Hearing / First Consideration \_\_\_\_\_,

Second Consideration \_\_\_\_\_,

Third Consideration \_\_\_\_\_,

\_\_\_\_\_  
Ken Beck, Chair  
Scott County Board of Supervisors

Attested by: \_\_\_\_\_

Kerri Tompkins, County Auditor

Published on \_\_\_\_\_

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SCOTT COUNTY AUDITOR

## R E S O L U T I O N

### SCOTT COUNTY BOARD OF SUPERVISORS

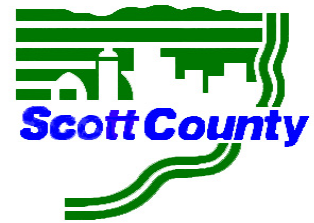
July 20, 2023

### APPROVAL OF STAFF APPOINTMENTS

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. The hiring of Justin Christensen for the position of Grounds Maintenance Worker with the FSS Department at entry level rate.

Section 2. The hiring of Karin McCray for the position of Part-Time Elections Clerk with the Auditor's Office at entry level rate.

**OFFICE OF THE COUNTY RECORDER****Recorder Rita Vargas**600 W. 4th Street  
Davenport, Iowa 52801-1030Office: (563) 326-8621  
Fax: (563) 328-3225  
www.scottcountyia.gov

July 10, 2023

To: Scott County Board of Supervisors  
Mahesh Sharma, County Administrator  
Vanessa Wierman, Human Resource Director

From: Rita Vargas, Recorder

RE: Organizational Change

The Recorder's Office is requesting to make an adjustment to the department's organization table outside of the budget review process per policy 2.

*Situations in which the requested change provides greater efficiency of operation and results in a net reduction in the number of FTE's in the department and/or a reduction in overall salary/benefit expenditures. Requests of this nature should include a specific description of the increased efficiency and how it will be accomplished.*

Organizational Change and Budget Impact Overview

A change in client behavior due to the recent pandemic has created an opportunity for the Recorder's office to restructure. The office is seeking to eliminate one Part-Time Multi-Service Clerk position and re-classify one Full-Time Multi-Service Clerk position to a Senior Office Assistant to eliminate gaps in Passport coverage and improve efficiency within the department. This change would result in a net savings of approximately \$16,000 annually.

Reclassify one fulltime Multi-Service Clerk position to Senior Office Assistant

The Recorder's Office is requesting an organizational change to address the gaps in passport coverage. Per the US Department of State passport guidelines, the passport applications must be hand delivered to the post office daily to maintain the chain of custody of all passport application packages. With the office's current organizational structure, there is only one person, the Passport and Licensing Supervisor; that can take the passports to the post office daily. If the Passport and Licensing Supervisor is out of the office for an extended period of time, we will have to suspend passport services until they return. Not only would this result in a loss of revenue, it would be detrimental to Scott County citizens as we are currently the only passport acceptance facility in Scott County that is walk-in, no appointment necessary. We also provide a 'one stop shop' as we can provide Scott County birth certificates and we offer passport photo services.



The US Department of State has strict guidelines as to who can become a Passport Acceptance Agent. One of those guidelines is that an Acceptance Agent cannot access birth or identity document issuance or printing. Anyone in our office that processes a vital record request (birth, death and marriage certificates) cannot become a Passport Acceptance Agent. All of our full-time Multi-Service Clerks rotate through the vital records department, therefore they are not able to become Passport Acceptance Agents.

In addition to filling in the gaps in passport coverage, the department has identified areas where efficiency can be improved if we reclassified one of our Multi-Service Clerk positions to a Senior Office Assistant. This position would have clerk responsibilities in the Real Estate and DNR departments, serve as a full time Passport Acceptance Agent, absorb the scanning responsibilities of the PT position that would be eliminated, and process claims, p-card and provide additional back up for payroll submission.

Recently, our department has struggled meeting the one over one approvals needed for items such as claims, payroll and p-card due to vacations/sick leave. In fact, there have been 2 occasions in recent months that invoices could not be paid timely due to no approver. This position would fill in those gaps and provide consistency within the department.

Reclassifying this position would not only improve the efficiency of the office, it would also allow us to have an additional full time Passport Acceptance Agent and allow us to expand our passport processing hours to five days a week.

Request to reduce Recorder FTE from 10.5 FTE to 10 FTE

Over the last several years, the office has seen a trend of more constituents submitting documents for recording electronically. The pandemic has dramatically increased that number. The primary responsibility of our part time Multi-Service Clerk is to scan real estate documents that are presented in paper form. Since the majority of our recordings are now submitted electronically, we no longer have a need for a designated part time scanner. This position is also a part-time Passport Acceptance Agent.

	Total # of Documents Recorded	Total # of Electronic Submissions	% of Electronic Submissions
FY18	34,681	10,271	30%
FY19	32,537	10,517	32%
FY20	38,141	14,780	39%
FY21	45,358	22,667	50%
FY22	40,137	21,149	53%
FY23	24,942	13,796	55%

The table below outlines our current office organizational structure vs the proposed structure. You will notice that while we are reducing our overall FTE by .5, we will be increasing the number of available Passport Acceptance Agents by .5.

Current		
Position	FTE	Passport Acceptance Agent
Recorder	1	
Passport and Licensing Supervisor	1	1
Office Administrator	1	
Real Estate Specialist	1	
Vital Records Specialist	1	
Licensing Specialist	1	1
Multi-Service Clerk	4.5	0.5
	10.5	2.5

Proposed		
Position	FTE	Passport Acceptance Agent
Recorder	1	
Passport and Licensing Supervisor	1	1
Office Administrator	1	
Real Estate Specialist	1	
Vital Records Specialist	1	
Licensing Specialist	1	1
Senior Office Assistant	1	1
Multi-Service Clerk	3	
	10	3

Budget Impact

Reclassifying a Multi-Service Clerk position to a Senior Office Assistant position would result in 1 grade level salary increase. Based on the 23/24 pay scale, this change would result in an increase in salaries of approximately \$1,800-\$2,500 a year, depending on the step.

As of July 1, 2023, the Part Time Multi-Service position is filled at \$18.44 an hour/ 20 hours a week. Eliminating this position would reduce salaries by approximately \$19,177.60.

				Per year
Multi-Service Clerk	Grade 17	\$17.99 - \$24.81		\$37,419.20 - \$51,604.80
Senior Office Assistant	Grade 18	\$18.89 - \$26.04		\$39,291.20 - \$54,163.20
Impact - Increase in salaries				\$1,872.00 - \$ 2,558.40

Eliminating PT Multi-Service Clerk	
(position is currently filled @ \$18.44 / 20 hrs a week )	
Impact - Decrease in salaries	\$19,177.60

Net reduction in salaries	\$17,305.60 - \$16,619.20
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I will be available at the July 18, 2023 Committee of the Whole to address any questions.

Thank you for your consideration.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SCOTT COUNTY AUDITOR

## R E S O L U T I O N

### SCOTT COUNTY BOARD OF SUPERVISORS

July 20, 2023

#### APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS IN THE RECORDER'S OFFICE

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the table of organization for the Recorder's Office be decreased by 1.5 FTE Multi Service Clerk (total 3 FTE).
- Section 2. That the table of organization for the Recorder's Office be increased by 1 FTE Senior Office Assistant. (total 1 FTE).
- Section 3. This resolution shall take effect immediately.

**HUMAN RESOURCES DEPARTMENT**  
**600 W. 4<sup>TH</sup> Street**  
**Davenport, IA 52801**



**Office: (563) 326-8767**  
**Fax: (563) 328-3285**  
**www.scottcountyiowa.gov**

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**Date:** July 18, 2023

**To:** Mahesh Sharma, County Administrator

**From:** Vanessa Wierman, Human Resources Director

**Subject:** Attorney's Office Organizational Change

**Reclassification Request**

**Paralegal (Attorney) (+0 FTE)**

During the normal budget process last fall, then County Attorney Mike Walton submitted a request to reclassify a current Legal Secretary position to a Paralegal position in the Juvenile division. Due to the high caseload in the division, the current Legal Secretary has been tasked with higher level responsibilities including originating cases in the electronic document management system, preparing petitions for review, generating and sending subpoenas, and attending hearings in order to better assist the division attorneys.

After current County Attorney Kelly Cunningham took office in January, Administration and Human Resources had several discussions with Ms. Cunningham regarding the organizational requests submitted by the previous administration. A request was made to add a full-time Assistant Attorney for the FY23 budget year which was granted January 19, 2023. As part of the discussion to add the Attorney position, some implementation delays for the FY24 organizational change request were recommended. In reviewing information with Budget and Administrative Services Director David Farmer, it appears the reclassification for the Legal Secretary position to Paralegal was not formally addressed during budget discussions.

Given the efficiencies gained with reclassifying this position, I am recommending the Board approve this request retroactively to July 1, 2023. The estimated budget impact is estimated at \$9,250.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SCOTT COUNTY AUDITOR

## R E S O L U T I O N

### SCOTT COUNTY BOARD OF SUPERVISORS

July 20, 2023

#### APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS IN THE ATTORNEY'S OFFICE

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the table of organization for the Attorney's Office be decreased by 1.0 FTE Legal Secretary (total 3 FTE).
- Section 2. That the table of organization for the Attorney's Office be increased by 1 FTE Paralegal. (total 4 FTE).
- Section 3. This resolution shall take effect immediately.

**Community Services Department**  
600 W. 4<sup>th</sup> St.  
Davenport, Iowa 52801



**(563) 326-8723      Fax (563) 326-8730**

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July 10, 2023

TO: Mahesh Sharma, County Administrator

FROM: Lori A. Elam, Community Services Director

RE: Authorized Agency Agreement  
Community Health Care (CHC)

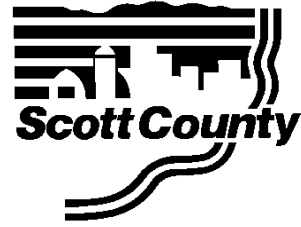
Enclosed is the proposed FY24 Agreement with Community Health Care.

The dates and contractual amounts reflect the Board's decisions during the budget review process. The county will provide \$302,067 for primary health care for Community Services clients.

The contract was reviewed by the agency. I will be available at the Board of Supervisor's meeting for any questions.

**Community Services Department**

600 W. 4<sup>th</sup> St.  
Davenport, Iowa 52801



**(563) 326-8723      Fax (563) 326-8730**

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**Date:** July 1, 2023

**Agreement Parties:** Scott County  
600 West 4<sup>th</sup> Street  
Davenport, IA 52801

Community Health Care, Inc.  
500 W. River Drive  
Davenport, IA 52801

**Agreement Amount:** \$302,067

**Purpose:** Provision of comprehensive, ambulatory health care programs with particular emphasis on low and fixed income populations for Scott County.

**Agreement Period:** This Agreement shall commence on July 1, 2023 and shall continue in full force and effect until June 30, 2024, unless either party wishes to terminate this agreement and provides the other party a written (90) day notice of termination.

Community Health Care, Inc. agrees to perform the work and to provide the services described in the Agreement for the consideration herein. The parties hereto have executed this contract on the day and year last specified below.

**For and on behalf of the Scott County  
Board of Supervisors:**

**For and on behalf of Community Health Care, Inc.  
Board of Directors:**

**By:** \_\_\_\_\_  
**Ken Beck, Chairman**

**By:** \_\_\_\_\_  
**Anita Gomez-Jones, Chairman**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
**Kerri Tompkins,  
Scott County Auditor**

I. Identification of Parties

- A. The Chairperson of the Scott County Board of Supervisors is the Authorized County Official for this Agreement. The Authorized County Official must approve any changes in the terms, conditions, or amounts specified in this agreement. Negotiations concerning this agreement should be referred to the Chairperson at telephone (563) 326-8749 or [board@scottcountyiowa.gov](mailto:board@scottcountyiowa.gov). The Scott County Board of Supervisors hereinafter will be referred to as Scott County.
- B. The President of the Board of Directors is the Authorized Community Health Care, Inc. Official for this Agreement. This individual is responsible for financial and administrative matters of this agreement. Negotiations concerning this agreement should be referred to the President at telephone (563) 336-3000. Community Health Care, Inc. hereinafter will be referred to as CHC.

II. Term of Agreement

- A. The effective date and initial term of this Agreement shall begin on July 1, 2023 and shall continue until June 30, 2024. If either party wishes to terminate this agreement, said party shall deliver to the other party a ninety (90) day written notice of termination.
- B. This agreement may be amended in whole or in part, by mutual consent of the parties, provided that no such amendment shall become effective unless in writing and properly executed by the parties.

III. Scope of Services

- A. CHC shall provide medical, dental, mental health, laboratory and x-ray, pharmacy, and health education/nutrition services as needed to those Scott County Community Services participants. It is understood and agreed that, in the event CHC or the county experiences funding reductions, either party may discontinue or modify the aforementioned services provided a ninety (90) days notice of its intent to discontinue or modify services is given to the other party. CHC will work with Community Services patients to establish a medical and dental home at CHC. CHC will provide education about other health services and programs available in Scott County to all Community Services patients.
- B. Scott County recognizes CHC's authority to charge a minimum co-payment fee to eligible clients. However, CHC agrees to exempt clients referred by the Scott County Community Services Department from the co-payment fee schedule.
- C. CHC agrees to honor prescriptions authorized by appropriate specialists provided that the client is a CHC patient and was referred by CHC to the appropriate specialist. Charges for such prescriptions shall be in accordance with item #III. B. of the agreement.



- D. CHC agrees to honor psycho-therapeutic prescriptions authorized by the staff of Vera French Community Mental Health Center as well as other mental health providers for clients referred by Scott County Community Services and who have established their medical care with CHC. Prescriptions will be co-signed by CHC staff at the discretion of the Primary Care Provider providing services to the patient. Charges for such prescriptions shall be in accordance with item #III.B. of this agreement.
  - E. CHC agrees to honor prescriptions authorized by outside physicians for clients referred by the Scott County Community Services Department after they have seen a CHC physician. Charges for such prescriptions shall be in accordance with item #III.B. of this agreement.
  - F. Payment under this contract for Scott County Community Services is understood to be exclusive of any prescription for AZT or Clozapine. Payment for these pharmaceuticals will be approved on an individual basis by the Scott County Community Services Department.
  - G. Pharmaceutical services are provided based on the Medicaid formulary and any additional pharmaceuticals included in the CHC formulary.
  - H. CHC agrees to track the number of clients with/without medical insurance and how many accept assistance to be enrolled in some form of insurance. CHC agrees to track the number of clients above and below the Federal Poverty level of 150%.
- IV. Manner of Financing
- A. Scott County shall make payment to CHC for the performance of its covenants in the amount of \$302,067.00 payable in twelve (12) monthly allotments of \$25,172.25. Each installment shall be made available on the first day following the first monthly meeting of the Scott County Board of Supervisors.
  - B. Scott County and CHC each acknowledge that the payments herein to be made are to supplement and not supplant other available sources of income to CHC, such as fees collected for services provided to individual patients.
- V. Liability and Indemnification
- A. Scott County shall be named as an additional insured under the comprehensive liability policy maintained by CHC and providing minimum coverage of \$1 million. A copy of the certificate of insurance shall be on file in the Office of the County Administrator.
  - B. CHC shall hold harmless from and indemnify Scott County against all claims, suits, actions, costs, attorney fees, expenses, damages, judgments, or decrees, incurred by any reason of any person or persons or property being damaged or injured by CHC or any agent or employee of CHC.

## VI. Reports

- A. CHC agrees to submit the following reports to Scott County:
- i. Certificate of insurance: Annually at the time of renewal
  - ii. A revised budget estimate and program performance projections if different from the original request: Within thirty (30) days of the signing of this agreement
  - iii. First quarter indicators: October 31, 2023
  - iv. Second quarter indicators: January 31, 2024
  - v. Third quarter indicators: April 30, 2024
  - vi. Fourth quarter indicators: August 30, 2024
  - vii. Certified Public Accountant Audit report: 150 days from the end of the agency's fiscal year
  - viii. Minutes, or a summary thereof, the monthly meetings of the CHC Board of Directors.
  - ix. Notification of any significant changes in funding, salary levels, staffing or programming; including the expansion of an existing program, addition of staff positions or the addition of any new funding source and/or program in a timely manner.
  - x. All of CHC's financial and statistical records related to this agreement will be open to Scott County.

## VII. Additional Conditions

- A. CHC shall comply with all applicable laws and regulations pertaining to its operation, and shall not discriminate in providing services on the basis of race, color, creed, national origin, sex, handicapped condition or religious affiliation.
- B. None of the funds provided through this Agreement shall be used for any partisan political activity nor shall they be used to further the election of any candidate for political office.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON  
\_\_\_\_\_  
DATE  
\_\_\_\_\_  
SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

JULY 20, 2023

APPROVAL OF FY24 CONTRACTUAL AGREEMENT BETWEEN COMMUNITY  
HEALTH CARE AND SCOTT COUNTY

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That the FY24 contractual agreement between Scott County and Community Health Care for provision of comprehensive health care programs with emphasis on low and fixed income populations for Scott County is hereby approved.

Section 2. That the Chairman is hereby authorized to sign said agreement.

Section 3. This resolution shall take effect July 1, 2023.

**TIM LANE**  
**Scott County Sheriff**

Item 11

07/18/2023

**SHAWN ROTH**  
Chief Deputy Sheriff



**BRYCE SCHMIDT**  
Chief Deputy Sheriff

EMERGENCY 9-1-1  
(563) 326-8625  
(563) 326-8689 (FAX)

400 West 4<sup>th</sup> Street  
Davenport, Iowa 52801-1104

[www.scottcountyiowa.com/sheriff](http://www.scottcountyiowa.com/sheriff)  
[sheriff@scottcountyiowa.com](mailto:sheriff@scottcountyiowa.com)

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DATE: July 18, 2023  
TO: Board of Supervisors  
SUBJECT: FY24 JAG Grant Application

The Scott County Sheriff's Office will be submitting a grant on or before August 31, 2023 to the Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2024 Local Solicitation. Scott County is eligible for \$90,321, which is a joint allocation between Scott County, Bettendorf and Davenport.

This grant supports the Scott County Special Operations Unit Task Force providing drug trafficking enforcement in Scott County. Officers assigned to the Scott County Special Operations Task Force are a combination from the Bettendorf Police Department and the Scott County Sheriff's Office. Currently, the Davenport Police Department does not have an officer assigned. Each agency submits documentation of officer's salaries, benefits and partial overtime to the County for reimbursement. The County submits quarterly and annual reports to the Office of Justice Programs.

The Scott County Sheriff's Office serves as the multi-agency fiscal officer. JAG awards are based on a formula between population and reported crime statistics.

The grant requires notification to the governing body, Board of Supervisors, in a public format as well as a Memorandum of Understanding for the joint application which is signed by an authorized representative from each jurisdiction. This is to ensure that only one application is submitted. If the grant is denied, then the application will be withdrawn.

Upon your resolution to accept the applicable award from JAG, the Scott County Sheriff's Office will continue with the grant management process.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON  
\_\_\_\_\_  
DATE  
\_\_\_\_\_  
SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

July 20, 2023

APPROVAL OF THE GRANT FROM THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM THROUGH THE U.S. DEPARTMENT OF JUSTICE IN THE SHERIFF'S OFFICE IN THE AMOUNT OF \$90,321.00

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the Board hereby approves the receipt of funding from the Edward Byrne Memorial Justice Assistance Grant (JAG) Program through the U.S. Department of Justice in the amount of \$90,321.00.
  
- Section 2. That the Chair is approved to sign the grant award and special conditions agreement.
  
- Section 3. This resolution shall take effect immediately.

**TIM LANE**  
**Scott County Sheriff**

Item 12  
07/18/2023

**SHAWN ROTH**  
Chief Deputy Sheriff



**BRYCE SCHMIDT**  
Chief Deputy Sheriff

EMERGENCY 9-1-1  
(563) 326-8625  
(563) 326-8689 (FAX)

400 West 4<sup>th</sup> Street  
Davenport, Iowa 52801-1104

[www.scottcountyiowa.com/sheriff](http://www.scottcountyiowa.com/sheriff)  
[sheriff@scottcountyiowa.com](mailto:sheriff@scottcountyiowa.com)

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DATE: July 18, 2023  
TO: Board of Supervisors  
SUBJECT: FY24 ODCP Methamphetamine Drug Hot Spots Grant Award

The Scott County Sheriff's Office received a grant in July 2023 from the State of Iowa Governor's Office of Drug Control Policy (ODCP) for \$12,000 for overtime worked on methamphetamine cases by the Scott County Special Operations Unit Task Force, with zero match dollars.

This grant supports the Scott County Special Operations Task Force providing drug trafficking enforcement in Scott County. Officers assigned to the Scott County Special Operations Task Force are from the Bettendorf Police Department and the Scott County Sheriff's Office. Each agency submits documentation of officer's overtime to the County for reimbursement. The County submits monthly reports to the Governor's Office of Drug Control Policy.

The Scott County Sheriff's Office serves as the multi-agency fiscal officer.

Upon your resolution to accept the applicable award from ODCP, the Scott County Sheriff's Office will continue with the grant management process.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON  
\_\_\_\_\_  
DATE  
\_\_\_\_\_  
SCOTT COUNTY AUDITOR

R E S O L U T I O N - 2023

SCOTT COUNTY BOARD OF SUPERVISORS

July 20, 2023

APPROVAL OF THE IOWA GOVERNOR'S OFFICE OF DRUG CONTROL POLICY  
(ODCP) METHAMPHETAMINE DRUG HOT SPOTS GRANT PROGRAM IN THE  
AMOUNT OF \$12,000.00

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the Board hereby approves the receipt of funding from the Iowa Governor's Office of Drug Control Policy (ODCP) Methamphetamine Drug Hot Spots Grant Program in the amount of \$12,000.00.
- Section 2. That the Chair is approved to sign the grant award and special conditions agreement.
- Section 3. This resolution shall take effect immediately.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SCOTT COUNTY AUDITOR

## R E S O L U T I O N

### SCOTT COUNTY BOARD OF SUPERVISORS

July 20, 2023

#### APPROVAL OF APPOINTMENTS TO BOARDS AND COMMISSIONS

**BE IT RESOLVED BY** the Scott County Board of Supervisors as follows:

- Section 1. That the appointment of Christine Schilling to the Civil Service Commission for an unexpired term expiring on July 31, 2023 is hereby approved.
- Section 2. That the appointment of Christine Schilling to the Civil Service Commission for a six (6) year term, expiring on July 31, 2029 is hereby approved.
- Section 3. This resolution shall take effect immediately.