

The Iowa
County

IOWA STATE
ASSOCIATION
OF COUNTIES



Doug Gross -R

VS.



Governor Tom Vilsack -D

The Candidates Discuss Their Views On County Issues

The Tone of This Year's
Campaign

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County Officials

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November 2002





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contents

November 2002 * Volume 31, Number 11

FEATURES

Interviews with Candidates
for Governor 4-5

Fall School Information 13-14

IN EVERY ISSUE

Around the Statehouse *Robert Mulqueen* 6

Legal Briefs *David Vestal* 7

Technology Center *Tammy Norman* 8

Case Management *Deborah Westvold* 9

ISAC Brief 10-12

Communication 12

Counties In The Spotlight 14

Miscellaneous 14

Calendar of Events 19

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ISAC's Mission

To promote effective and responsible county government for the people of Iowa.

ISAC's Vision

To be the principal, authoritative source of representation, information and services for and about county government in Iowa

Doug Gross His Vision For County Government *Republican Candidate For Governor*

Doug Gross visited the ISAC office for an interview with ISAC staff members September 26, 2002. Below were the key issues discussed.

Property Tax Limitation

People are upset about property taxes and they should be. The most important thing the state can do to stabilize property taxes increases is to stabilize its own budget, which is terribly unstable today. That is the most important thing we can do short term. Long term, I am very supportive of efforts to take an overall look at the tax structure. I have been very specific in committing that within the first two years I would like to see a restructuring in both the property and income systems in Iowa. Second, we need to look at how these systems impact our ability to indeed generate growth in the future. Are they a hindrance or are they help, and how do they relate to that? What I would like to do is work with ISAC, Farm Bureau, the League, school districts and others, and not just do a study, but lets put a plan together. Property tax limitations I am willing to consider within the context of restructuring the property tax system. We need to look at how we are going to fund the essential government services so let's not fool ourselves into thinking they don't cost money, they do. Lets force ourselves to look at how they are being funded and whose funding them and how that is being done. In the current laws we have property tax limitations so I suspect that property tax limitations would continue to be a part in any restructured system. I would be shocked if it wasn't.

County Home Rule

Obviously it is part of our Constitution so if I am elected I am sworn to uphold it. I support it anyway, I think county home rule makes sense. As we restructure government I want to create some sort of institutional ability to better communicate between the governor's office and local governments. What you really need is a governor who is committed to consulting. Having been in that office as a staffer I can tell you life is usually easier if you don't consult until after the decisions are made and then you realize you probably should have. It seems we need to institutionalize a better communication mechanism among local governments and I think we have to because we all have limited resources and we are all being asked to do more so we better manage well.

Road Use Tax Fund

I am not supportive of changing the road use tax fund and allocating it based solely on population. Generally my focus with the road use tax fund is that it should be looked at as a tool for economic growth. And my goal is to see all of state government grow. I am not supportive of one on one allocation based on population. I don't want to be a governor of a triage unit. I have been pretty clear on that. I think some people think that the solution to Iowa's problem, is close down half of the state. I can't

understand to think that any part of our state has to end up looking like western Nebraska or western South Dakota because we aren't there. We are closer to markets, have richer resources, have better schools, better transportation systems and everything else. It is a state's responsibility to create an environment where everyone has a chance. I wouldn't use the road fund as one of my ways to triage the state, if anything I would use it as a way to help grow the state.

Consolidation

What we have here is an issue about the cost and quality of government services. And rather than looking at jurisdictional lines and trying to attack really the most difficult to change component of this issue, use the state resources to try and to incent cooperative behavior. Because my experience is it works in Iowa. For example you have those six counties in south central Iowa who want to build a jail instead of all building their own. The state ought to step in and make sure that gets built. We have \$450 million in an infrastructure fund that cannot be spent on anything else but infrastructure. That is the kind of investment the state can make to reduce the cost for all those counties and maintain or improve quality of services. I think the state's responsibility and the governors is to encourage that kind of behavior, but the decision-making needs to be made locally. It's an identity, what's wrong with that? Too often in Iowa we focus on institutions and structures, and not on functions. And so we get caught up and we can never accomplish change.

Livestock Confinements

The matrix idea is the wrong approach, it institutionalizes conflict and that is the problem in the first place. My approach is to create a system where local people do have a say where these go. Because I don't think the issue goes away unless there is some say on where they go. At the same time the producers need a common set of rules that don't change every two years. I think what Palo Alto County did, their Good Neighbor Policy, would work where they sat the producers down and they said here are the rules. We aren't going to ban them from the county, but here is where it is okay to locate and here is where it is not. There should be state standards that drive this, certain criteria to use, but basically you should develop a Good Neighbor policy in every county of the state. I think that would go a long way towards at least driving out some of the institutional conflict we have, you are still going to have people opposing, but at least you have some order and a process to it, and some local control over it at the same time. What I would like to do is get representatives of local officials, the environmental community, and producers involved so they have input in the process. Do this in a way so the rules can be established and the identification is established in advance before a citing decision, not when a citing decision is made or else all we have is spot zoning.

Governor Tom Vilsack His Work With Counties Thus Far

Democratic Candidate
For Governor

ISAC was not granted an interview with Governor Tom Vilsack, but supplied the following written responses October 7, 2002.

Property Tax Limitation

We recognize the challenges counties face in maintaining adequate resources for essential services because the state faces similar challenges. That is why we committed ourselves to providing ongoing property tax relief to ease the burden on property tax payers and local governments. Lt. Governor Pederson and I started in our first year of office by providing \$42 million of property tax relief by increasing the level of state support for special education programs and initiating a state role in funding Talented and Gifted programs. We continued that effort by increasing mental health allowable growth, a property tax relief policy I developed as a state senator, each year and maintaining the Machinery and Equipment Property Tax Replacement. Throughout my first term of office, we provided a total of over \$450 million worth of property tax relief to Iowans. State supported property tax relief remains my preferred approach to addressing adequate resources for counties. We also believe the current tax structure in Iowa is a mess and needs dramatic reform. Our property tax system is particularly complex, and policymakers should seize the opportunity to institute true property tax reform. We support 'local control' in regards to authority to levy property taxes. Local government officials and people at the local level are in a better position to make these determinations.

County Home Rule

We have a consistent position of supporting people at the local level and local officials in making decisions about issues directly affecting their area. We will continue to maintain an open relationship and dialogue with local officials to determine proper state involvement in issues affecting their area.

Road Use Tax Fund

I am concerned about debates that seem to pit rural Iowa vs. urban Iowa. In considering revisions to the Road Use Tax Fund (RUTF) formula, rural counties are forced to compete with larger urban centers for limited road funds. We cannot afford to be two Iowas. We are and we must be one Iowa. My work has been to ensure economic opportunity in every part of our 99 counties. My concern about legislation such as that proposed by the Chamber Alliance is that it would further this division. Furthermore, I do not believe there is statewide support at this time for changing the formula for distributing dollars from the RUTF to provide more funds to cities and less funding to rural areas. Iowa's road fund remains strong with over \$1 billion available for road projects. Through our efforts to reorganize the Department of Transportation, the state realized \$35 million in savings in department operations which is now going toward road projects

throughout the state. Earlier this year, we proposed a diversion from the state's portion of the RUTF to fund the priorities of Iowans with a plan to backfill the Road Fund from the Tobacco Restricted Capitals Account so no road projects would be delayed. We made this proposal to ensure adequate support for education because the burden falls back on property taxes when education is underfunded. Representatives from ISAC were briefed on this proposal at the time and recognized it did not impact road projects in any way.

Consolidation

Most Iowans are comfortable with a 99 county system and have not yet seen a valid alternative to compare. Our administration has transitioned some areas of state government to a regional approach where efficiencies were achieved without compromising quality and accessibility of state services. For example, under the Department of Transportation reorganization, the state moved to a regional maintenance garage plan that ensured adequate coverage while reducing costs of maintaining unneeded garages. Similarly, efficiencies were achieved through reorganization of the Department of Human Services that moved to a regional field office structure and eliminated a series of intermediate layers of bureaucracy. More recently, we announced plans to establish a regional approach to economic development to replace the current system of individual communities and counties competing with each other for economic opportunity. We believe a regional approach is key to Iowa's growth and development in the new economy. Once communities see firsthand the benefits of a regional approach, we believe support for collaboration among counties will grow regardless of their arbitrary boundaries. If county consolidation is to occur, individual counties, like school districts, must make that decision in order for it to be successful. Otherwise, consolidations will not yield the same results without that commitment from the local level.

Livestock Confinements

We support a process of state standards combined with local siting authority over large-scale livestock confinement facilities. We have proposed and fought for legislation to achieve this each year of our administration. When the Republican-controlled Legislature refused to even debate this legislation, we worked to develop a compromise livestock confinement law that provides more protection for air and water and a greater voice for Iowa counties.

Visit ISAC's website (www.iowacounties.org) under Hot Topics for the complete interview with Doug Gross and Governor Tom Vilsack. Read about their views on clerks of courts in Iowa, the grade they would give the Vilsack administration, the struggle of communities in Iowa, and Iowa's growing elderly population.

The Tone of This Year's Campaign

"Any party which takes credit for the rain must not be surprised if its opponents blame it for the drought."

- Dwight W. Morrow, 1933

"All politics are based on the indifference of the majority."

- James Reston, 1968

The familiar saying attributed to Tip O'Neill is that All politics is local. A recent *New York Times* article suggested that this old chestnut is no longer true because the national officials and committees of the major political parties get involved in races which they would never have been involved in a few years ago. However, it is not a new phenomenon for contributions from a party's national committee or from political action committees (PACs) of national scope to contribute or become involved in a handful of campaigns for the U.S. House of Representatives. In my view, the core of O'Neill's phrase is still valid. Whether funding for local schools, concern about a possible war in Iraq, or the state of the local economy and current unemployment rates, the impetus for someone voting for a candidate is often locally driven. Of course, this brings up the question about how you define local. Are the coffee shop arguments in Cass County significantly different than that in Cerro Gordo County? It may well be if the matter at hand is livestock confinements, Social Security or economic woes on Main Street.

This Year's Partisan Campaign

Just as this column has opined that each legislative session has its own personality, so does each even numbered year's partisan campaigns. They have their own personalities based on differing issues or different variations of the same issues in each election cycle and the different personalities of the men and women running for office.

While many people see campaigns come and go with the similarity of television comedies, the tone differs with each biennial effort to obtain your vote. A century ago, newspaper coverage of an election year might well feature campaign oratory about jobs, taxes, and the state of the economy, the same topics discussed today. Fifty years ago, a burning issue in Iowa taverns and coffee shops was school district consolidation, a topic of interest in recent years. There are also echoes of 1952 in talk about the flow of the Missouri River. The discussion then was about flood protection, in light of the damaging floods of that spring. The discussion now is about the river's flow allowed from the upstream dams which were built as a result of the floods of '52.

By: Robert Mulqueen
ISAC Public Policy Analyst



Significant Statewide Races

This year's election, at the county level, features county attorneys, county recorders, and county treasurers on the ballot along with supervisors. But this is one of those election cycles in which both a U.S. Senate seat is on the ballot at the same time that there is a race for governor. This means that there are significant statewide races in addition to campaigns for the five U.S. Representatives, the entire Iowa House of Representatives, half of the Iowa Senate, and four or five positions in each county. (Actually, there are more than the usual 25 state senate seats up this year because of the post-reapportionment complications which occur every 10 years.)

As if all of this isn't enough to keep track of for those to whom state policies are important, another part of this mix is significant. Fully a third of the entire Iowa General Assembly will be composed of new faces next January. About 40 state legislators are simply not running again for their seats due to 1) reapportionment, 2) their decision to run for another office, or 3) retirement. Add to these the average number of representatives and senators who will be defeated in their reelection bid. Due to reapportionment, more will represent urban or suburban than rural districts. While many of the newly minted state legislators will be bright, knowledgeable men and women, they, like any new lawmaker, will have to rapidly consume two brains worth of information on issues, personalities and procedures.

County's Role In Educating New State Legislators

It will be incumbent (no pun intended) on county officials to get in touch with new state legislators. They should take the opportunity to visit with them between their election and the assumption of office about recent issues significant to counties, such as the workings of the property tax system, the ISAC proposal (together with the League of Cities) to pursue a serious state tax study for the first time since the early 1930s, local public health funding needs, local mental health funding, the implementation of Internet based electronic county services, and a host of other matters. We are not looking forward to yet another year of staving off another property tax limitation bogeyman. Urban and suburban lawmakers might be reminded that they and their constituents are the recipients of county services just as much as those who live in unincorporated areas. The old notion that cities serve urbanites and the county is the local government for rural residents is a myth.

The view at this writing is that a considerable number of legislative races are tight. A handful of votes can make a difference. But then, you know that.

Can Newly-Elected County Officials Terminate Their Political Opponents?

Patronage Terminations

With every election, questions arise about the ability of the winning candidate to come in and "clean house." Can someone who wins a county treasurer election come in and fire all of the employees in the treasurer's office who worked against him in the campaign?

In general the answer is no. The law prohibits patronage dismissals except where party affiliation is necessary to do a job effectively. County employees are exercising their right of political association in supporting someone's candidacy for office. The right of political association is a well established First Amendment right, and political belief and association constitute the core activities protected by the First Amendment. Supporting a political candidate for elected office falls within the scope of the rights of political association.

In two political patronage cases, *Elrod v. Burns*, 427 U.S. 347(1976) and *Branti v. Finkel*, 445 U.S. 507 (1980), the Supreme Court ruled that the First Amendment prohibits government officials from discharging public employees solely for not being supporters of the political party in power, unless party affiliation is an appropriate requirement for the position involved. A decade later, the Supreme Court in *Rutan v. Republican Party of Ill.*, 497 U.S. 62 (1990) extended the rule in *Elrod* and *Branti* to prohibit transfer, recall, and hiring decisions based on party affiliation.

So newly-elected county officials generally cannot fire existing office staff due to political affiliation. But if employees are in either policymaking or confidential positions, and party affiliation is essential for the effective performance of the position, then they can be discharged based on their political affiliation. This is rarely going to be true in county government, however.

Deputies, assistants and clerks who perform routine, ministerial tasks cannot be discharged on the basis of their political affiliation. If your job mainly involves typing, filing, answering the phone, or issues permits or licenses, it does not matter if you are a Republican or a Democrat.

Elrod and *Branti* only apply if there has been an "adverse employment action," such as a firing or a demotion. Purely lateral transfers which involve only minor changes in working conditions and do not involve a reduction in pay or benefits are okay.

You have to look at the nature of the specific job involved. The question in every case has to be whether party affiliation is an appropriate requirement for the effective performance of the job. Is there any reason a Democrat could not do the job just as well as a Republican? Or vice versa. Unless there is, patronage dismissals are prohibited.

That does not mean that the current office workers cannot be fired. They are generally going to be at-will employees

By: David Vestal
ISAC Deputy Director



that can be fired at any time for any legal reason. But the point is, one reason you cannot fire them is because they belong to the wrong political party.

County Leases

There was a Supreme Court case decided this year that involved county leases. In *Miller v. Marshall County*, 641 N.W.2d 742, Gregg Miller agreed to purchase an office building, make substantial renovations, and lease it to the county. After the lease had been signed and the renovations had begun, the county decided that under Iowa Code §331.301(10)(e) it needed to notify the public of the lease and allow the public to request a vote on the lease. A petition calling for a special election on the lease was submitted. At that point the board of supervisors abandoned the lease.

Miller, who had invested heavily in building improvements, sued the county for breach of contract. The court granted summary judgment for the county. On appeal, one of the issues before the Iowa Supreme Court was when these lease procedures apply. The statute, 331.301(10)(e)(1)(b) says they apply to a county of Marshall County's population "if the principal amount exceeds \$500,000."

But does the term "principal amount" apply to the amount of the lease payments over the full term of the lease, or over a one-year period of the lease? It matters, because in this case the county's annual lease payment was \$425,000. The Court held that the limits set forth in the Iowa Code apply to the principal amount of the lease over the term of the lease. According to the Court, the principal amount of the payments in the lease agreement exceeded the \$500,000 limit on the county's authority to enter into lease agreements.

Since the county failed to follow the statutory lease provisions, the lease was void. The county did not have the authority to contract with Miller without fulfilling the statutory requirements.

Reserve Officers

There is a 2001 Attorney General's opinion which is having an impact on sheriffs' offices. The opinion (#01-4-3), dated April 27, 2001, reviews Iowa Code §331.902(1), the statute that says that the maximum age for a person to be employed as a deputy sheriff is 65 years of age. According to the opinion, reserve peace officers appointed pursuant to Iowa Code chapter 80D, though not deputy sheriffs, act as surrogates for deputy sheriffs, and are therefore subject to the same age limitation. This opinion has caused quite a disruption in some sheriffs' offices, forcing them to figure out how they are going to replace their oldest reserve officers.

Parting Ponderable: "You share your birthday with at least 9 million other people in the world." Snapple "Real Fact" #74

Importing Data From Excel to Outlook



By: Tammy Norman
ISAC Technical
Administrative Assistant



Q. "I received a listing of county officials e-mail and addresses in an Excel spreadsheet. Is it possible to import this information into Outlook or do I have to retype all the information?"

A. Yes, you are able to import Excel spreadsheets into Outlook. It is a relatively simple process. You will need to open Outlook and create a folder under Contacts. To create a folder in Outlook, simply right click on Contacts,select New Folder,a popup screen will appear entitled Create New Folder. Select where you would like the folder to be placed and type the name of the folder in the appropriate box. A folder in which to import your information from Excel into Outlook has now been created. Now, MinimizeOutlook.

Steps In Excel

The next step is to open your spreadsheet in Excel. Highlight all the information which you need to import into Outlook. Make sure that you include the header rowof each column. A header row is necessary to help identify the information in your spreadsheet such as first name, last name, street address, e-mail and so on. Once all the information is highlighted, select Insert Name, Define from your toolbar. Once selected, a Define Name popup window will appear. Type in a Name however, it cannot be a name that is anywhere in your workbook. If you give it a name that is in your spreadsheet, you will receive an error message stating That name is not valid. Once you successfully define your name, save and close your spreadsheet. The next step will be to import the information into Outlook.

Steps In Outlook

You will now need to Maximize or Restore Outlook. From your toolbar, select File Import and Export and the Import and Export Wizard will become activated. Select Import from another program or file and click on Next. Select file type to import from will appear and you will need to highlight Microsoft Excel and click on Next. File to Import will appear and then click on the Browse button and select the Excel spreadsheet which you wish to import. Under Options, Allow duplicates to be created will be the default selection, allow it to remain so and click on Next. Select destination folder will appear and you will need to highlight/select the folder that you had created in Outlook for this information to be imported into and select Next. The following actions will be performed appears, and then make sure a checkmark appears beside the Define Name that you had given your spreadsheet. It will state the Define Name

and the name of the Outlook folder that you are importing the information into.

Mapping Your Fields

Once checked, select Map Custom Fields. (*Note: this is an extremely important step and must be completed to have the information imported correctly.*) You will need to map the information such as first name, last name, street address and so on. Make sure that you include phone numbers, fax numbers and e-mail addresses. You may need to improve on certain titles. I use Company for the County Name and Job Title for auditor sheriff recorder and so on. You can use your own judgment on this but it does determine how the information will appear in Outlook. Certain fields will need to be expanded. + This symbol will appear beside each title which you need to expand. Example Name Business Address and E-Mail will all need to be expanded. Now you will click or drag on the name from your spreadsheet and release or drop it beside the field in Outlook. If you make a mistake or just change your mind, click on Clear Map and you can begin anew. Once you have this completed to your satisfaction click on OK. You will be brought back to the previous screen and click on Finish to complete the process. It will take just a few moments for the information to be imported into Outlook. An Import Export Process screen will pop up and once it is completed your address book will appear in Outlook.

You will need to right click on the address book and select Properties. From the popup screen that appears, select Outlook Address Book. Make sure that a checkmark is inserted beside Show this folder as an E-mail Address Book, click Apply and OK. You will now be able to send out e-mails with the updated information that you have inserted into the new address book.

Website Note:

Please check out the courthouse pictures that have been added to the website. You can view your county courthouse by going to the ISAC website at <http://www.iowacounties.org> and selecting County Information County Histories and clicking on your county's name. If your courthouse picture does not appear, it means that we still have not received a picture from your county. Please forward a digital or hard copy picture of your courthouse to my attention ASAP. Until next month, keep clicking!

Rules Regarding Medicaid Case Management



The Iowa Department of Human Services (DHS) is in the process of drafting new administrative rules regarding Medicaid case management targeted to persons with mental retardation, chronic mental illness, or developmental disability (MR,CMI,DD). Some of the proposed changes would have a major impact on access to services for the consumers, as well as increase administrative costs for both the state oversight and administration of the programs. Since these rules are being filed under the Emergency Rules provision and are moving quickly through the administrative rules process, we felt it critical to apprise you of our concerns as soon as possible. The changes proposed by these rules are so significant that we believe that it is inappropriate to short circuit the regular rule making process. In addition, to our objections to the emergency filing of these rules with a January 1, 2003 effective date, our concerns include:

1. Changes To Determining Reasonable And Proper Costs

We do not believe that the changes for determining the reasonable and proper cost for services are necessary. As you know, MR/CMI/DD case management is a service where the provider is a public entity, under the direct control of either the county board of supervisors or DHS. The direct oversight of county case management programs by elected officials has assured that the service is provided in a cost effective manner and only to persons who are eligible and in need of case management services. The proposed rules appear to make the assumption that somehow counties have not maintained adequate control of this program. I can assure you that this is not the case.

2. Prior Authorization

The concerns that DHS has about persons receiving services who no longer require them could be adequately addressed by expanding the duties and sanctions available to the DHS staff who currently conduct accreditation reviews of case management programs. These individual's regularly review consumer records and currently provide guidance to case management programs regarding an individual's contin-

By: Deborah Westvold
ISAC Case
Management Director



ued eligibility for case management services. We believe that the requirement for prior authorization of services would have a negative impact on a consumer's access to case management and other needed services.

3. Delegation Of Authorization And Need For Services To The Managed Care Contractor

We believe that oversight of the case management program should remain centralized with the Department of Human Services (DHS) regardless of the person's participation in the managed care program. We are greatly concerned by the provision in these rules that would fragment the oversight of this program by allowing MBC of Iowa to also interpret the need for service. We believe that this responsibility should not be delegated and should remain solely with DHS as the state Medicaid agency. This centralized oversight has worked well and minimizes the risk of different criteria being applied by two different entities.

Case management plays a vital role in the county's management of the MH/DD system. This service has been successful in assisting individuals to get only the services that they need and assure that the public funds that are used appropriately to purchase services for the individual. From the outset, this program has been a cooperative undertaking between the state and the counties. The Iowa Code requires that counties pay one half of the non-federal share of case management (approximately 18%). Counties continue to pay a portion of the cost of case management for persons with mental retardation or developmental disability, as well as for persons with chronic mental illness who do not qualify for funding through MBC. As co-funders of case management services, we will continue our effort to provide an appropriate and cost effective program.

THANK YOU! Thank you!

ISAC would like to take this time to recognize the following county officials who decided not to run for re-election or who were defeated in the primary election. ISAC would like to thank you for your service and dedication to county government. Good luck in the future and keep in contact through ISAC's Alumni Program!

COUNTY	Outgoing County Officials	COUNTY	Outgoing County Officials
ADAIR	Treasurer Constance Sheriff Recorder Priscilla McClelland	MUSCATINE	Attorney Richard Phillips Supervisor Roger Eichelberger
BOONE	Supervisor Donovan Olson	O'BRIEN	Supervisor Carl Struve
BUENA VISTA	Supervisor Doug Bruns	PALO ALTO	Supervisor Mary Greene
BUTLER	Supervisor Mike Creeden	PLYMOUTH	Recorder Ina Gatts Supervisor Jim Kestner
CASS	Treasurer Sharon Winchell	POWESHIEK	Supervisor Robert Sutfin
CLARKE	Recorder Judy Querrey	SAC	Supervisor Russell Kroeger
CLAYTON	Recorder Jean Welsh	SCOTT	Recorder Edwin Winborn Supervisor Pat Gibbs
CRAWFORD	Supervisor Michael Goodin	SHELBY	Supervisor LaVon Christensen
DALLAS	Supervisor Julius Little	SIOUX	Attorney Mark Schouten
DAVIS	Supervisor James Bailey	UNION	Supervisor Gerald McLain Supervisor Mike Reasoner Treasurer Fran Bakerink
DECATUR	Recorder Kenton McClaran	WAPELLO	Attorney Vicki Siegel Recorder Carolyn Garrett Supervisor Rhea Huddleston
DES MOINES	Recorder Anita Kohl Supervisor Benjamin Diewold Treasurer Patricia Bean	WEBSTER	Attorney Ronald Robertson Supervisor Jill Kirkberg
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LINN	Attorney Denver Dillard		
LYON	Supervisor Jerry Stubbe		
MAHASKA	Recorder Cindy Drost Treasurer Arlene Weidmann Supervisor Howard Groenendyk		
MARION	Recorder Sandy Agan Supervisor K.C. Valster		
MILLS	Supervisor Brian Fichter		

The following names were submitted by county auditors. In a few instances a county official is running independently in the upcoming election. If your county has outgoing county officials that were not listed above please contact Denise Obrecht at dobrecht@iowacounties.org.

Interested in becoming an **ISAC Alumni Member**? A few benefits include free registration to ISAC schools, free subscription to The Iowa County, and a continued connection to ISAC. Visit ISAC's website under "About ISAC" for further information or talk to one of the alumni members at the Fall School!

HIPAA Update

275 County Employees Attend HIPAA Training

ISAC held a two day HIPAA training on September 17-18. HIPAA Pros, a consultant from Pennsylvania, provided the majority of the training to a packed house at the Four Points Sheraton in Des Moines. The training provided county employees with a wealth of information to assist them in HIPAA implementation.

A general overview was provided on the morning of the first day. As the training progressed so did the complexity of the information. HIPAA Pros addressed issues relating to security, privacy and transactions and code sets. Candy Morgan, assistant county attorney, received high reviews for her presentation on how Polk County is addressing compliance with HIPAA. Overall, one item in which counties took away from the training was the importance of filing a compliance plan for the one year extension prior to the October 16th deadline.



David Vestal, ISAC Legal Counsel, displays one of the hippos given away at the HIPAA training.

The task force should be comprised of representatives from affected offices. This group is responsible for developing a workplan, identifying protected health information, identifying gaps in physical and electronic storage, ensuring departments are HIPAA Aware.

- 3) Determine which departments are affected.
- 4) Appointment of compliance officer and security officer.

HIPAA Resources

<http://www.cms.hhs.gov>

<http://www.iowasnip.org>

For up-to-date information on HIPAA be sure to visit ISAC's website at www.iowacounties.org!



Attendees at the HIPAA Training held in Des Moines.



HIPAA Implementation - County Checklist

Counties should have completed or begun addressing the following items:

- 1) Filed a compliance plan for the extension prior to October 16th
- 2) Establish a county HIPAA task force or committee.

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Amendments to Articles Proposed by ISAC Board

The ISAC Board of Directors adopted a resolution setting forth the following amendments to the ISAC Articles of Incorporation and directed that they be submitted to a vote during the business meeting at the ISAC Fall School. The meeting shall be conducted at the Des Moines Holiday Inn-Airport, 6111 Fleur Drive, on Thursday, November 21, 2002, commencing at 8:15am.

The effect of the amendment would be to (1) add the Iowa County Information Technology Association as an ISAC affiliate; and (2) add language conforming to the amendment.

This notice is published in order to comply with Iowa Code §504A.35, which requires that in order for there to be a vote on any proposed amendment, the board of directors of an Iowa nonprofit corporation must adopt a resolution setting forth the proposed amendment and directing that it be submitted to a vote at a meeting of members and then notify the members of the vote in a timely manner.

THE TEXT OF THE AMENDMENTS ARE AS FOLLOWS: (The language with a ~~strike through~~ would be removed and underlined language would be added.)

V. All counties of the State of Iowa, shall be eligible for membership. All elected county officers and all officers or employees of various counties of the State of Iowa shall be eligible for membership. Each affiliate association shall be entitled to seat a member or members (such member must be a county employee) on the Board of Directors as follows:

Iowa State Association of County Supervisors	3 Members
Iowa State Sheriffs' and Deputies' Association	1 Member
Iowa County Attorneys' Association, Inc.	1 Member
Iowa State Association of County Auditors	1 Member
Iowa State County Treasurers' Association, Inc.	1 Member
Iowa County Recorders Association	1 Member
Iowa County Engineers Association	1 Member
Iowa State Association of Assessors	1 Member
Iowa County Community Services Association	1 Member
Iowa Emergency Management Directors Association	1 Member
County Conservation Directors Association of Iowa	1 Member
Iowa Director, National Association of Counties	1 or more Members
Iowa Environmental Health Specialist	1 Member
County Public Health Nurses Association	1 Member
County Zoning Officials	1 Member
<u>Iowa County Information Technology Association</u>	1 Member

X. These ~~Restated~~ Amended Articles of Incorporation: (1) correctly set forth the provisions of the Articles of Incorporation as heretofore and hereby amended; (2) have been duly adopted as required by law; (3) supersede the original Articles of Incorporation of this corporation and all amendments thereto.

Iowa State Association Of Counties, as amended October 1975
Iowa State Association Of Counties, as amended October 3, 1980
Iowa State Association Of Counties, as amended October 14, 1983
Iowa State Association Of Counties, as amended October 16, 1987
Iowa State Association Of Counties, as amended March 17, 1988
Iowa State Association Of Counties, as amended October 13, 1989
Iowa State Association Of Counties, as amended March 14, 1991
Iowa State Association Of Counties, as amended March 11, 1993
Iowa State Association Of Counties, as amended March 18, 1999
Iowa State Association Of Counties, as amended Nov. 15, 2001
Iowa State Association Of Counties, as amended Nov. 21, 2002

communication

Tackling Your Desk

Look around your workspace. If you see piles of papers and files strewn about, you're probably out of harmony with your work flow, not to mention wasting time hunting for lost files. Here's how to make your workspace flow better:

□ Head off the paper blizzard by scrapping your in-box and, instead, attaching a wide plastic wall pocket to your door or side of your desk. That way, you can trash forward or file documents before they have a chance to clutter your desk.

□ Clear your desk by placing a vertical file holder on one corner. Put highest-priority materials in front folders, lower-priority work in the back. File away or trash routine reports and background material. Advantage: Your desk is clear of clutter, yet important work stays within sight, where you won't forget about it.

□ Dedicate one side of your desk to urgent work and the other for work that's not time sensitive. Or keep half of your desk free of clutter so you can plunge into right-now work at any time without having to clear a space.

(Taken from *Men's Health*)

Help New Hires Grasp Their Work

New employees often need help understanding how their work contributes to the organization's health. Take these steps to cultivate their loyalty:

□ Prioritize their job duties so they know what work matters most to the organization or your department.

□ Explain the impact of high-priority tasks. Example: □ Preparing your reports may seem routine, but they're critical to our ability to track our financial performance. □

□ Give new employees promotional material that explains the features and benefits of your products or services.

□ Set work standards that benefit the organization, not ones that make you a kind boss.

(Taken from *Tony Manning's Strategy Letter*)

fall school information

RECORDERS

Tuesday, November 19, 2002

5pm - 7pm Early Bird Registration (*Holiday Inn*)

Wednesday, November 20, 2002

8am - 4:30pm ISAC Registration (*Holiday Inn*)

9am - 10:45am Business Meeting
- Treasurers Report, Minutes, Steering Committees, Nominating Committee

10:45am - 11am BREAK

11am - Noon Legislative Report
- Sue Vande Kamp & Kathy Flynn Thulow

Noon - 1pm Lunch Buffet for Retiring Recorders

1pm - 2pm DNR: Boat, Snowmobile & ATV Changes

2pm - 2:45pm Question & Answer Session

2:45pm - 3pm BREAK

3pm - 3:30pm Iowa Department of Revenue & Finance
- Utility Property Sales

3:30pm - 4pm Questions & Answers/Round Table

4pm - 4:15pm Election of Officers

8pm - 9pm President's Reception (*Holiday Inn*)

9pm - Midnight ISAC Dance □The Blue Band□(*Holiday Inn*)

Thursday, November 21, 2002

7:30am - 4pm ISAC Registration (*Holiday Inn*)

7:15am - 8:15am Coffee & Rolls with Exhibitors

8:15am - 10:45am ISAC General Session & Vote of ISAC
Priorities
Keynote Speaker: Bob Feller

10:45am - 11am BREAK

11am - 12:15pm ISAC Seminars

12:15pm - 1:30pm OPEN LUNCH

1:30pm - 3pm Iowa Department of Public Health
- Vital Records Review

3pm - 3:15pm BREAK

3:15pm - 4pm Iowa Secretary of State
- Condemnations/Operative of Notaries
- Overview of Notary Basics

4pm - 4:15pm Audit Committee Report/ICRA Installation
of Officers/Unfinished Business

4pm - 5pm Ice Cream Social with Exhibitors
- Scholarship Raffle Drawings

Friday, November 22, 2002

8am - 11am ISAC Registration (*Holiday Inn*)

9am - 11:30am Review of Iowa Code Chapter 354 (*joint session with Auditors*)
Questions & Answers

11:45am - 12:15pm ICRA Executive Board Meeting - Recap

ENGINEERS

Tuesday, November 19, 2002

5pm - 7pm Early Bird Registration (*Holiday Inn*)

Wednesday, November 20, 2002

8am - 4:30pm ISAC Registration (*Holiday Inn*)

10am - 10:45am GIS (*joint with assessors, engineers, supervisors - Holiday Inn Ballroom*)

1pm - 4:30pm Understanding Drainage Laws
(*Holiday Inn Executive Room*)

Drainage Districts - Darel Burns
Individual Property Drainage Problems
Resolution - Jim Hudson

8pm - 9pm President's Reception (*Holiday Inn*)

9pm - Midnight ISAC Dance □The Blue Band□(*Holiday Inn*)

Thursday, November 21, 2002

7:30am - 4pm ISAC Registration (*Holiday Inn*)

7:15am - 8:15am Coffee & Rolls with Exhibitors

8:15am - 10:45am ISAC General Session & Vote of ISAC
Priorities
Keynote Speaker: Bob Feller

10:45am - 11am BREAK

11am - 12:15pm ISAC Seminars

12:15pm - 12:30pm Pick up lunch at Sidewalk Cafe
(*buy your own*)

12:30pm - 12:45pm Introductions
- Dick King, Blackhawk Co. Engineer (*Holiday Inn Board Room*)

12:45pm - 1:45pm Daily Web Usage and Chat Line
- Heather Roberts, Iowa League of Cities

1:45pm - 2:30pm County Web Organization and Tools
- Scott Williams, Marshall County Information Services

2:30pm - 3pm Where Do We Go From Here?
- Steve DeVries, ICEA Service Bureau

3pm - 4pm Hot Topics
- RUTF (*joint with Supervisors*)

Royce Fichtner, Tom Stoner, Tom Rohe
- Court Reorganization

- State Revenue Picture

4pm - 5pm Ice Cream Social with Exhibitors
- Scholarship Raffle Drawings

fall school information

AUDITORS

Tuesday, November 19, 2002

5pm - 7pm Early Bird Registration (*Holiday Inn*)

Wednesday, November 20, 2002

8am - 4:30pm ISAC Registration (*Holiday Inn*)
 9am - 10:15am FMLA, FLSA, ADA, etc.
 - Renee Von Bokern
 10:15am - 10:30am BREAK
 10:30am - 11:15am FLEX & Cafeteria Plans
 - Doug Jackson, Wellmark BCBS
 11:15am - 11:45am Auditors' Legislative Proposals
 11:45am - Noon Business Meeting/Election of Officers
 Noon - 1:30pm OPEN LUNCH
 1:30pm - 2pm Federal Legislation Update
 - Chet Culver & Pat Gill
 2pm - 3pm Make Voting Happen For People with Disabilities
 3pm - 3:15pm BREAK
 3:15pm - 4pm S.O.S. Clean-up Bill - Sandy Steinback
 4pm - 4:15pm BREAK
 4:15pm - 4:30pm SEAT: How Was It & Ideas For Session
 - Pat Gill
 8pm - 9pm President's Reception (*Holiday Inn*)
 9pm - Midnight ISAC Dance □The Blue Band□(*Holiday Inn*)

Thursday, November 21, 2002

7:30am - 4pm ISAC Registration (*Holiday Inn*)
 7:15am - 8:15am Coffee & Rolls with Exhibitors
 8:15am - 10:45am ISAC General Session & Vote of ISAC
 Priorities
 Keynote Speaker: Bob Feller
 10:45am - 11am BREAK
 11am - 12:15pm ISAC Seminars
 12:15pm - 1:30pm OPEN LUNCH
 1:30pm - 2:15pm Relief From Bugs, Worms & Viruses
 - Tammy Norman
 2:15pm - 3pm HIPAA (*joint with Supervisors*)
 3pm - 3:15pm BREAK
 3:15pm - 4:30pm Implementation of Chart of Accounts &
 GASB34 - Andy Nielsen, Mary Mosiman,
 Dennis Butler
 4pm - 5pm Ice Cream Social with Exhibitors
 - Scholarship Raffle Drawings

Friday, November 22, 2002

8am - 11am ISAC Registration (*Holiday Inn*)
 9am - 11:30am Review of Iowa Code Chapter 354: Platting
 Law (*joint session with Recorders*)
 Questions & Answers

Wil Orr Back To Speak November 19

At the 2001 Fall School, many of those in attendance remember our keynote speaker, Wil Orr from the National Aeronautics and Space Administration. Wil spoke about and demonstrated the computer software which he has helped develop to assist local governments with emergency management. This past May, Wil contacted the ISAC office and a small meeting was arranged in June for a demonstration of other software which could well be used in Iowa to bring down the cost of county land use planning. *Wil Orr will return to talk about and demonstrate this software the evening of November 19 at the Airport Holiday Inn in Des Moines.* This is the evening prior to the opening of the Fall School and many county officials will be traveling to Des Moines. We will post a room and exact time in the next week. Please take note of this interesting meeting which is open to all county officials.

Innovation - Creating the Future

5 Innovation Awards

will be presented at the
 General Session of the
 ISAC Fall Conference

Looking For Fall School Information?

Visit ISAC's website (www.iowacounties.org) for everything you need to know about the upcoming ISAC Fall School of Instruction & Policy-Setting Conference.

September Magazine:

Registration Form ISAC Agenda Hotel Information

October Magazine:

Agendas Keynote Speaker Hotel Information

counties in the spotlight

Persistence by Cass County Sheriff Larry Jones helped Cass County receive a grant to help pay for an additional deputy for the county. The county received a matching grant of \$75,000 from the Department of Justice. Jones applied for the grant three years ago and had to keep filing for an extension until there was enough money in their budget to cover 25% of the grant required by the county. The grant will pay for wages for the new deputy. The county hopes to have a new deputy by November 1.

(Taken from the Atlantic News Telegraph, September 7)

Counties across Iowa commemorated the Sept. 11 terrorist attack by wearing red, white and blue, signing resolutions and holding special services. The Allamakee County courthouse was closed from 8:45am-9:15am on Sept. 11 for a service by their flag pole on the courthouse lawn. Jefferson County signed a resolution from the National Association of Counties at their Monday meeting that condemned the cowardly and deadly actions of the terrorists, supported President George W. Bush to defend against additional attacks, find the perpetrators and bring them to justice, and recommended to its citizens to support the relief effort by giving blood at the nearest available blood donation center.

(Taken from the Fairfield Daily Ledger, August 26 & the Waukon Standard, September 11)

Johnson County announced it is one step closer to developing a centralized county campus. Supervisors recently confirmed a deal to exchange 25 acres of county-owned land for 2.5 acres from the Iowa National Guard. The trade is part of the five-year capital improvements plan that envisions acquir-

ing land for a proposed law enforcement center and jail, an addition to the county administration building, a physical plan building, an ambulance building, a court services building and a human services center. An estimated \$3.1 million is needed to purchase the land necessary for the plan. Building costs are estimated at \$38.9 million. Options to help with funding include a bond referendum, local option sales tax, property taxes or sale of current facilities and land.

(Taken from the Iowa City Press-Citizen, August 21)

miscellaneous

Litter Enforcement Awards

Keep Iowa Beautiful has established two \$1,000 awards for the enforcement officers in Iowa that are doing the most outstanding job at litter prevention and illegal dumping abatement through citations or community involvement. Letters of recommendation outlining the officer's efforts need to be submitted by the end of the year by the officer's supervisor to: Enforcement Awards, Keep Iowa Beautiful, 300 East Locust, Ste. 100, Des Moines, Iowa 50309. The selected enforcement officers will have the opportunity to designate the community or project of their choice that reduces litter or illegal dumping and/or improves the beauty of the area to receive the \$1,000 award. Special recognition will be given to the selected officers. For further information contact: Gerry Schnepf, 515-323-6507 or gchnepf@keepiowabeautiful.com

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Advertisers Index

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Aero-Metric	16
Barker Lemar Engineering	19
Calhoun-Burns and Associates, Inc.	17
County Risk Management	17
Employee Group Services	16
Fidlar Doubleday Inc.	18
IPAIT	16
JA Reno	17
JEO Consulting	19
Jerico Services, Inc.	19
Kuehl & Payer	16
Maximus, Inc.	15
PMC, ProMap Corporation	20
The Sidwell Company	2
Solutions	18

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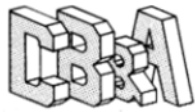
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Quotes of the Month:

Thus the metric system did not really catch on in the United States, unless you count the increasing popularity of the 9 millimeter bullet.

- Dave Barry

"Half this game is ninety percent mental."

- Darryl Ozark, Phillies manager

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calendar

NOVEMBER

- 1 ISAC OFFICE CLOSED - STAFF RETREAT
- 7 CCMS Support Staff Training - Best Inns & Suites, DM
- 10-13 County Attorneys Fall Training Conference - DM
- 20 CCMS Board of Directors - Holiday Inn Airport, DM
- 20 ISAC Board of Directors - Holiday Inn Airport, DM
- 20-22 ISAC Fall School Conference - Holiday Inn Airport, DM

DECEMBER

- 5 District II Winter Meeting - Elks Lodge, Charles City
- 6 Annual Drainage Meeting
- Best Western Starlite Village, Fort Dodge
- 8-11 Sheriffs & Deputies Winter School
- Downtown Marriott, Des Moines
- 10-12 Engineers Winter Meeting - Scheman Center, Ames
- 11 District IV Winter Meeting
- St. Peter & Paul Catholic Center, Atlantic
- 13 ISAC Board of Directors - ISAC Office
- 18 District V Winter Meeting - Best Western, Fairfield
- 18 CCMS Central Support Group - Location TBA
- 19 District I Winter Meeting - Holiday Inn Airport, DM

JANUARY

- 14 CCMS Administrators - Best Inns & Suites, DM

- 21 CCMS Board Meeting - Holiday Inn Airport, DM
- 21 Statewide Supervisors
- Holiday Inn Airport, DM
- 22-23 New County Officers School - Holiday Inn Airport, DM
- 23-24 ISAC Board of Directors - Holiday Inn Airport, DM

FEBRUARY

- 9-12 Sheriffs & Deputies Patrol School
- Four Points Sheraton, DM
- 19-20 ISAC Board of Directors - ISAC Office
- 28-Mar. 4 NACo Legislative Conference, Washington DC

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 jjnoboa@iowacounties.org.



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