

The Iowa County

IOWA STATE
ASSOCIATION
OF COUNTIES



Election Reform

ISAC University

Stormy Legislative
Session Brewing

Dealing With
Christmas Stress

CCMS 2002
Training Events

December 2001



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The Iowa County

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Election Reform: S.E.A.T.



Early this spring in Savannah, GA, a workshop was hosted by the Election Center for election administrators. Teresa LePore, the designer of the infamous butterfly ballot, approached the podium and as she attempted to gather her thoughts she broke into tears. A collective empathy arose from the room to embrace her. This was a room filled with her peers, unextraordinary people expected to accomplish extraordinary things. This was the first gathering of folks from around the country who were charged with the responsibility of administering elections, since the mushroom cloud of Florida had dissipated when the Supreme Court effectively decided the outcome of the presidential election. Now we were all dealing with the fallout that had settled upon the rest of the country as the result of Florida. The empathy was the result of hours of self-examination that took place in the offices and cubicles of local election administrators around the country. Election administrators from around the country all realized that it could have been any one of them facing the glare of television lights as every step in a complex process was examined by ambitious attorneys, partisan politicians and would be experts.

What Went Wrong in Florida?

Several commissions and panels of experts were convened around the country to examine what went wrong in Florida. Although some of the most memorable images to come from that debacle were election officials peering through little holes at the lights and examining ballots for the newly defined hanging and pregnant chads, the most eye-opening discovery for the general public was the lack of consistent standards not only from state to state, but from county to county. As the undergarments of this process were examined by an emotionally charged audience, it became apparent that this process was not as pure and perfect as they had expected. Inconsistent interpretations of what constitutes a vote were litigated in several counties as were the processes for counting those votes.

As the nation focused on Florida and the uncertainty of the outcome, the active participants started looking elsewhere as they hedged their bets. They started to focus on other states where the results were close and could affect the outcome if things didn't go their way in Florida. Iowa drew their attention.

The Focus on Iowa

At a gathering of county auditors/commissioners of elections in Des Moines on November 15, 2000, just over a week after the election and a day after counties had conducted their canvasses of the general election, the presentation by the

By: *Patrick Gill* Woodbury Co. Auditor/Recorder

Secretary of State's office changed from redistricting to focus on recounts. It was then the self examination by local election administrators in Iowa began in earnest. There were many questions asked, answered and debated as code sections previously ignored became the focal point of discussions. There were several questions that weren't asked for fear of the answers. It was once again left to local jurisdictions to interpret for themselves, with help from their local county attorneys, overlapping, vague, broad, and bewildering election law. It became apparent that the conditions that spawned the inconsistencies that were exposed in Florida, also existed in Iowa.

As local officials returned to their county courthouses the following week, several were greeted with hired guns from out of town who were there to ask questions that hadn't been asked in a long time. In Woodbury County, Deputy Commissioner of Elections Vicki Ritz, 26 years of experience in elections, was questioned about the process by two attorneys representing the Bush Campaign. They left satisfied that there was no need to waste the resources there because the likelihood of finding any improprieties was small. Her credibility was bolstered in their eyes by the fact that she had earned the C.E.R.A designation (Certified Election/Registration Administrator) from the Election Center. The story was much the same across Iowa as stories began to surface that the likelihood of a recount in Iowa was diminishing. The voting equipment used in Iowa presented no problems compared to what was taking place in Florida and there were no other glaring discrepancies uncovered in the investigations. A sigh of relief was heard in courthouses around Iowa.

Opportunity To Study Elections

Although it was agreed that there was no crisis and that we generally have a good elections system, it was also agreed that this was an opportunity to study and protect the integrity of elections in Iowa. Iowa Secretary of State Chet Culver conducted a series of public hearings across the state and compiled the results in a report titled, "Iowa's Election 2000: Facts, Findings, and Our Future." This report and several reports on the national level dealt with issues such as voting equipment, legal questions on what constitutes a vote and recount procedures.

The Iowa State Association of County Auditors focused on this aspect of reform recommendations and has partnered with Secretary of State's Office, Iowa State University, The Iowa Ethics and Campaign Disclosure Board office, County Supervisors and the Iowa State Association of Counties to form the S.E.A.T. (State Election Administrators Training) committee. The committee continues to meet and will be recommending legislation to form a state certification program for election administrators designed to protect the integrity of Iowa elections.

Dear Editor:

In David Vestal's "legal briefs" article in the October 2001, issue of *The Iowa County* magazine, he discussed the removal of members of the Hancock County Conservation Board. We applaud the actions taken by the Hancock County Board of Supervisors and County Attorney. Public bodies, no matter whether appointed or elected, must follow state law. The misdeeds cited in the article are not acceptable. The Iowa Association of County Conservation Boards (IACCB) does disagree with the broad "scarlet letter" brush Mr. Vestal painted all county conservation boards with by stating, "There is certainly no reason to think that Hancock County is unique. The Hancock County situation should cause all county supervisors and county auditors to ask themselves, 'How closely is our conservation board following the law?'" I received numerous calls from our members that took offense to these remarks. Many of the professional directors have been in the system 15 plus years, some many more than that. They, as do the appointed board members, take their roles seriously.

County Conservation boards want involvement of county boards of supervisors as part of the "county team" that desires to provide the best service to the public that is possible. It should not be a one-shot approach only after a problem surfaces, but a continual dialog and relationship based on the respect for each other's roles and responsibilities. If such relationship does exist, problems such as Hancock County experiences are less likely to occur.

The IACCB also urges county boards of supervisors to encourage their county conservation boards members and staffs to attend continuing education opportunities. The IACCB holds two educational meetings each year. The largest is our annual conference held in the fall of each year and the second is our March Board Member Conference, which is a one-day event allowing members to drive back and forth from home on the same day. Both events rotate around the state to allow members from all parts of the state to take advantage of the meeting content over a multiple year period without having to travel great distances. As a matter of fact, Mr. Vestal gave an excellent presentation on Chapter 21, Open Meetings, at this year's March conference. None of the Hancock County Conservation Board members were in attendance.

Sincerely,

Don Brazelton
IACCB Executive Director

Quote of the Month:

"You do not lead by hitting people over the head - that's assault, not leadership."

- Dwight Eisenhower

Assessors Annual Conference

The Iowa State Association of Assessors (ISAA) held their Annual Conference and School of Instruction October 7-10 in West Des Moines, IA. The following elected officers were sworn in: President - Paul Thomsen, Dubuque County; President Elect - John Deegan, Jasper County; Vice President - Timothy McGee, Lucas County; Secretary/Treasurer - Wayne Schwiskerath, Chickasaw County. Marcella Thompson, Appanoose County Assessor, received the 2001 Outstanding Member Award.



Newly elected ISAA President Paul Thomsen.



Vicki Atkins, Black Hawk Co. Assessor; Cris Plocher, ISAC Fiscal/Policy Analyst; Virginia Sleeper, Buchanan Co. Assessor.

Counties Receive Recycling Recognition

Several counties were recognized at the Iowa Recycling Association Annual Awards Recognition Dinner held October 24 in Davenport. The event recognized Iowa individuals and entities that represent excellence in recycling and reuse in Iowa. The following counties received awards: Public Service for the Betterment of Recycling Award - Gerald McLain, Union County; Public Service for the Betterment of Recycling Award - Shelly Codner, Butler County Solid Waste; Best Local Government Recycling Program Award - Ringgold County Board of Supervisors; and Recycling Project of the Year Award - Preservation Station, Des Moines County.

The Iowa Recycling Awards are sponsored by the Iowa State Association of Counties, Iowa Recycling Association, Iowa Association of Utilities, Iowa Audubon Society of Iowa, Iowa Conservation Education Council, Iowa Department of Economic Development/Recycle Iowa, Iowa Department of Natural Resources, Iowa Environmental Council, Iowa League of Cities, Iowa Utility Association, Iowa Waste Reduction Center, Recycling & Reuse Technology Transfer Center and Trees Forever.

around the statehouse

Stormy Legislative Session Brewing

"Young people nowadays imagine that money is everything; when they get older they know it."
- Oscar Wilde

"A smart guy can cope with a recession, Moe. Why, I simply insist that Bart get a part-time job and put his pay into the family kitty twice a month. This, in turn, allows me to cope with the bad economic times by using that money to buy more beer from you. This helps you and me."
- Homer Simpson

Earlier this year, every entity which receives funding from the state of Iowa faced the bad news about declining state revenues. Funds going into the state's version of Scrooge McDuck's vault were amounting to less than had been forecast. This led to a process in the legislature known by the interesting term of "deappropriation," that is cutting funds from those which were already appropriated to state agencies and through them to those granted money from the state general fund. Next, again due to declining revenues, less funding than had been anticipated was appropriated by the General Assembly for the state budget under consideration for the fiscal year to have begun on July 1, 2001. Counties lost various amounts of anticipated funding. But the biggest hit was to the most significant portion of a county budget, mental health services. The allocation for the states share of paying the cost of growth in the system was cut by \$18 million. This was made up by funds transferred from the Department of Human Services block grants. That action left a hole in county mental health budgets.

Bleak Forecast For State Budget

Fast forward to October. Another state revenue shortfall is realized. Three months into fiscal 2002, Governor Vilsack orders an across-the-board 4.3% cut in the state budget. He cannot make selective cuts in specific portions of state spending. That is the constitutional prerogative of the legislature, which addressed targeted cuts during a special session held on November 8. The impact to county budgets of the initial across-the-board cuts would be about \$8,600,000. That would have been applied to the state replacement for a variety of property tax credits including the homestead credit, the low-income elderly and disabled credit, the disabled veterans homestead credit, the agricultural land credit, and the family farm credit. It also would cut those funds applied to a mix of financial holes to be filled including the mobile home replacement, the military service exemption, mental health property tax relief, MH-DD allowed growth replacement adjustment, the machinery and equipment exemption, state funding for community based mental health services, payment to county law enforcement for state prisoners, and single county contracts for public health. These cuts were lessened due to the replacement of a significant portion of the mental health funding by the General Assembly during their November special session.

The outlook for next year's budget, FY03, is not opti-

By: Robert Mulqueen

ISAC Public Policy Analyst



mistic. The bleak forecast for the state's budget next year means a softer county budget as well. Not only does significant state revenue come to county government, chiefly for roads and for mental health services, but shrinking public revenue does not single out that which flows into the Iowa treasury. For months the powers-that-be, whether captains of industry or government officials, kept themselves from uttering the "R" word. But the nation has been slipping into a recession since last winter. The bubble did not burst, it sprang a leak. Some commentators have placed economic troubles at the doorstep of the attacks of September 11. Undoubtedly, the reeling psychological blow of terrorism has had its economic effect. But, the recession was already well underway by Labor Day.

Downturn In Commercial Activity = Recession

The average observer might very well be puzzled by the rather sudden drop in the state's previously abundant coffers. State officials would agree that a major culprit in the disappearing dollar act is the recession. A downturn in commercial activity resulted in diminishing state income taxes from business and industry, as well as less revenue derived from sales taxes. And, of course, shrinking point-of-purchase tax revenue hits counties, cities and school districts as well as the state with the significant number of localities which have adopted local option sales taxes.

But are there other reasons why moths fly out of Iowa's cash vault door when it is opened? The legislature's leadership argues that the governor's recommended budgets have been too freewheeling in their spending. They also argue that the Governor should not be allowed to utilize the rainy day fund for the general fund budget. The "rainy day" fund was created in the early 1990s when the legislature authorized a budget reform which stated that they may appropriate 99% of state revenues. The remaining one percent must go into two special reserve funds to be used for emergency situations. The argument about the definition of an emergency and about the use of these funds is something about which we will read much more in coming months. On the other hand, the Governor and some legislators point to a variety of tax cuts over the last seven years which have resulted in a cumulative effect, over the period from FY96 through FY02, of \$3,722,749,362 fewer dollars being collected in income, sales and property taxes. These include 23 different income tax cuts and 18 sales tax cuts. For FY01 alone, the cuts in income and sales taxes amount to \$509,639,635 fewer dollars in state revenue. Some argue that such tax cuts invigorate the economy by freeing money for consumer spending. Here lies a core argument about tax policy at any level.

Meanwhile, county officials should be prudent about what state revenue they can expect in the coming year and bat-ten down the hatches for a stormy legislative session.

Counties Can Avoid Overtime Lawsuits

By: *David Vestal*
ISAC Deputy Director



FLSA: Elected officials and department heads need to make sure that they are accurately categorizing employees for purposes of the federal Fair Labor Standards Act (FLSA). Misclassifying employees as exempt from overtime pay when they are entitled to overtime could prove to be a very costly mistake.

Under the FLSA, counties generally must pay their employees one and one-half times their regular rate of pay for hours worked in excess of 40 hours per week. Under amendments adopted in 1985, counties are allowed to substitute paid compensatory time for cash payment of overtime.

The FLSA exempts certain employees from this overtime requirement, so long as they are paid a salary and meet certain other tests. Elected officials and department heads need to make sure that all employees who are considered exempt from the FLSA actually fit into one of the three exempt categories:

- 1) **Executive Employees** – have management as their primary duty; must manage a customarily recognized department or subdivision of the organization; direct the work of two or more employees; have the authority to hire and fire, or to make recommendations affecting the employment of others; high degree of independent judgment in their work;
- 2) **Administrative Employees** – perform work that is directly related to management policies; exercise discretion and judgment in their work;
- 3) **Professional Employees** – perform work requiring advanced knowledge in a field of science or learning; regularly exercise discretion and judgment; perform work that is intellectual and varied in nature.

Determining whether a particular job is exempt is done by examining the actual job duties, not just the job description. Don't place employees in exempt categories that don't fit the realities of the job.

The FLSA was enacted by Congress in 1938 in order to protect employees from exploitation. As remedial legislation, the FLSA is intended to cover the broadest possible scope of employees. A recent study by the U.S. Department of Labor estimates that almost half of all U.S. companies have misclassification errors, generally meaning that workers are classified as exempt when they are not.

Misclassification can occur for several reasons. Sometimes employees prefer an exempt position because it gives them the status that comes with a salaried position. Also, it guarantees a regular paycheck. Employers are generally more than happy to avoid the timekeeping hassles that come with hourly employees. But for employers the major advantage is not having to pay overtime.

Nationally, employees are increasingly complaining that employers are cheating them out of overtime pay by classifying them as exempt. Rite Aid, charged with overtime violations, recently settled for \$25 million. This summer, Taco Bell paid \$13 million for overtime violations. In July, a Cali-

fornia court ordered an insurance company to pay its 2,400 claims adjusters \$90 million for misclassifying them as exempt from overtime requirements.

If you find that you have misclassified some employees, the statute of limitations on back pay under the FLSA is three years for a willful violation, two years for a non-willful violation. Many FLSA experts encourage employers to work with the employees to informally settle the matter. They say it is best to determine the overtime worked for that two or three year period, and pay the money. It is, after all, wages they actually earned. In addition, the informal settlement approach avoids the money damages and attorneys' fees the county could be forced to pay in a lawsuit.

County officials and department heads need to review the FLSA carefully to ensure compliance with classifications and overtime obligations. If they don't, they may find themselves facing a claim that some county employees have been misclassified and are owed overtime pay.

Salary Basis: In addition to qualifying for one of the three exemptions, a particular job is only exempt if the employee is paid on a "salary basis." This means that the employee must receive the same salary for every week he performs any work, regardless of the number of hours worked. The pay must be the same, regardless of the quality or quantity of work.

The State of Iowa just lost a FLSA lawsuit because of this "salary basis" test. In *Anthony v. State of Iowa* (99-0515), a class action lawsuit decided in September of 2001, the Iowa Supreme Court ruled that Department of Public Safety employees who had been considered salaried employees were subject to the overtime requirements of the FLSA.

The deciding factor in the lawsuit was that the State had taken deductions from these employees' salaries for disciplinary reasons. As the Court pointed out, the FLSA allows deductions for "infractions of safety rules of major significance," but other than that deductions in pay, such as disciplinary suspensions without pay, are not permitted.

In *Anthony*, the Court ruled that the State's policy of disciplinary suspensions without pay destroyed the employees' exempt status. The Court granted summary judgment for the employees and sent the case back to the district court for the determination of damages.

The lesson of *Anthony* is that you cannot discipline salaried employees by putting them on leave without pay unless the leave is at least a week in duration. If you do put an employee on several days' leave without pay, you are no longer treating him as a salaried employee, and he is entitled to accrued overtime, which will be very expensive.

Parting Ponderable: Don't be afraid to go out on a limb. That's where the fruit is. - *H Jackson Browne*

health check

The Expense Of Gifts

Christmas is coming! Too bad the money isn't rolling in as fast as the time is flying. Even at that, you can get through it without too much stress and your credit cards in tact.

You might begin by thinking about what causes your holiday stress. One thing that many people think of is the expense of gifts. Brainstorm how you can positively impact your holiday traditions. Maybe this is the year you talk with family and make new traditions. They will probably be grateful, because they were stressing about how they were going to pay for everything, too!

Here are a few tips on having a happy holiday and being economically sound as well.

Be creative: Shopping at antique stores and flea markets can produce that one-of-a-kind item that will surprise and delight! It might be a 50's magazine, vintage rock and roll album or an antique kitchen utensil. You can have fun doing it as well – make it into a family activity.

Go homemade: If you have a specific talent and even if you don't, there are many things that you can create for family and friends. Homemade candy or bread can be a real treat for people who don't cook. There are many simple decorations and crafts that will also bring a smile to someone's face.

White elephant gifts: Why not decide to give everyone in your family a financial break and have a white el-

By: *Sandy Longfellow*
ISAC Benefits
Administrative Assistant



phant gift exchange? This consists of finding something useful in your home and giving it as a gift to someone else. Our family did this and it was a wonderful experience. It was amazing what some people found to give and we had a great laugh or two as well.

Potluck: If you have been in the habit of supplying all the food for Christmas dinner, consider having a potluck. Everyone can bring their favorite dish and have a taste delight! You might even want to do something different and have a brunch for a change.

Time: Be very careful with your time. Don't plan to make 10 quilts before Christmas and purchase all the supplies only to fail to get it all done. You have not only stressed yourself to the max but spent money on supplies for things not made. Be careful about over-committing to activities at work, in school and with family.

Maybe a gift you can give to your family members is Mary Hunt's book "Debt Proof your Holidays" and get a head start on next year! Above all, remember that enjoying your family and friends and sharing love is one of the most important things you can give.

technology center

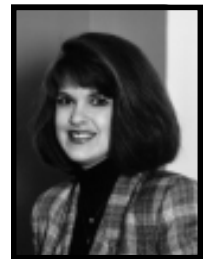
Format Painter Saves Time



Q: Is there a quick way to edit or format documents in Word?

A: Yes, there are a couple of short cuts that you can utilize to enable you to save time and effort when formatting a document. One tip that I find useful is the *Format Painter*. It enables you to copy the formatting that you have for headings/ chapter titles and with a click of the mouse you are able to make your text appear the same as the original. The *Format Painter* looks like a paintbrush and can be found on the standard toolbar. To enable this function, you will need to highlight the text that you want to copy the format of and click once on the *Format Painter* icon. Once activated, you can brush over the text that you want to format and by highlighting and clicking you are able to change the format in a blink of an eye. If you want to do more than one area of formatting, you will need to double click on the *Format Painter* icon. If you double click, it enables you to format an area and continue formatting different areas until you click on it again to disable

By: *Tammy Norman*
ISAC Technical
Administrative Assistant



the function. This is a real time saver.

Another tip to quickly format a document, select an area of text by putting your cursor on the left hand side of your document. When your cursor becomes an arrow you can now select text to highlight. One click of the mouse with the arrow pointer and one line of text is highlighted. Two clicks a paragraph, and by clicking three times with your mouse the whole document is selected. You can now select the style, size and color of font. You can also align your document.

Website Note: A feedback form has been added to the ISAC website, please take a moment and complete it. Your comments are important to us. We need to know if you find our website user friendly and if you are able to locate information easily. Please keep your questions and comments coming in, I do enjoy hearing from you. Until next month, keep clicking!

CCMS 2002 Training Events



Thirteen members of the CCMS training committee met on October 9 at the ISAC office to review this past year's training and begin planning for the coming year. The Training Committee is made up of Case Managers, Case Management Supervisors and CPC's from CCMS member counties and the CCMS staff. The committee meets on an average of three times per year to review past and current training topics, provide ideas and potential speakers for future training topics, provide quality assurance, and help with the annual conference planning.

Supervisor topics this next year include team building, personnel law, and staff retention and evaluation. CCMS also has training for new supervisory staff that will be offered in June. Support staff will have the opportunity to discover their personality profiles and learn how this affects their work.

Fundamentals of Case Management will be offered twice, for new case managers and for the 'oldies' who want a refresher. Mandatory reporter certification training, required every five years for case management staff, will be available in September. Case Managers will also have the opportunity to learn more about different disabilities that affect the consumers they serve in the Advanced Case Manager training that will be offered. Strengths Based Case Management with Dr. Wally Kisthardt will also be offered this coming year.

The 10th Annual CCMS Conference in August 2002 will focus on recovery and collaboration, community and natural supports with suggested topics including waiver and vocational services, team building, stress management, and diagnosis specific information.

We look forward to this being our best training year ever and thank everyone who took the time to complete the evaluations and needs assessments at the conference! See you at training and make note of the tentative calendar listed below.

2002

JANUARY

15 Administrators Meeting

FEBRUARY

Nothing scheduled

MARCH

13-14 Fundamentals of Case Management – Des Moines

APRIL

16 Administrators Meeting – Des Moines

17 Cost Report Training – Des Moines

18 Support Staff Training – Des Moines

By: Connie Wacht

ISAC Case Management Specialist



MAY

7 Advanced Case Manager

8 Advanced Case Manager

JUNE

5 New Supervisor forum

6 Supervisors Training

JULY

16 Administrators Meeting – Des Moines

AUGUST

13-15 CCMS Annual Conference – Des Moines

SEPTEMBER

17 Mandatory Reporter Training – Des Moines

18-19 Fundamentals of Case Management – Des Moines

OCTOBER

15 Administrators Meeting – Des Moines

17 Strengths Based Training – Des Moines

NOVEMBER

7 Support Staff Training – Des Moines

14 Strengths Based Training – Des Moines

DECEMBER

Nothing Scheduled

2003

JANUARY

21 Administrators Meeting – Des Moines

FEBRUARY

Nothing scheduled

MARCH

12-13 Fundamentals of Case Management – Des Moines

APRIL

15 Administrators Meeting – Des Moines

16 Cost Report Training – Des Moines

17 Support Staff Training – Des Moines

MAY

6-7 Advanced Case Manager

JUNE

4 New Supervisor forum

5 Supervisor Training

fiscal facts

State Budget Cuts



By: *Cris Plocher*
ISAC Fiscal/ Policy Analyst

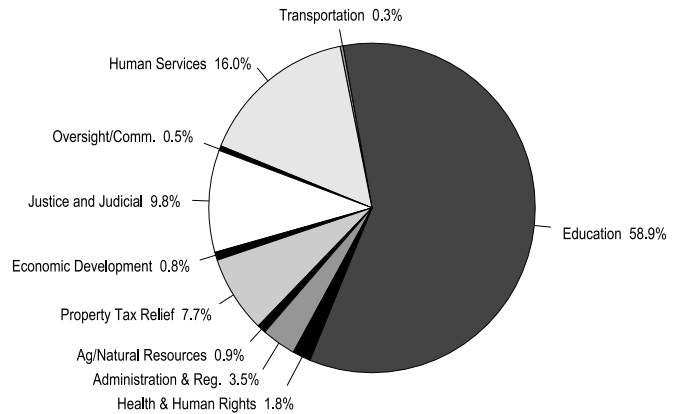
The November 8 special legislative session resulted in \$26 million of restored state spending from the 4.3% across-the-board cuts. The total saving from the FY02 budget cut is estimated at \$221 million, which includes \$203.1 million from the Executive Branch (state departments), \$5.2 million from the Judicial Branch, \$1.1 million from the Legislature, and \$12.5 million from unspent machinery & equipment replacement tax funds. This leaves the State with \$38.9 million in general fund ending balance for FY02.

Restored funding that is of interest to counties include: \$4,085,000 for mental health property tax replacement, \$311,664 for Tobacco Endowment, \$2,737,466 for Department of Public Safety, and \$3 million for Department of Human Services. For a complete list contact the ISAC office.

The following charts and table illustrate some state budget characteristics that are of interest. The pie chart shows the breakdown of the state's FY02 estimated general fund expenditures. The bar chart shows the trend of state general fund revenues over the last 20 years. Finally, the table at the bottom shows the state's general fund tax cuts since FY96 and their accumulated effect.

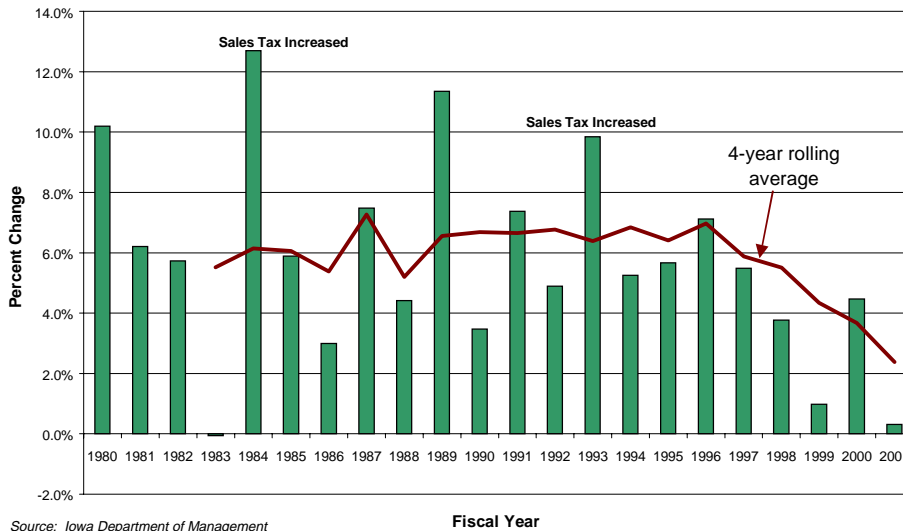
State General Fund Estimated Expenditures for FY2002

Total \$4.8 billion



Source: Legislative Fiscal Bureau

State General Fund Revenue Growth



Source: Iowa Department of Management

State of Iowa General Fund Tax Cuts FY 1996-2002

	<u>FY 01</u>	<u>FY 02</u>	<u>Cummulative Amount FY 96-02</u>
Income Tax Total	\$ (438,623,116)	\$ (461,086,792)	\$ (2,006,268,308)
Sales Tax Total	\$ (49,434,500)	\$ (48,552,843)	\$ (169,588,343)
Property Tax Total	\$ (286,200,000)	\$ (295,292,712)	\$ (1,546,892,712)
Total of All Items	\$ (774,257,616)	\$ (804,932,346)	\$ (3,722,749,362)

Source: Iowa Department of Management

ALUMNI

CORNER

Merl McFarlane

Merl McFarlane held the position of Fayette County Supervisor for 14 years and is now enjoying the life of retirement. In his spare time you can find him camping, fishing, canoeing, wood working and volunteering at the Cedar Valley Grove Campground. He is a member of the State Commission on Community Action Agencies, Hub City Heritage Corporation, and the Community of Christ Church. While he was in office, he enjoyed meeting and interacting with people over the years. He hopes that ISAC continues to have "strong leadership, flexibility and a continued strong presence in the Statehouse." Merl and his wife Lois reside in Oelwein, IA and have three daughters and two sons: Linda in Baltimore, MD; Gary in Roseburg, OR; Marc in Cedar Rapids, IA; Julie in Rochester, MN; Lori in Ottumwa, IA.



Marilyn Rubner

Marilyn Rubner was also a Fayette County Supervisor and in office for eight years. Marilyn enjoyed being a county employee because she "learned a lot about the inter-workings of county government and met a lot of great people from our county and throughout the state." Currently she is a manager of a new senior housing congregate living complex in West Union, IA and "loves it!" She is a member of Sacred Heart Rosary Society, Northeast Iowa Resources Conservation Board of Directors, Iowa League of RC&D Development, and the Fayette County Mental Health Advisory Board. In Marilyn's spare time she "likes to go to the river where we have a trailer and relax or fish" and spend time with her 23 grandchildren and two great-grandchildren. Marilyn and her husband Robert reside in Arlington, IA and have eight children: James, Greg, Daryl, Randy, Gary, Diane, Beth, and Cheryl. Marilyn can be reached at mrrubner@iowatelecom.net.



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Angela Connolly

ISAC Board Member



Angela Connolly is a familiar face in Polk County. She was elected in 1998 for the position of Polk County Supervisor and spent 19 years with the Polk County Planning & Zoning.

Angela enjoys being a part of the ISAC Board "to share issues and information that face other elected officials." Her hopes for ISAC are "continued success in sharing information and solving problems as we work towards making the state a better place to live and work."

In her spare time she enjoys cooking and spending time with her family. Her husband Tom is a homebuilder; son Mathew a union plumber; son Jason attending Maritime Marine Academy in Castine, ME; and daughter Trisha a junior at Dowling High School.

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New County Brochure

The following brochure was recently created and distributed to counties at the ISAC Fall School. This is an important piece that explains county services, funding and departments. Please have them available for the public. Extra copies can be obtained by calling ISAC at 515-244-7181.



ISAC University

Iowa State Association of Counties
ISAC University Registration Form
January 23-24, 2002
Hotel Fort Des Moines, 1000 Walnut St., Des Moines, IA

NAME: _____

COUNTY: _____

OFFICE: _____

- Fees: (Wednesday & Thursday coffee and rolls included)
- _____ \$60 Wednesday & Thursday
 - _____ \$50 Wednesday only - includes lunch
 - _____ \$50 Thursday only - includes lunch
 - _____ \$6.50 Manual for Colors Class
 - _____ Total

Choose Your Sessions

So we can assign rooms of appropriate size to each session, please circle the sessions you are likely to attend.

	Finance Track	Technical Track	Office Improvement Track
<u>Wednesday 9:15am-10:30am</u>	Budgeting	Parliamentary Procedure (Part 1 of 2)	Colors (Part 1 of 2)
<u>Wednesday 10:45am-Noon</u>	TIFs	Parliamentary Procedure (Part 2 of 2)	Colors (Part 2 of 2)
<u>Wednesday 1pm-2:15pm</u>	GASB-34	Employment Law	Dealing With Angry Customers
<u>Wednesday 2:30pm-3:45pm</u>	Basics of Borrowing	Open Mtgs/Public Records	Cultural Competency

Registration Deadline: Postmark by January 11, 2002

Please return this form, along with payment to:

Iowa State Association of Counties
ISAC University
701 E. Court Ave., Suite A
Des Moines, IA 50309-4901

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 (please be sure to mention that you are with the Iowa State Association of Counties, cut-off date Dec. 25, 2001)

If you register, then are unable to attend the school, you need to send a letter stating your reason and requesting a refund within 10 business days of ISAC University. ISAC will deduct a \$10 administrative fee from every refund. If you require assistance of auxiliary aids or services to participate in this meeting because of a disability or have any dietary requirements, please call Jerri at the ISAC office immediately - (515) 244-7181.

Wednesday, January 23, 2002

8am	Registration at Hotel Fort Des Moines
9am-9:15am	Welcoming Session -Grant Veeder, ISAC President -Bill Peterson, ISAC Executive Director
9:15am-10:30am	Concurrent Sessions 1) Budgeting 2) Colors (<i>Part 1 of 2</i>) 3) Parliamentary Procedure (<i>Part 1 of 2</i>)
10:30am-10:45am	BREAK
10:45am-Noon	Concurrent Sessions 1) TIFs 2) Colors (<i>Part 2 of 2</i>) 3) Parliamentary Procedure (<i>Part 2 of 2</i>)
Noon - 1pm	LUNCH
1pm - 2:15pm	Concurrent Sessions 1) GASB-34 2) Employment Law 3) Resolving Courthouse Conflicts
2:15pm-2:30pm	BREAK
2:30pm-3:45pm	Concurrent Sessions 1) The Basics of Borrowing 2) Open Meetings/Public Records 3) Cultural Competency

Thursday, January 24, 2002

9am-4:30pm	Affiliate Time (The affiliates meeting are: Assessors, Auditors, Community Services, Emergency Management, Public Health Nurses, Sheriffs, Treasurers)
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Sessions In Detail

Budgeting: Dawn Jindrich, Linn County Budget Director, will explain the basics of how a county budget is put together. This was one of the highest-rated sessions at the NCO School last year.

Open Meetings/Public Records: Robert Anderson, a former newspaper reporter and the newly appointed open meetings/public records expert in the State Ombudsman's office, will discuss these laws in depth and answer questions.

Dealing With Angry Customers: Front-line county employees and managers must understand how to respond when service failures occur. Drake University marketing professor Dennis Pedrick will review possible causes of customer frustration, demonstrate immediate actions that county employees should take to diffuse situations, and explain how counties can create systems to help prevent situations from occurring in the future.

TIFs: Mark Cory, Des Moines lawyer, will explain the Tax Increment Financing law in a way that makes it understandable. He will discuss the mechanics of the law, how counties can use TIFs effectively, and the hazards involved in working with TIFs.

GASB-34: Andy Nielsen of the State Auditor's office will update county officials on the phase-in of GASB-34, discuss the new financial reporting requirements and tell counties where they ought to be in their GASB-34 implementation.

Parliamentary Procedure: Retired Drake professor Jon Ericson, author of a book on *Robert's Rules*, returns to ISAC University with his popular and informative class. After taking this class, one ISAC University student wrote, "I know that learning about parliamentary procedure sounds dull. But during our class the leader of the training session in the next room had to come over and ask us to keep it down because our laughter was disrupting his presentation." (*Runs from 9:15 am to Noon*)

The Basics of Borrowing: Tony Roetlin of Springsted will discuss various financial tools available to counties, review the different types of GO bond issues, explain the pros and cons of lease-purchase agreements, and discuss the counties' statutory debt limitation.

Cultural Competency: Des Moines' Ed Barnes will help participants expand their understanding and knowledge base in working with people of different cultures. Participants in a previous ISAC presentation wrote: "This presentation really makes you think about who you are, and labels we place on others," "The content was very real and allowed me to consider culture in my job," "Down to earth, realness presented in a manner that caused me to think and examine myself and my view of the world." Ed is a dynamic presenter who has lectured widely throughout the state and the country.

"Colors": This is an ISAC favorite. "Colors" is a fun approach to gaining insight into your personality strengths. "Colors" allows the four different personality types to see how their personality affects every aspect of their lives. It is a positive approach to recognizing, accepting and valuing the differences in others. Presenter Buzz Hoffman has worked for 25 years for the Department of Correctional Services. He has also been a trainer for the State of Iowa, a guest lecturer at ISU, and a criminology professor for Central College. (*Runs from 9:15 a.m. to Noon*)

Employment Law: This session will cover timely employment law issues such as the employment-at-will doctrine, pre-employment drug testing, personnel records and the Open Records Law, paying overtime under the Fair Labor Standards Act, and comp time. Presenters will be Assistant Story County Attorney Rod Reynolds, and Renee Von Bokern of Von Bokern Associates in Des Moines.

Jail Administrator Position

The Story County Sheriff's Office is currently accepting applications for the position of Jail Administrator. A professional and progressive full service law enforcement agency located in Central Iowa and consisting of 77 personnel, including a jail staff of 30. Construction is nearly completed on a new Story County Justice Center, which includes a state of the art 96-bed direct supervision jail.

We offer a professional working environment, a beginning salary of \$53,644, and a competitive benefits package. The successful candidate will have at least a Bachelor's Degree with a minimum of ten years experience in corrections, at least five of which have been at an administrative level. The candidate should possess excellent oral and written communication skills and good interpersonal communication skills. He/she must be able to organize, coordinate, and lead a team of professionals, and have the ability to prepare and manage an operating budget. Experience with correctional accreditation is preferred.

To apply, please forward a copy of your resume to: Capt. Gary Foster, Story County Sheriff's Office, Box 265, Nevada, IA 50201, PH. 515-382-7457 e-mail: gfoster@storycounty.com. Resumes will be accepted until 9am on January 31, 2002.

Appropriations; Counties

Transfer from special fund for unrelated program. 2001 Iowa Acts, 79th G.A., ch. __, § __ (S.F. 65); Iowa Code §§25B.2, 455E.11 (2001). The General Assembly in Senate File 65 can divert money from the groundwater protection fund to the Low-Income Home Energy Assistance Program before the end of the fiscal year as long as the diversion impairs no contractual obligation. The State Mandates Act, which may excuse local entities from paying administrative fines or penalties levied by the State, does not apply to a legislative scheme in which the State provides financial benefits to local entities that achieve waste-reduction goals. (Kempkes to Jackson, Des Moines County Attorney, 9-6-01) #01-9-1

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NACo news

Iowa Officials Named to NACo Steering Committees

The following county officials have been named to the National Association of Counties steering committees by NACo President Javier Gonzales.

<u>County Official</u>	<u>County Official's Position</u>	<u>NACo Steering Committee</u>
Bob Paulson	Winnebago Co. Auditor	Agriculture and Rural Affairs
Stan Watne	Wright Co. Supervisor	Agriculture and Rural Affairs
Jane Halliburton	Story Co. Supervisor	Community & Economic Development
Harlan Hansen	Humboldt Co. Supervisor	Environment, Energy & Land Use
Robert Hagey	Sioux Co. Treasurer	Finance & Intergovernmental Affairs
David Jamison	Story Co. Treasurer	Finance & Intergovernmental Affairs
Larry Rozeboom	Clay Co. Assessor	Finance & Intergovernmental Affairs
Benjamin Diewold	Des Moines Co. Supervisor	Health
Lynn Ferrell	Polk Co. Health Services	Health
Mark Linda	Black Hawk Co. Environmental Health	Health
Donna Smith	Dubuque Co. Supervisor	Health
Lu Barron	Linn Co. Supervisor	Human Services & Education
Angela Connolly	Polk Co. Supervisor	Justice & Public Safety
Robert Haylock	Butler Co. Engineer	Transportation
Timothy Hoschek	Des Moines Co. Supervisor	Transportation

NACo has 11 steering committees that form the policy-making arm of the association. Each committee is comprised of approximately 60-100 county officials who meet several times during the year to examine issues critical to local government.

The steering committee's recommendations on legislative policies and goals are presented to NACo's membership during the association's annual conference. If approved, the recommendations become part of the American County Platform, which is the basis of NACo's efforts in representing counties before Congress and the White House.

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163E	36,400	222/230	
140E	41,100	225	
160	51,500	235	

* See Arrangement models are available



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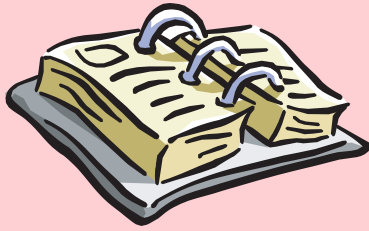


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DECEMBER

- 2-5 Sheriffs & Deputies Winter School - Embassy Suites, DM
- 5 District I Winter Meeting - Holiday Inn Airport, DM
- 6 District II Winter Meeting - Elks Lodge, Charles City
- 7 ISAC Annual Drainage Seminar - Best Western Starlite Village, Fort Dodge
- 11-13 Engineers Annual Conference - Scheman Center, Ames
- 14 ISAC Board of Directors - Best Inn & Suites Airport Conference Center, Des Moines
- 24-25 ISAC OFFICE CLOSED
- 31 ISAC OFFICE CLOSED

JANUARY 2002

- 1 ISAC OFFICE CLOSED
- 9 CCMS North West Support - Storm Lake
- 15 CCMS Administrators - Location TBA
- 22 Statewide Supervisors' Meeting - Holiday Inn Airport, DM
- 23-24 ISAC University - Hotel Fort Des Moines, DM

FEBRUARY 2002

- 5 CCMS Supervisors Training - Location TBA
- 6-7 CCMS Advanced Case Managers Training - Location TBA

MARCH 2002

- 1-5 NACo Legislative Conference - Washington, DC
- 13-14 CCMS Fundamentals - Location TBA
- 20-22 ISAC Spring School - Holiday Inn Airport, DM

APRIL 2002

- 10 CCMS North West Support - Spencer
- 16 CCMS Administrators - Location TBA
- 17 CCMS Cost Report Training - Location TBA
- 18 CCMS Support Staff Training - Location TBA

JUNE 2002

- 9-13 County Attorneys Spring Training - Arnolds Park
- 25 CCMS Mandatory Report Training - Location TBA

JULY 2002

- 10 CCMS North West Support - Storm Lake
- 12-16 NACo Annual Conference - New Orleans

For agendas or additional information on any of the above listed meetings please visit our website at www.iowacounties.org and click on Calendar of Events! If you have any questions about the meetings listed above, please contact Jerri at (515) 244-7181 or by email at jnboea@iowacounties.org.



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To improve and promote efficient and fiscally sound county government for the people of Iowa through publications, education, advocacy, and other services.

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