

BOARD OF SUPERVISORSDistrict 1 | **Stacey Walker**District 2 | **Ben Rogers**District 3 | **Louis J. Zumbach****JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER**

935 2ND ST. SW

CEDAR RAPIDS, IA 52404

PH: 319-892-5000 | FAX: 319-892-5009

LinnCountyIowa.gov

**LINN COUNTY BOARD OF SUPERVISORS
MEETING AGENDA**

Monday, December 5, 2022

11 a.m.

Formal Board Room—Jean Oxley Public Service Center
935 2nd St. SW, Cedar Rapids, IA**Call to Order****Public Comment: Five Minute Limit per Speaker**

This comment period is for the public to address topics on today's agenda.

Minutes

Discuss and decide on meeting minutes.

Report on Recount Board Results for the State House Representative District 73, election held on November 8, 2022.

Presentation by Workplace Learning Connection

Public Hearing and first consideration on an ordinance amending the Code of Ordinances, Linn County, Iowa, by amending provisions in Chapter 107, Unified Development Code by establishing setbacks for the placement of hazardous materials pipelines.

Discuss a resolution to adopt the proposed 2023-2025 Linn County Internal Sustainability Plan

Discuss a Temporary Use Permit, Case JTU22-0007, V.G Stoner & Sons, owner; and Dairyland Power Cooperative, petitioner; requesting permission to operate a construction staging area for a project to rebuild an existing CIPCO electric transmission line.

Discuss an agreement between Linn County and Sarah Blais (Contractor) for the contract period of Nov 15, 2022 through Nov 14, 2023, in an amount not to exceed \$9,000 for Program Coordinator services in support of the ARPA funded Linn County Food Systems Council's Food Access, Resiliency and Equity Grant Program.

Discuss and decide on the separation of services from Sedgwick Claims Management Services, Inc, third-party administrator for workers' compensation claims.

Discuss and decide on engaging the law firm of Ahlers & Cooney, P.C. for guidance, advice, and legal support as it relates to Linn County's workers' compensation programming and allow Steve Estenson to sign the letter of engagement.

Discuss Linn County Communication & Branding Policy, PM-024

Discuss Linn County Media Relations Policy, PM-025

Discuss a proposed 2023 Medical Examiner contract.

Approve Liquor License for the Whittier Market, 3482 Whittier Rd., noting all conditions have been met.

Public Comment: Five Minute Limit per Speaker

This is an opportunity for the public to address the board on any subject pertaining to board business.

Payroll Authorizations

Discuss and decide on Employment Change Roster (payroll authorizations).

Claims

Discuss and decide on claims.

Correspondence**Appointments**

1:30
Formal Board Room

Review of proposed Fiscal Year 2024 budget for Board Other

Other budget discussions if necessary.

Adjournment

For questions about meeting accessibility or to request accommodations to attend or to participate in a meeting due to a disability, please contact the Board of Supervisors office at 319-892-5000 or at bd-supervisors@linncountyiowa.gov.



**LINN COUNTY BOARD OF SUPERVISORS
DECEMBER 5, 2022
REPORT ON WLC SERVICE DELIVERABLES**

Services and Growth Story

FY23 YTD

FY24 Budget Request

Kristine Bullock, Kirkwood Community College, Director, WLC



WHO WE ARE

- Regional Intermediary serving K-12 Work-based Learning for educators and students in AREA 10
- Team of 17 Professional Intermediaries
 - 10 FTE/7 PT
 - Your Linn County Team:
 - Ann Brendes - Internships
 - Mariann Ryan - Business Liaison
 - Casey Estling – Business Liaison
 - Cheryl Valenta – Business Liaison, Events
 - Kate Ahlers - School Liaison
 - Megan Lehman – Workbased Learning Coordinator
 - Sue Neil – Business Liaison



MISSION & PURPOSE

- Better prepare students to make informed education and career decisions.
- Support students and educators as they navigate from awareness to exploration to high quality work-based learning.
- Provide communication and coordination in order to build and sustain relationships.
- Provide a one-stop contact point.
- Develop work-based capacity with employers.
- Provide core service programming.



WHAT WE DO



IN-PERSON, HYBRID & VIRTUAL SERVICES IN FY23

- Job Shadows
- Work Site/Industry Lead Tours
- Internships – Students
- Career Speakers
- STEM Speaker Days
- STEAM Institute
- Financial Literacy Fair
- Mock Interviews
- Career Fairs
- Industry Lead Career Events

NEW FOR 2023

- GCRCF Grant targeting high need students
- Additional job shadow portal

ANNUAL REPORT

Activity	2020-2021	2021 - 2022	YTD
Job Shadows	1,520	2,594	3,109
Internships	111	451	311
Event Participants	18,788	25,023	21,966

LINN COUNTY SERVICE IMPACT FY22



Career Events:
14,329 Participants

Speaker Days
STEM Days
Worksite Tours
Career Fairs
Mock Interviews
Financial Literacy Fairs
STEAM Institute

Schools served:

44 school buildings + KCC Linn Regional

Total Student WBL Experiences: 14,329

Job Shadows: 1,519 (up 500)

Academic Internships: 170 (up 110)



OUTCOMES/IMPACTS

FY21 High School Job Shadow Student Participants said:

- **85%-Positively influenced their selection of a career field**
- **93% Increased awareness of local career opportunities**
- **71% Positively influenced their decision to live/work in Iowa**



OUTCOMES/IMPACTS

FY21 High School Internship Student Participants said:

- **99%-Positively influenced their selection of a career field**
- **92% Increased awareness of local career opportunities**
- **78% Positively influenced their decision to live/work in Iowa**
- **38% Were offered additional employment ops by business**



OUTCOMES/IMPACTS

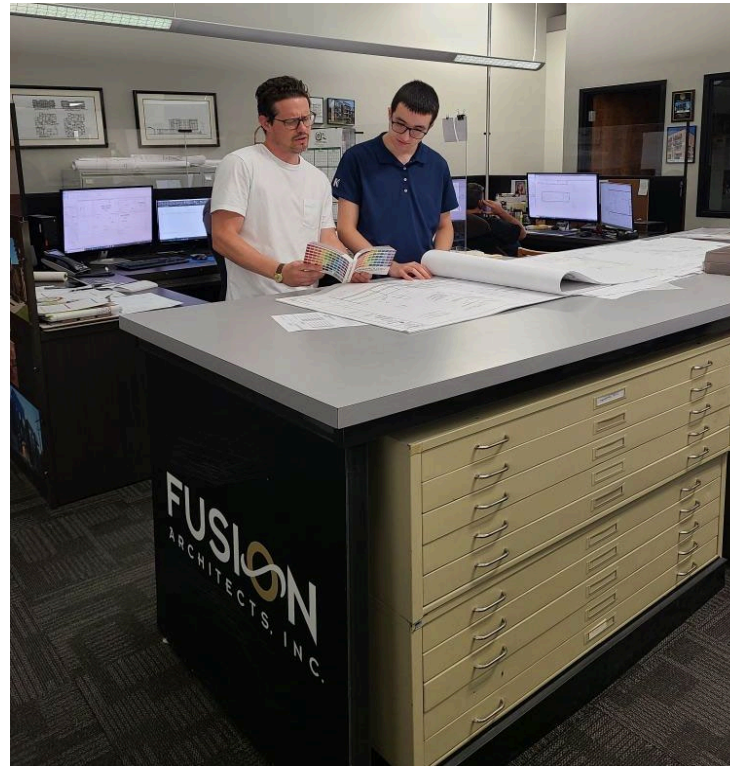


Olivia Bates Real Estate is at Olivia Bates Real Estate.

November 23 at 1:40 PM · Cedar Rapids · 🌐

I ❤️ when students want to come in and job shadow with us !!
learning about what it takes, and how to start a career as a Realtor.
I had high school and college students come in today 🏡

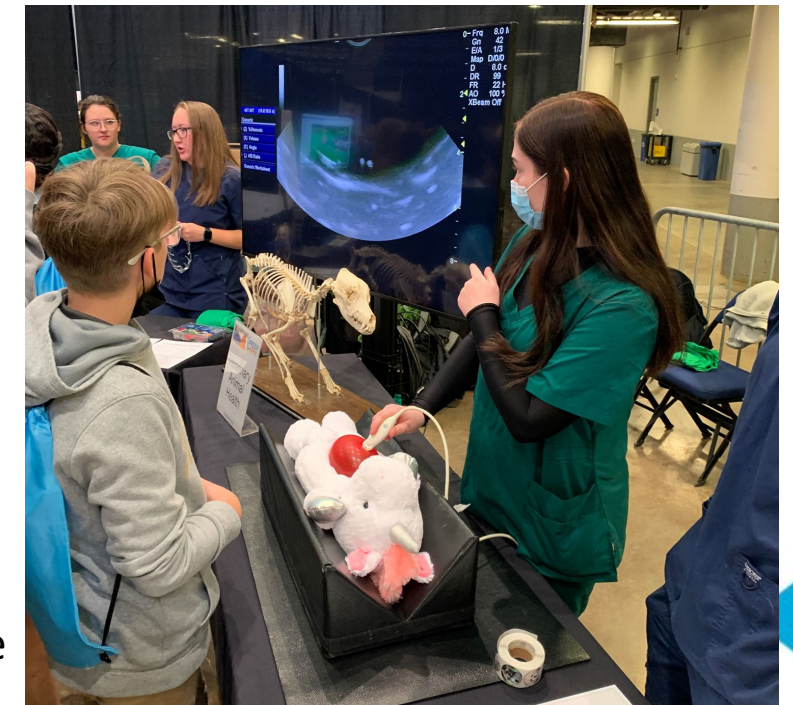
@workplacelearningconnection



Fusion Architects Intern



Taft Middle School Career Speakers

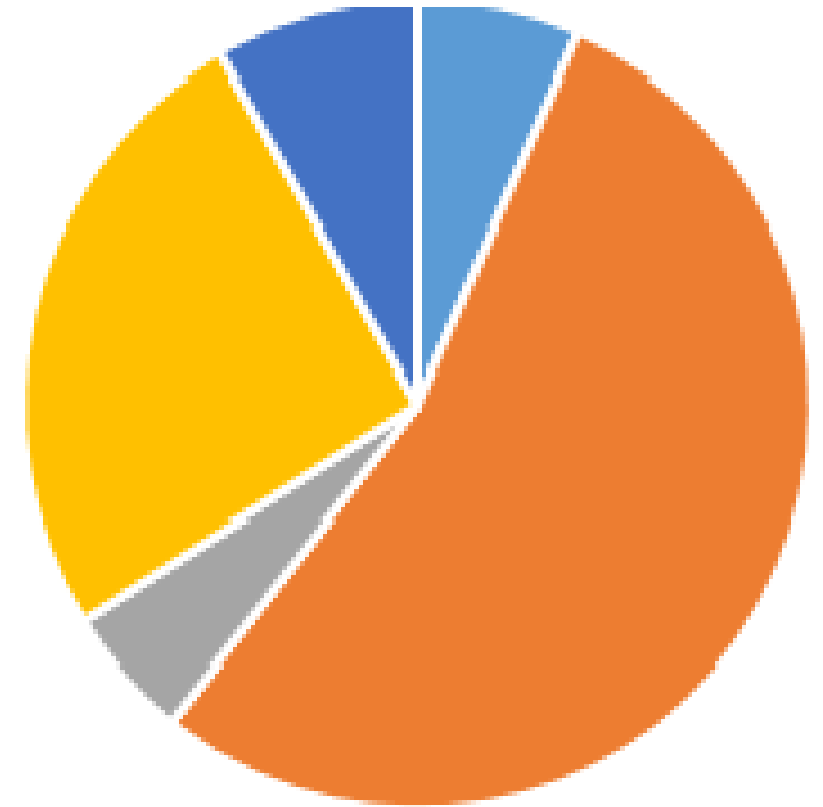


9th Grade Career Inspire

County Name	2020 Population Estimate	FY22 Support	FY23 Request (\$.10/ Per capita)
Linn	230,299	\$23,029.90	\$23,029.90
Johnson	152,854	\$14,430.00	\$15,285.40
Benton	25,575	\$2,556	\$2,575.50
Washington	22,565	\$2,224.70	\$2,256.50
Jones	20,646	\$2,046.60	\$2,064.60
Cedar	18,505	\$1,834.00	\$1,850.50
Iowa	16,662	\$1,640.00	\$1,666.20

FY22 REVENUE - \$804,331

- Kirkwood Community College 7%
- State & Federal Grants 54%
- Grant Wood AEA 5%
- K-12 Service Fees 26%
- Contributions, County Supervisors, Local Grants 8%



COUNTY BOS FUNDING SUPPORTS...

- **WLC Staff position salaries/COS**
- **Equitable delivery of services**
- **Shared fiscal responsibility based in shared return on investment**
- **Leveraging of other regional forms of support**
 - **Community Grants**
 - **School Districts**
 - **State Grants**



A photograph of three students walking on a paved path on a college campus. In the foreground, a young man in a grey and black Adidas jacket and a young woman in a brown cable-knit sweater and blue jeans are walking towards the camera. To their right, another young woman in a grey t-shirt with 'KIRKWOOD EAGLES' and blue jeans is walking. In the background, there are trees with bright yellow autumn leaves and a person with a pink backpack walking away. A white diagonal line runs from the top right corner towards the bottom right, separating the photo from a blue geometric shape.

**THANK YOU FOR YOUR
SUPPORT
TOGETHER, WE ARE BUILDING
EXPERIENCES WITH IMPACT**

WORKPLACE LEARNING CONNECTION 2021

Kirkwood
COMMUNITY COLLEGE

Prepared by Jessie Black
Linn County Planning & Development
935 2nd Street S.W., Cedar Rapids, Iowa 52404-2100
(319) 892-5130
Return to Becky Shoop, Auditor's Office

ORDINANCE NO. – – 2022

AN ORDINANCE AMENDING THE CODE OF ORDINANCES, LINN COUNTY, IOWA BY ADDING THERETO A NEW SUBSECTION IN CHAPTER 107, ARTICLE VI SECTION 107-117 PERTAINING TO HAZARDOUS MATERIALS PIPELINES; ADDING A HAZARDOUS MATERIALS PIPELINE USE TYPE TO THE ZONING CLASSIFICATIONS ALLOWED USES IN CHAPTER 107, ARTICLE VII, TABLE 107-147-1; AND ADDING DEFINITIONS FOR HAZARDOUS MATERIALS AND PIPELINE IN CHAPTER 107, ARTICLE IX, SECTION 107-180

BE IT ORDAINED by the Board of Supervisors, Linn County, Iowa as follows:

SECTION 1. SUBSECTION ADDED. Chapter 107 – UNIFIED DEVELOPMENT CODE, of The Code of Ordinances, Linn County, Iowa, is amended by adding thereto new subsections in Article VI, SPECIFIC DEVELOPMENT STANDARDS, Section 107-117, Standards for transportation and utility uses, hereby created to read as follows:

- (i) *Reserved.*
- (j) *Utilities, hazardous materials pipelines.* Proposed private hazardous materials pipelines shall meet the following standards:
 - (1) *Setbacks.* The setbacks listed in table 107-117-1 below shall apply to all new private hazardous materials pipelines.

Table 107-117-1 Setback Requirements for Private Hazardous Materials Pipelines

Hazardous Materials Pipeline Type and Use Type	Required Setback*
Liquid	
Places of Public Assembly**	As established in federal regulations (49 CFR § 195), no pipeline may be located within 50 feet (15 meters) of any private dwelling, or any industrial building or place of public assembly in which persons work, congregate, or assemble, unless it is provided with at least 12 inches (305 millimeters) of cover in addition to that prescribed in 49 CFR § 195.248.
Dwellings	As established in 49 CFR § 195, no pipeline may be located within 50 feet (15 meters) of any private dwelling, or any industrial building or place of public assembly in which persons work, congregate, or assemble, unless it is provided with at least 12 inches (305 millimeters) of cover in addition to that prescribed in 49 CFR § 195.248
Carbon Dioxide, Dense or Supercritical Phase***	
Places of Public Assembly**	The circle formed around the center point of a pipeline, the radius of which is $r = (155.80 \times d) + 738.19$ where r is the radius in feet, and d is the nominal diameter of the pipeline in inches. For example, a 6-inch pipeline would require a setback of 1,673 feet.
Dwellings	The circle formed around the center point of a pipeline, the radius of which is $r = (107.65 \times d) + 328.08$ where r is the radius in feet, and d is the nominal diameter of the pipeline in inches. For example, a 6-inch pipeline would require a setback of 974 feet. Setbacks from dwellings may be waived by the owner of the dwelling. If setbacks are waived, the pipeline operator shall provide proof of this waiver in writing. Projects that have received approval from the Iowa Utilities Board shall have their required setback reduced to 300 feet provided the pipeline operator addresses why this setback reduction is necessary in their petition to the Iowa Utilities Board.

* The setback shall be the distance identified under the setback column in Table 107-117-1 measured from the pipeline to the closest point of the building, depending on the identified use type. Unless the setback is from a future growth area, in which case the setback shall be measured from the property line.

** As referenced in Table 107-117-1, Places of Public Assembly are areas where evacuation of occupants may present difficulties, including, but not limited to, retirement and nursing homes, family homes, schools, childcare homes and centers, group homes, hospitals, detention facilities, or human service facilities; outdoor places of public assembly, including, but not limited to, campgrounds, day camps, cemeteries, stables, amphitheaters, shooting ranges, golf courses, stadiums, and parks that may be occupied by 20 or more persons at least 50 days per year; and indoor places of public assembly including, but not limited to stores, workplaces, houses of worship, and auditoriums that may be occupied by 20 or more persons five days per week.

***Supercritical or dense phase carbon dioxide is that which is held above its critical pressure and temperature in a fluid state.

- (2) *Avoidance of future growth areas.* The setbacks listed in table 107-117-1 for places of public assembly shall apply to identified future growth areas for cities within Linn County. Identified future growth areas include any land identified as Metro Urban Service Area or Non-Metro Urban Service Area on the Linn County Rural Land Use Map. Identified expansion areas also include residential or commercial future land use designations contained within any adopted Fringe Area Plan. These setbacks may be waived by the applicable city. If setbacks are waived, the pipeline operator shall provide proof of this waiver in writing.
- (3) *Minimum cover required.* Minimum cover requirements, as established by federal regulations (49 CFR § 192.327 and § 195.248) shall be met. Where federal law does not define a minimum depth of cover and land is in agricultural production, a minimum depth of 36 inches or greater shall be maintained. A greater depth shall be required when determined necessary to withstand external loads anticipated from deep tillage of 18 inches, as required by Iowa Administrative Code Chapter 9.5(6), Restoration of Agricultural Lands During and After Pipeline Construction.
- (4) *Critical Natural Resource District Protections.* Pipeline applications in the CNR (Critical Natural Resource) zoning district must meet the general performance standards outlined in article VII, section 107-142 § (i) of this chapter, which are designed to protect delineated critical natural resources. An application for a pipeline shall demonstrate why rerouting around a Critical Natural Resource district is unavoidable, if proposed.
- (5) *Development within the floodplain.* All pipelines shall meet both state and local floodplain regulations.
- (6) *Iowa Utilities Board Approval Required.* All pipelines shall have received written approval from the Iowa Utilities Board in accordance with Iowa Code chapter 479B before applying for zoning verification.

SECTION 2. SECTION MODIFIED. Chapter 107, Article VII, Section 107-147 Use Table, Table 107-147-1, is hereby amended by adding thereto a new use type, hereby created to read as follows:

Transportation and Utility Uses		STD	AG	RR 1/2/3	VR	VM	USR	USR- MF	HC	GC	I	CNR	MH
Utilities	<u>Hazardous Materials Pipeline</u>	<u>107-117(j)</u>	P	P	P	P	P	P	P	P	P	P	P

SECTION 3. SECTION ADDED. Chapter 107, Article IX, Section 107-180 of The Code of Ordinances, Linn County, Iowa, is hereby amended by adding thereto new definitions, hereby created to read as follows:

Hazardous materials means those materials listed on the Hazardous Materials Table in 49 Code of Federal Regulations (CFR) § 172.101.

Pipeline means all parts of those physical facilities through which a gas or liquid moves in transportation, including pipe, valves, and other appurtenance attached to pipe, compressor units, metering stations, regulator stations, delivery stations, holders, and fabricated assemblies.

SECTION 4. REPEALER. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 5. SEVERABILITY. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 6. SAVING. The Code of Ordinances, Linn County, Iowa, shall remain in full force and effect, save and except as amended by this ordinance.

SECTION 1. EFFECTIVE DATE. This ordinance shall be in effect after its final passage, approval and publication as provided by law.

LINN COUNTY BOARD OF SUPERVISORS

Ben Rogers, Chair

Louis J. Zumbach, Vice Chair

Stacey Walker, Supervisor

ATTEST:

Joel Miller, County Auditor

I, Linn County Auditor, hereby certify that the above and foregoing is a true copy of an ordinance passed by the Linn County Board of Supervisors.

Joel Miller, County Auditor

State of Iowa
County of Linn

This instrument was acknowledged before me on the _____ day of December 2022, by Joel Miller as Linn County Auditor.

Notary Public, State of Iowa

Public hearing on the 5th day of December 2022.

First consideration on the 5th day of December 2022.

Second consideration on the 7th day of December 2022.

Third consideration and final passage on the _____ day of _____ 2022.

Published in *The Gazette* on the _____ day of December 2022.

**A RESOLUTION TO ADOPT THE 2023-2025 LINN COUNTY INTERNAL SUSTAINABILITY
PLAN**

WHEREAS, the Linn County Board of Supervisors has previously passed two resolutions stating a commitment in acting to reduce greenhouse gas emissions and ensuring an equitable approach to sustainable action; and

WHEREAS, this plan is aligned with the goals stated in the Linn County Strategic Plan for fiscal years 2022-2027 which supports actions by departments that contribute to a high quality of life, customer satisfaction, and financial health for Linn County residents; and

WHEREAS, staff members of 14 Linn County departments and the Board of Supervisors have engaged in a 9 month planning process to identify high level goals and specific action steps to achieve the commitments stated above.

NOW, BE IT THEREFORE RESOLVED that the Linn County Board of Supervisors adopts the first-ever Linn County Internal Sustainability for the years of 2023-2025.

PASSED AND APPROVED this ____ day of December, 2022

LINN COUNTY BOARD OF SUPERVISORS

Ben Rogers, Chair

Louis J Zumbach, Vice Chair

Stacey Walker, Supervisor

Prepared by and to be returned to: MIKE TERTINGER, Linn County Planning & Development
935 2nd Street S.W., Cedar Rapids, Iowa 52404-2100 (319) 892-5130

RESOLUTION APPROVING A TEMPORARY USE

RESOLUTION # _____

WHEREAS, V.G Stoner & Sons Inc., owner; and Dairyland Power Cooperative, petitioner; Case JTU22-0007, have requested the Linn County Board of Supervisors' permission to operate a construction staging area for a project to rebuild an existing CIPCO electric transmission line located in the 1500 Blk of Horn Rd.

WHEREAS, said temporary use request and attachments thereto have been examined by the Linn County Board of Supervisors and approval of the request is subject to the following conditions:

WHEREAS, the Board of Supervisors makes the following Findings of Facts:

1. The temporary use permit shall begin December 15, 2022 and expire November 15, 2023.
2. The proposed temporary use for the site is as a construction staging area for a rebuild of an existing CIPCO's electric transmission line.
3. The site is to be used to store poles and associated construction materials. It shall also be used to park equipment such as bucket trucks, digger derrick trucks, skid steers and UTVs.
4. A temporary job trailer will be brought to the site and connected to electric power.
5. Transmission line construction is scheduled to begin in May of 2023 and be completed by October of 2023.
6. Site restoration shall follow completion of the project.
7. Portable restrooms will be brought to the site.
8. The applicant anticipates that a maximum of 10-12 employees could be on site at any one time.

9. Hours of operation are proposed to be Monday-Thursday 7am to 6pm.
10. The property is currently zoned AG (Agricultural) containing 21.8 acres, with approximately 5 acres proposed for the temporary use activity.
11. The subject parcel has a Rural Land Use Map designation of AA (Agricultural Area).
12. Estimated increase in the number of vehicles trips to the site is anticipated to be 20.
13. Parking for all vehicles will be provided on site.
14. No signage has been proposed with this application.

AND WHEREAS, the Linn County Technical Review Committee has examined the application and all conditions of approval are listed as part of this Resolution;

AND WHEREAS, the temporary use application has been examined by the Linn County Board of Supervisors at a public meeting on December 5, 2022, all interested persons having been heard;

WHEREAS, said temporary use request and attachments thereto have been examined by the Linn County Board of Supervisors and approval of the request is subject to the following conditions:

LINN COUNTY PLANNING & DEVELOPMENT – Zoning Division

1. The Temporary Use may be reviewed at any time during the duration of the permit to ensure that all conditions have been or are being met.
2. Project site shall be restored to pre-construction status within 90 days of permit expiration.
3. The project perimeter shall not encroach into the FEMA designated 100-yr floodplain as indicated on the accompanied floodplain map without an approved flood plain permit.
4. The owner and petitioner shall sign an “Acceptance of Conditions” form which provides assurance that all conditions will be met prior to the Board of Supervisors Resolution of Approval, and specifically agrees to hold Linn County harmless from any and all damages or claims for damages that might arise or accrue by reason of approval of the Temporary Use permit by the Linn County Board of Supervisors. Further, by signing the “Acceptance of Conditions” form, the petitioner shall agree to allow employees of the County reasonable access to the property for inspection and for submission of documents to verify any additional information.

LINN COUNTY PLANNING & DEVELOPMENT – Building Division

1. All electrical wiring shall be in compliance with the National Electrical Code.

2. Platforms or structures planned for this location are required to meet building code requirements, including the proposed job site trailer.

LINN COUNTY CONSERVATION DEPARTMENT

1. No conditions to be met.

LINN COUNTY ENGINEERING DEPARTMENT

1. Access to be in compliance with Linn County Secondary Road Department current standards prior event.
2. Traffic control is to be provided by the property owner during operation. Traffic shall be maintained on Horn Road at all times.
3. No parking is allowed on Horn Road.

IOWA DEPARTMENT OF TRANSPORTATION

1. No conditions to be met.

LINN COUNTY RISK MANAGEMENT

1. Certificate of insurance with Linn County and its employees listed as additional insured (\$1M limit) valid for the duration of the project/event. Existing Certificate is set to expire on 1/30/23 and must be reissued at that time.
2. Signed hold harmless agreement (to be provided by Linn County)

LINN COUNTY HEALTH DEPARTMENT

1. No conditions to be met from a food safety standpoint.
2. Portable toilets are required, and hand washing stations are strongly recommended.
 - a. All wastewaters must be contained on site and hauled away by a certified septage hauler.

LINN COUNTY SHERIFF'S OFFICE

1. Applicant shall contact Sherriff's Office (319-892-6104) once equipment and materials start moving to the site. Sherriff's office will then increase patrols to the area as a theft deterrent.

2. An afterhours call list shall be supplied to the Linn County Sheriff's Office for emergency situations.
3. If a traffic problem would occur, contact shall be made to the Linn County Sheriff's Office to help alleviate the problem.
4. Traffic control is to be provided by the applicant during operation. Traffic shall be maintained on Horn Road at all times.

LINN COUNTY EMERGENCY MANAGEMENT

1. A tone alert weather radio, or other suitable weather reporting device, is required to be available on site and in use at any time the public is using the facility.
2. The applicant shall submit a Severe Weather Plan for approval by the Linn Co. Emergency Management Agency.

WHEREAS, failure to submit and/or comply with any of the conditions in a timely manner will revoke this Temporary Use Permit.

NOW, THEREFORE, BE IT RESOLVED, by the Linn County Board of Supervisors that said temporary use is hereby approved.

Passed and approved this 7th day of December, 2022.

Linn County Board of Supervisors

Chair

Vice Chair

Supervisor

Aye:

Nay:

Abstain:

Absent:

Attest:

Joel Miller, Linn County Auditor

State of Iowa)
) SS
County of Linn)

I, Joel Miller, County Auditor of Linn County, Iowa hereby certify that at a regular meeting of the said Board of Supervisors the foregoing resolution was duly adopted by a vote of:

___ Aye ___ Nay ___ Abstain and ___ Absent from voting.

Joel Miller

Subscribed and sworn to before me by the aforesaid Joel Miller, on this 7th of December, 2022.

Notary Public State of Iowa



Agreement with Contractor - AS AMENDED 12/2/22

Contract/Project Title:	FARE Grant Program Coordinator
Contractor:	Sarah Blais
Contractor Address:	724 26th St SE Cedar Rapids, IA 52403

Contract Amount:	\$36/Hr. up to 250 hours
Funding Source:	Linn County American Rescue Plan Act Funds
Project Period:	11/15/2022-11-14-2023
Match Required:	NO

The Contractor agrees to perform the work and to provide the services described in the Contract Conditions for the consideration stated herein. The duties, rights and obligations of the parties to this contract shall be governed by the Contract Documents, which include the Special Conditions and General Conditions.

For and behalf of LCBOS:	
By:	Date:
Name, Title Linn County Board of Supervisor	

For and behalf of the Contractor:	
By:	Date:
Name, Title FARE Program Coordinator	



Contract Conditions

Article I - Identification of Parties and Key Personnel

Key Personnel

P&D Director	Charlie Nichols	
P&D Fiscal Contact	Ande Hendricks	
P&D LCFSC Staff Liaison	Mike Tertinger	

Article II – Statement of Contract Purpose:

This agreement is entered into by the Linn County Board of Supervisors (herein referred to as “BOS”) and Contractor Name (hereinafter referred to as “Contractor”) as identified on the previous page. This Agreement shall be considered binding upon the date of the signature of the last party to execute this document.

Whereas, the BOS intends to support the sustainability of the Linn County Food System and implementation of the Food Access, Resiliency, and Equity Grant (herein referred to as “FARE”) and it is further authorized to contract with public or private agencies or individuals to assist in this project and

Whereas, it is the purpose of this Agreement to obtain the professional services of the Contractor to assist the Linn County Food Systems Council (herein referred to as “LCFSC”) in providing appropriate support for the implementation of FARE,

Now, therefore, in consideration of the mutual undertakings and agreements hereinafter set forth,

LCFSC and Contractor agree as follows:

Article III – Description of Work and Services:

LCFSC works and services:

1. Ensure all FARE contracted works and services are completed in an accurate and timely manner.
 - a. Pay the Contractor up to a maximum of \$9,000.00 for services provided and payments made on a monthly basis beginning November 15, 2022 and ending November 14, 2023 commensurate to first invoice received from Contractor.
 - b. Reimburse at an hourly rate of \$36.
2. Process invoices for payment as outlined in the Contractor budget.



Contractor works and services:

Provide to BOS the services of a competent Contractor who will assist the LCFSC in fulfilling its duties and responsibilities relating to successful development and delivery of FARE. Services which the Contractor shall provide include, but are not limited to, the following:

1. Provide guidance and maintain frequent communications with LCFSC
2. Collaborate with LCFSC on the development of the grant program
3. Analyze and troubleshoot program challenges
4. Work with potential applicants to develop their project based on the FARE Grant Scoring Matrix
5. Assist applicants by answering questions related to application development, submission, and grant reporting
6. Ensure all recipients understand the reporting process and criteria and create a toolkit for recipients to aid in tracking expenditures and other key metrics.
7. Provide LCFSC with recommendations on improvements for application and/or reporting processes
8. Submit a monthly invoice of services including total hours and a description of services by the 15th of each month for the prior month's work.
9. Provide LCFSC and any of their duly authorized representatives with access, for the purpose of audit and examination, to any documents, papers, and records of the Contractor pertinent to the subcontract.
10. Nondiscrimination
 - a. Contractor expressly agrees not to discriminate based on race, religion, national origin, gender, familial status, sexual orientation, and all other protected classes in the fulfillment of its duties under this agreement.

Article V – Reports

1. Monthly report of works, applicant interaction, barriers and successes, and hours worked to accompany monthly invoice.
2. Quarterly in-person report to FSC at regularly scheduled meetings or as requested by the LCFSC.
3. End of grant cycle summary report.



Article VI – Agreement Administration

1. Agreement Liaison. During the Agreement term, the Linn County Planning and Development Director, or designee, shall be the Agreement Liaison for Linn County Board of Supervisors. The Linn County Planning and Zoning Division Manager, or designee, will also monitor performance under this agreement.
2. Independent Contractor. This Agreement recognizes that Contractor is an independent contractor and Contractor will not be considered an employee of Linn County, Iowa for any purpose. Contractor shall have no authority over Linn County employees. The existence and content of all policies and procedures within Linn County as well as the supervision and compliance with said policies and procedures shall be the responsibility of the Director of the Linn County Planning & Development Department. Nothing in this contract constitute an employment relationship between the Contractor or Linn County, Iowa. Contractor is not eligible to participate in any employee pension, health, vacation pay, sick pay, or other fringe benefit plan of Linn County, Iowa. Nothing in this contract prevents Contractor from working with others during the length of this agreement. Contractor has the sole right to control and direct the means, manner, and method by which the services required by this Agreement will be performed.
3. Agreement amendments. The Agreement shall be amended upon a written agreement of both parties herein.
4. Agreement Termination. The Agreement may be terminated for cause upon the provision of 15 days written notice. Causes for termination are:
 - a. Mutual agreement of the parties.
 - b. A determination by the LCFSC that insufficient funds are available to continue the services involved.
 - c. Failure to abide by the provisions of this Agreement.
 - d. Dissatisfaction of performance by contractor in meeting performance expectations for the grant as determined by LCFSC.
5. Notices. All notices provided to be given hereunder shall be addressed to the LCP&D at 935 2nd St SW, Cedar Rapids, Iowa 52404, in care of Linn County Planning and Development Director, or such other place or places as LCP&D or Contractor shall, from time to time, designate by appropriate notice in writing and shall be sent by United States registered mail, postage prepaid.

Article VII – Term of Agreement

1. This Agreement shall be effective November 15, 2022, and terminate November 14, 2023, with the opportunity for renewal. BOS and Contractor agree that the terms and conditions of this agreement constitute the entire agreement reached by these parties and that no written or oral statements made by either party in an effort to negotiate this agreement are enforceable.



Article IX – Indemnification:

Except with respect to claims arising from separate negligence or willful acts, which shall remain that entity's personal obligation, each entity agrees to defend, indemnify and hold harmless the other entity and its directors, officers, and employees with respect to a claim arising from the entity's actual or alleged act, failure to act, error, or omission in the performance of their obligations under this agreement or any governing law or regulation.

Linn County, Iowa, a governmental subdivision of the State of Iowa, will only to the extent permitted by the Iowa Constitution and laws of the State of Iowa, indemnify contractor for acts which arise out of or are in any way direct results of the County's negligence, except for and to the extent that such damages or injuries have been established by a court of competent jurisdiction to have directly resulted from the Contractor's negligence in performing its duties and obligations pursuant to this Agreement.



Ahlers & Cooney, P.C.
Attorneys at Law

100 Court Avenue, Suite 600
Des Moines, Iowa 50309-2231

Phone: 515-243-7611

Fax: 515-243-2149

www.ahlerslaw.com

Nicholas J. Pellegrin

515.246.0343

npellegrin@ahlerslaw.com

November 16, 2022

Via E-Mail Only

Steve Estenson
Risk Manager
Linn County Risk Management
935 2nd St. SW
Cedar Rapids, IA 52404

RE: Linn County Workers' Compensation Engagement

Dear Steve:

This letter will outline my representation of Linn County with respect to general workers' compensation advice and guidance, as well as with respect to specific workers' compensation matters.

Beginning 12/1/2022 and for a monthly flat fee of \$1,000 billed on a monthly basis, the undersigned will provide guidance and advice with respect to questions and matters pertaining to general workers' compensation matters. Services anticipated to be included within this flat fee structure includes general workers' compensation advice and guidance on non-litigated matters for non-represented employees/claimants. These services do not include representation, advice or guidance on litigated claims and/or any claims involving an employee/claimant who is represented by counsel.

For any litigated claim and/or for any matter involving an employee/claimant who is represented by counsel, a separate file will be created to address that matter upon your agreement and direction. Services with respect to representation on these specific workers' compensation claims will be billed at the hourly rate of \$225 per hour. My paralegal, Will Shelley, will be billed at the rate of \$130 per hour. The firm reviews hourly rates on an annual basis, and where deemed necessary, the firm reserves the right to implement rate adjustments, subject to your agreement. These specific files would be billed separately and in addition to the monthly flat fee structure.

Expenses such as copying and mileage, if any, would be billed in addition to these fees. The County may at its discretion terminate this fee arrangement at any time by giving thirty (30) days written notice.

If you have any questions or concerns, please do not hesitate to contact me. I can be reached directly at (515) 246-0343 or via e-mail at npellegrin@ahlerslaw.com. Should this letter properly outline your understanding of our representation, please sign where indicated below and return a

November 16, 2022

Page 2

copy of the signed letter to me. On behalf of the law firm, we appreciate the opportunity to represent you.

Very truly yours,

Ahlers & Cooney, P.C.



By

Nicholas J. Pellegrin

By signing this agreement, I confirm I have read this engagement agreement, understand its provisions, and agree to abide by it.

Acknowledged and agreed to by:

Steve Estenson, Risk Manager

Date



BOARD OF SUPERVISORS LINN COUNTY, IOWA

County of Santa Clara		Policy Number: PM-024	
Title: Communications and Branding Standards Policy		Responsible Department: Board of Supervisors Communications	
Revision No:	Approval Date:	Effective Date:	Expiration Date: N/A
Initial Approval Date: BOS Minutes:		Distribution: Elected Officials, Department Heads, Employee Handbook, Intranet	

I. PURPOSE & OBJECTIVES

The purpose of the Communications and Branding Standards Policy is to establish and maintain professional and uniform definitions, practices, and visual identity for communication products on behalf of Linn County.

Linn County government includes six elected offices—Board of Supervisors, Attorney, Auditor, Recorder, Treasurer, and Sheriff— and more than 20 different County departments or program areas. This decentralized structure—and the nature of county government services—means Linn County (“the County”) must provide a wide variety of information to the public. Due to this broad array of content and customers, it is imperative to have consistent quality of design, a professional image, and coordination of effort Countywide to help ensure the best customer experience.

The fundamental purpose of Linn County’s communications is to:

- Communicate accurate and timely public information about County programs, services, policies, events, and activities;
- Provide accountability and transparency to the public;
- Enhance interaction between the County and its customers;
- Promote resident understanding of County services and activities and their value.

Linn County will accomplish this by:

- Conveying a consistent, professional image and message to its audiences and customers;
- Letting people know the "how" and "why" of issues, and not just the "what;"
- Collaborating with internal departments.

The Communications Department will work with County departments to:

- Develop and maintain continuity and avoid duplication of effort;

- Ensure the quality, consistency, and coordination of County information going to customers;
- Make effective use of resources Countywide.

II. SCOPE

This policy applies to any Linn County department, office, and advisory board or commission that creates or distributes a communication product for Linn County customers.

III. EXCEPTIONS

None.

IV. DEFINITIONS

Communications Department: The Communications staff under the Board of Supervisors | Communications Division.

Content: Content includes, but is not limited to, information, photographs, videos, and hyperlinks.

Customer: Anyone who receives Linn County services (the public or internal/employees).

Elected or Appointed Official: For the purpose of this policy, elected and appointed official refers to any person currently elected or appointed to the Linn County Board of Supervisors or the Offices of the County Attorney, Auditor, Recorder, Sheriff, or Treasurer and their deputies.

Media: Entities, or representatives of such entities, that research and report news, including, but not limited to broadcast (television, radio), print (newspaper, magazines), and digital outlets.

Official County Website: Means the website LinnCountyIowa.gov.

Product: For the purpose of this policy, product refers to methods of communicating official Linn County messages or items representing Linn County including, but not limited to, advertisements, brochures, flyers, fact sheets, posters, postcards/mailers, door hangers, signage, PowerPoints, presentations, QR codes, surveys, URLs, and Linn County branded clothing items and giveaways such as cups, notepads, pens, etc.

Social Media: A form of online communication or publication that allows for multi-directional interaction. Social media includes, but is not limited to, blogs, podcasts, social networks, photograph and video hosting websites, and new technologies as they evolve. Social media includes, but is not limited to, social networking sites (Facebook, LinkedIn, Nextdoor, Twitter, etc.), photo- and video-sharing sites (Flickr, YouTube, and Pinterest, etc.), blogs, and news sites (Digg, Reddit, etc.).

V. PROVISIONS

A. Roles and Responsibilities

1. Department Heads or Designee(s)

- a. Department heads or their designee(s) are responsible for informing the Communications Department of their news, programs, and communication requests as early in the process as possible.
 - i. See Appendix A for a description of projects that require Communications Department involvement.
 - ii. Linn County Conservation and Linn County Public Health each have a staff position dedicated to communication. These positions will serve as their department liaison to the Communications Department and have primary responsibility for their departments' communication needs in coordination with the Communications Department.
- b. Department heads or their designee(s) will consult with the Communications Department when developing communication products to ensure a consistent, positive, and professional message and image for the County.
- c. When requesting communication assistance, department heads or their designee(s) must provide relevant information including the main message, intended audience, goal/purpose of the communication, timelines, and the primary who, what, when, where, and why of the message.

2. Communications Department

- a. Supports departments with communication and public information needs;
- b. Develops stylistic direction of communication products;
- c. Upholds standards of communication products;
- d. Ensures the design does not compromise the integrity of communications products;
- e. Ensures maintenance of the County's visual identity;
- f. Provides and maintains a Writing Style Guide to ensure a consistent writing style across County products (see Appendix B);
- g. May ask departments to provide a first draft of product(s);
- h. May impose deadlines to help improve efficiency, respond to requests in the order they are received, adjust communication priorities, and coordinate requests into the Department's Editorial Content Calendar;
- i. Has the final determination on what information to share on County platforms and which platform the Communications Department will use for

each message.

B. Products

1. It is Linn County's goal to present an accurate, consistent, unified, and professional message and image for all products that represent Linn County. For this reason, departments must coordinate all wearable, printed, and/or digital communication products through the Communications Department (except in an emergency) at an early stage for review, copyedit, layout, design edit, and approval prior to final creation or distribution. This requirement applies to products that are:
 - For the general public including Linn County residents, the media, and others;
 - For a broad segment of County staff, representatives, elected officials, and volunteers;
 - For external governmental agencies;
 - An official record of the County.
- a. Examples include, but are not limited to:
 - Apparel
 - Annual reports
 - Brochures
 - Giveaways (coffee cups, pens, notepads, etc.)
 - Flyers
 - Letterhead, stationery, business cards
 - Nametags
 - Marketing assets
 - Newsletters
 - Postcards/mailers
 - Posters
 - Signage
 - Surveys
- b. See Appendix A for a description of projects that require Communications Department involvement.
- c. See Appendix B for the Writing Style Guide to ensure a consistent writing style across County products.
- d. Products for Linn County Conservation and Linn County Public Health will be coordinated through each departments' Communications designee, adhering to the standards and policies of Linn County and the Communications Department (as further referenced in section V.F.9. of this policy).
- e. Products for the Linn County Sheriff's Office will be coordinated by the Sheriff's Office in conjunction with the Communications Department when the Linn County logo is present.

C. External Communication

1. Platforms

- a. All County communication platforms and channels including, but not limited to, website, social media, digital, and publications are for County-specific information (such as County news, services, or County-produced special events or programs) and/or information on local, state, or national government issues impacting the County and/or its residents.
- b. Non-County information, news, or events must meet at least one of the following criteria for publication on a County platform:
 1. The County is a partner in the program or event;
 2. A government agency published the information to inform residents of services and programs provided by other governmental agencies or utilities to Linn County residents and communities.

2. Media and News Releases

See Linn County's Media Relations Policy PM-025.

3. Prohibitions

Print and electronic publications produced by Linn County may not violate any local, state, or federal laws regarding advocating support of a particular issue or person, including but not limited to the endorsement of any ballot measure or candidate for public office. No Linn County department or employee may use County publications for any purpose that constitutes libel, slander, invasion of privacy, violation of trademark or copyright, or that may violate any local, state, or federal law, including FCC regulations.

4. Special Events

- a. Primary event coordination is the responsibility of the department holding the event.
- b. The department holding the event must inform the Communications Department of the date, audience, purpose, and activities as soon as practicable to determine whether an organizational message is appropriate.

5. Photo Opportunities

- a. Departments will advise the Communications Department about public events and possible photo opportunities before they occur. If available, the Communications Department will capture photos of the event or activity.
- b. County employees or elected officials attending an event as part of their official

County duties are encouraged to take photos and share them with the Communications Department. If the photos include children, the person who took the photo must ensure the parents give the County permission to use the photos on social media and in various forms of communications. A photo release form is available under the Communications tab on the Linn County intranet. When working with a sponsoring group, such as a school district, the department working with the sponsoring group will verify that any photo release form the sponsoring group is using also grants permission for Linn County to use the photos.

- c. Photos taken by Linn County employees as part of their official County duties and shared with the Communications Department become Linn County property and do not require attribution.
- d. Linn County will only publish photos that it owns or has authorized permission to use.
- e. The Communications Department has the final authority on what pictures it will use in County communications.

6. Informational Meetings

Primary consideration resides with the department head; however, when informational meetings affect a larger area or the general public, the department will notify the Communications Department to discuss options for informing the appropriate audience.

7. Advertising

- a. All advertising for County programs and services, whether paid or unpaid, will identify the County with the words "Linn County" and correct use of the approved County logo. Departments will send advertising proofs to the Communications Department for approval prior to the purchase of advertising space. Unchanged, recurring ads do not require repeat approval.
- b. Advertising for Linn County Conservation and Linn County Public Health will be coordinated through each departments' Communications designee, adhering to the standards and policies of Linn County and the Communications Department (as further referenced in section V.F.9. of this policy).

8. General Public Communications Procedures

- a. The department project manager provides the draft message to the Communications Department for review, possible editing, and approval as early in the process as possible.
- b. The Communications Department may impose deadlines to help improve efficiency, respond to requests in the order they are received, adjust communication priorities, and coordinate requests into the Department's

D. Inter-Departmental Communications

1. To ensure a professional and consistent image, quality design, and effective communication for internal inter-departmental communication products, departments will work with the Communications Department to:
 - a. Create and design flyers, posters, newsletters, templates, etc.;
 - b. Determine the most effective venues and tools needed to reach target audiences.
2. Procedures for Internal Communication Products
 - a. Department provides Communications Department with content approved by the department project manager. This may include a draft of the flyer, poster, handout, etc. See Appendix B for the Writing Style Guide to ensure a consistent writing style across County products.
 - b. Communications Department reviews, edits, and gives final approval of products. This may include changing the design of draft products to ensure compliance with policy standards.
 - c. The Communications Department may impose deadlines to help improve efficiency, respond to requests in the order they are received, adjust communication priorities, and coordinate requests into the Department's Editorial Content Calendar.
3. Inter-Departmental Email Announcements
 - a. Internal inter-departmental email announcements sent to County staff provide important information about County operations, business functions, and/or changes in Linn County. Email announcements can also include a special event or program announcements from individual departments related to the department's mission. This information may require dissemination to a specific target group of employees or to all employees countywide.
 - b. The department head or designee must approve inter-departmental County email announcements prior to dissemination.
 - c. The department that "owns" the information in the announcement may disseminate the email.
 - d. Departments do not need to contact the Communications Department prior to sending inter-departmental email announcements (unless the communication includes a County-branded product such as a flyer, poster, etc.).

E. Signage

To ensure brand compliance, the Communications Department must be members of any County team established to develop a specific signage program (e.g., wayfinding, etc.). Some signage may be required to comply with other government regulations (e.g., the Iowa Department of Transportation, the National Park Service, etc.).

F. County Logo/Branding

1. Linn County has an official logo that will represent the County in all branded communications and products.
2. No one may modify the official Linn County logo in any manner.
3. The Communications Department will provide quality control for the use of the County's logo, provide a structure for maintaining logo integrity, and provide clear standards and guidelines for the use of the logo, as documented in the Linn County Brand Style Guide.
4. Use of the official County logo will adhere to the Linn County Brand Style Guide.
5. Use of the County logo on a product signifies support, endorsement, and a relationship. For this reason, third parties (outside agencies, businesses, individuals, or groups) may not use the logo without permission from the Communications Director or designee. A Logo Use Request Form is available on Linn County's website. The entity requesting use of the logo must complete the form and submit it to the Communications Director. Permission to use the logo is only for the use identified in the request form. When an approved project or product is complete, the third party must submit a new Logo Use Request Form for approval prior to using the logo for another project.
6. The Linn County logo can only be provided for use to a third party that is working on a joint County or County-funded program or project with an authorized County employee.
7. County employees may not provide the County logo to a third party. Third parties must submit a Logo Use Request Form to the Communications Director. The form is available on Linn County's website. The Conservation and Public Health Departments will follow their department protocol for authorizing third party use of their logos.
8. It is the responsibility of County departments and staff, in coordination with the Communications Department, to ensure the use of the County logo follows usage rules and appears appropriately on all County products including, but not limited to, brochures, flyers, posters, webpages, reports, signs, banners, letterhead, business cards, forms, documents, mailers, other printed and electronic materials, giveaways, and apparel.
9. Use of the Conservation Department logo or Public Health logo will adhere to the departments' usage guides in coordination with Linn County's official logo.

10. Development of new department logos and/or brand identities separate from the County's approved logos is prohibited.

G. Email Signatures

1. Standardized email signatures present a professional, familiar, and coordinated visual image to customers.
2. Email signatures are County products. Employees may not modify the standardized signature format or include emoticons, graphics, script, quotes, or other personalization.
3. The contact information in the email signatures, including replies, must be in black type or text.
4. Email signatures on County email accounts must be uniform in nature and must follow the standards shown below. Employees may use a cell phone number in place of a fax number or omit the fax number.
5. Note the use of bold, capitalization, italics, etc. **Do not change them.**

Font: 9 pt Arial
Color: Black



FIRST NAME LAST NAME
Title
DEPARTMENT
Address | Cedar Rapids, IA 52404
Ph: 319-892-XXXX | Fax: 319-892-XXXX
LinnCountyIowa.gov



JOI ALEXANDER
Communications Director
BOARD OF SUPERVISORS | COMMUNICATIONS
935 2ND St. SW | Cedar Rapids, IA 52404
Ph: 319-892-5118 | Fax: 319-892-5009
LinnCountyIowa.gov



RYAN SCHLADER
Community Outreach Specialist
LINN COUNTY CONSERVATION
10260 Morris Hills Road | Toddville, IA 52341
Ph: 319-892-6452
LinnCountyParks.com





FIRST LAST NAME, RN,BSN (she/her/hers)
Clinical Branch Supervisor
LINN COUNTY PUBLIC HEALTH
1020 6th Street SE | Cedar Rapids, IA 52401
Ph: 319-892-6061 | Fax: 319-892-6098
LinnCountyIowa.gov



H. Email Images

Employees who choose to display photos or images in their contact section (the upper left corner) of their Linn County Outlook email will use either a current photo of themselves that is professional in nature or they may use the Linn County logo. Other photos or images are not permitted. The photo section is intended to present a professional look to the Linn County organization.

I. Linn County Website

1. The Communications Department is responsible for overseeing content for the Linn County website (LinnCountyIowa.gov), working in conjunction with content editors identified by directors of County departments.
2. Content editors must attend required training provided by the Communications Department.
3. The Communications Department maintains the homepage of the County website.
4. News and information on the Linn County website will follow the County's Website Use and Purpose Policy. See Linn County's Website Purpose and Use Policy PM-022 for details.

J. Social Media

See Linn County's Social Media Policy PM-023.

VI. ENFORCEMENT

- A. Elected officials, department heads, and supervisors have the responsibility to enforce this policy and to enlist the cooperation of employees in accomplishing its objectives. The Communications Department administers this policy and has the approval to enlist the cooperation of employees in accomplishing the policy objectives.
- B. The Communications Director has the sole discretion to make exceptions to this policy where warranted.
- C. Linn County reserves the right to change, modify, amend, revoke, or rescind all or part of this policy at any time.

Appendix A

The Communications Director may update Appendix A as needed. Such updates will not require formal approval or update to this policy. The most current version of Appendix A will be posted on the Linn County intranet under the Communications tab.

What projects must involve the Communications Department?

The amount of involvement in any specific communication project depends on its scope and potential distribution. Use the guidelines below to determine when a County department should contact Communications staff about a communication project.

1. Products prepared for broad public distribution (e.g., an annual report, a brochure)

- Contact the Communications Department about a proposed project and schedule as soon as practicable.
- The Communications Department may recommend the appropriate distribution of communication products (i.e., electronic distribution, Linn County website, media, etc.).
- The Communications Department may review and edit draft of content.
- The Communications Department may review a final proof before authorizing it for printing/distribution.

2. Products prepared for distribution to a limited public audience (e.g., a mailing list, over the counter, a public meeting)

- Contact the Communications Department about a proposed project to determine what level of support is needed, if any.

3. Products prepared for distribution to internal meetings, planning meetings with community partners, or for internal departmental use

- No contact with the Communications Department is needed.

4. Letters or emails

- No contact with the Communications Department is needed (unless the communication includes a product such as a flyer, poster, etc.).

Appendix B

Linn County Writing Style Guide

The Communications Director may update Appendix B as needed. Such updates will not require formal approval or update to this policy. The most current version of Appendix B will be posted on the Linn County intranet under the Communications tab.

Linn County Writing Style Guide

This Writing Style Guide is based on a combination of Associated Press (AP) Style and website accessibility standards and is a reference guide for Linn County employees to use when creating written communication products for Linn County customers. This Writing Style Guide is intended for use with communication products with a mass audience including, but not limited to, brochures, flyers, newsletters, ads, reports, Linn County's webpages, etc. This guide may be used for email correspondence, however, the main focus is mass communication products.

The Writing Style Guide will take the guess work out of using some of the most common writing applications, make Linn County's products easier for customers to read, and create clarity and consistency across the County's communication products.

Clarity and consistency are building blocks of good communication and trust: Help us create both for our customers.

The Linn County Communications Department will update this document as needed. The most recent version is available on Linn County's intranet.

For topics not included in this guide, use the [Associated Press Stylebook](#). Most media outlets use AP style. Linn County's use of AP style aligns our products with the same standards as one of our primary customers. For website accessibility questions, refer to the [CivicPlus Content Best Practices](#).

Abbreviations

State Abbreviations

Use the postal service abbreviations for state names only when zip codes are used.

Example: Mail property taxes to the Linn County Public Service Center, 935 2nd St. SW, Cedar Rapids, IA 52404.

Spell out the state name in uses that do not include a zip code.

Two-Letter Abbreviations

Punctuate two-letter abbreviations such as "U.S." For longer abbreviations, use punctuation only used when the acronym would spell an unrelated word (e.g., T.R.A.I.N.).

Exception:

Do not punctuate initials within a headline unless needed for clarity.

Acronyms

Only use acronyms the intended audience will recognize. Spell out the first use of an acronym and put the acronym in parentheses.

Example: To order a specialty license plate, visit the Iowa Department of Transportation (DOT) website. The DOT has a variety of specialty plates available.

Do not use abbreviations or acronyms that the reader would not quickly recognize solely to save a few words.

Example: The Board of Supervisors (BOS) approved the FY23 budget. The BOS held more than 20 public meetings during the budget review process.

Instead, either repeat the full name on subsequent references or use a shortened reference, such as “the Board.”

Example: The Board of Supervisors approved the FY23 budget. The Board held more than 20 public meetings during the budget review process.

In general, avoid alphabet soup.

Addresses

Names of Roads

Abbreviate Ave., Blvd., and St. with numbered addresses only. Use periods in the abbreviation. Do not abbreviate similar words such as alley, court, drive, lane, road, etc.

Examples:

I live at 210 Wilson Ave. SW.

I live at 210 Center Point Road NE.

Spell out the full name and capitalize it when the street name is used without a numbered address.

Examples:

I live on Wilson Avenue.

Crews will perform work on C Avenue Extension next week.

Numbered Streets

Use figures for numbered streets.

Example: The Treasurer’s Office is located at 935 2nd St. SW.

Names of Highways

Abbreviate Highway to Hwy (no period).

Example: County Home Road is closed between Hwy 13 and Hindman Road.

Capitalization

Board or board

Capitalize “Board” when referring to the Linn County Board of Supervisors.

Example: The Board of Supervisors sets the annual County levy rate. The Board holds more than 20 public meetings during the budgeting process.

County or county

Capitalize “County” when referring to Linn County government. Lowercase “county” when it does not refer specifically to the governing body Linn County.

Example: The County updated its strategic plan in January 2022.

Example: The role of county government is to help create healthy, vibrant, and safe communities.

Elected Officials/Offices

Capitalize the name of the elected office, position, or body even when a person’s name is not used.

Examples: The Auditor’s Office administers all local, state, and federal elections in Linn County. The Auditor is elected countywide.

The Board of Supervisors sets the annual County levy rate. The Board holds more than 20 public meetings during the budgeting process.

For Emphasis

Do not use all caps, italics, or underlines for emphasis. Instead, bold key words for emphasis. Underlining, especially in digital communication, signifies a hyperlink.

Exceptions: All caps may be used as a design element or in formal and legal documents.

Do not use quotation marks around a word or phrase for emphasis. Such use often gives the reader the opposite impression than what is intended. Would you and your “friends” eat at a restaurant that claims to have “friendly” staff and “fresh” ingredients? Avoid the scare and shudder quotes.

Job Titles

Capitalize job titles when used immediately before a name.

Example: Linn County Communications Director Joi Alexander presented the new Writing Style Guide today.

Lower case job titles when they come after a name and when they are used without a name.

Examples:

Joi Alexander is the communications director for Linn County.

The conservation director spoke at our luncheon today.

When using professional credentials, set them off with commas.

Example: Dawn Jindrich, CPA

Other Words

Capitalize proper nouns. Do not capitalize random words.

Correct: The Board of Supervisors will hold a formal meeting on Wednesday at 11 a.m.

Incorrect: The Board of Supervisors will hold a Formal Meeting on Wednesday at 11 a.m.

Use veteran (lowercase), not Veteran.

Capitalize the names of commissions when the full name is used.

Example: The Veteran Affairs Commission meets monthly. The commission has five volunteer members.

Lowercase "email," "internet," "intranet," and "website."

Use title case for titles of documents, stories, etc. This means you should capitalize all of the main words in the titles. Do not capitalize articles (a, an, the), prepositions (e.g., at, in, of, off, on, to) or conjunctions (e.g., and, but, if, yet—remember Conjunction Junction?) that have fewer than four letters unless they are the first word in the title.

Example: Linn County Employee Recognized for Helping to Close Loophole in Criminal Justice System

Commonly Misused Words

Can / May

Can is the ability to do something.

Example: I can do the splits.

May signifies the possibility of something.

Example: I may take a nap this afternoon.

Everyday / Every day

Everyday (one word) is an adjective that means ordinary.

Example: I'm wearing my everyday shoes.

Every day (two words) is an adverb indicating frequency of an activity.

Example: I drink coffee every day.

Fewer / Less

Use "fewer" when referring to things that can be counted.

Example: Fewer people paid property taxes in person this year than last year.

Use "less" when referring to things that cannot be counted.

Example: Next time, I will use less salt in the recipe.

Me, myself, and I

Although all three of these words are pronouns referring to the same person, they are not interchangeable. "Myself" is a reflexive pronoun used by a speaker or writer when he or she is the subject of the sentence and the object of their own action.

Examples:

I taught myself to play the piano.

I take good care of myself by eating healthy and exercising.

In simple terms, to use the word "myself" correctly, the speaker or writer must have already used the word "I" in the sentence as the subject and the word "myself" is reflecting back on the speaker or writer. Think of it like looking in a mirror: I see myself in the mirror.

Example:

"A reflexive pronoun is always the object in a sentence; it can never be the subject. In simple terms, a subject is the one doing something in a sentence, and the object is the one having something done to it. If I hug Squiggly, I am the subject, and Squiggly is the object. You would never say, "Myself hugged Squiggly," so you would also never say, "Aardvark and myself hugged Squiggly." Source: Grammar Girl

Staff is / Staff are (singular vs plural)

Staff is a collective verb and usually takes the singular verb (is, has, etc.).

Example: My staff is going to a conference. (Not: My staff are going to a conference.)

Than / Then

"Than" indicates comparisons.

Example: Linn County has more residents than Johnson County.

"Then" usually indicates a reference to a point in time or sequence of time.

Example: I took my dog to the vet and then I took him to Dairy Queen.

Unique – Something is one of a kind, or it is not. There are no degrees of uniqueness.

Use / Utilize – For the love of words, stop using "utilize." It is not synonymous with "use." The word utilize has a specific meaning. Simply put, "utilize" means to use something beyond its intended purpose. Would you ask if you could utilize someone's pen? No – unless you will utilize the pen, for example, to pry a lid off a container.

Which / That

"Which" is a non-essential clause (also called a non-restrictive clause) that can be removed from the sentence without changing the meaning of the sentence. Use commas with these clauses.

Example: The Cedar Valley Nature Trail, which was built on an abandoned railroad right-of-way, is my favorite place to walk my dogs.

"That" is a restrictive clause (also called an essential clause or defining clause) essential to the meaning of the sentence.

Example: Laptops that are issued by the County to County employees are County property. [In this example, the restrictive clause is "that are issued by the County to County employees." Removing this clause from the sentence would change the meaning of the sentence.

Who / Whom / That

Use "who" when referring to a person.

Use "that" when referring to a thing.

Use “whom” if you can replace the word with “him” or “her.”

Contact Information

Use dashes (no parenthesis or periods) for phone numbers and faxes.

Example: 319-892-5000

Do not use the prefix “www” or <https://> or <http://> on website addresses.

Example: LinnCountyIowa.gov

Exceptions: When providing links to other government or partner websites and the prefix is required to access the website.

Dates & Times

Dates

Abbreviate months with more than five letters when used with a date. Spell out March through July. Month abbreviations: Jan., Feb., Aug., Sept., Oct., Nov., Dec.

For dates, use numerical values without st, nd, rd, or th.

Example: Sept. 1 (not Sept. 1st)

When writing a month, day, and a year, use a comma after the year.

Example: Nov. 7, 2022, is the last day to vote early in-person for the Nov. 8 general election.

When using only a month and year, spell out the month and do not separate the month and the year with commas.

Example: She was elected in November 2020.

When referencing a period of years, such as a decade, do not add an apostrophe. An apostrophe indicates possession or is used to create a contraction.

Example: I love music from the 1980s (not 1980's).

When referencing a date range, use the word “through” to denote the range.

Example: “In-person early voting is available at the Linn County Elections Office during business hours from Oct. 19 through Nov. 7, 2022.”

Times

Use a.m. and p.m. (with periods, lowercase; do not use AM/PM or am/pm)

When showing timeframes, use a hyphen with no spaces between the time range instead of the word “to” or “through.” Use a.m. and p.m. only once when the timeframe does not change from a.m. or p.m.

Example: The meeting is Tuesday from 4:30-6:30 p.m. (not: The meeting is Tuesday from 4:30 p.m.-6:30 p.m.)

Do not use colons and minutes for times on the hour.

Use noon and midnight to avoid confusion. Do not use 12 p.m. or 12 a.m.

Example: The meeting will begin at noon.

Examples of how to use a.m. and p.m.

5 p.m. (not 5:00 p.m. or 5 PM)

8-10 a.m.

8 a.m.-5 p.m.

8 a.m.-noon

Noon-5 p.m.

4-6 p.m.

10 p.m.-midnight

Midnight-6 a.m.

Email Addresses

Format email addresses using the following capitalization style:

First.Last@LinnCountyIowa.gov

Formatting, Grammar, and Style

Bullet Points

- Use periods with complete sentences.
- No period

Commas – Use the Oxford comma (the comma before “and” in a series) for clarity.

Example:

Linn County uses its website, social media, email and text notifications, blog posts, newsletters, media outreach, and more to help keep the public informed about County news.

Contractions – Do not use contractions in County communication products.

Example:

Use do not instead of don't.

Use you are instead of you're.

Use cannot instead of can't.

Exception: When contractions are specifically part of the message or tone you are trying to convey, e.g., social media.

Dashes – Use one space before and one space after each dash when used in writing. Do not include a space when using a dash to show a time range. Example: The open house is from 4-6 p.m. (Not: The open house is from 4 - 6 p.m. See the Dates & Time section for more detail.)

Department Names – Use "&" not "and"

Examples: Finance & Budget, Planning & Development (note: it is not "Planning & Zoning")

Headers – Use title case for headers (capitalize the major words).

Example: May is Mental Health Awareness Month

Hyphens – Do not hyphenate words due to space. Adjust document settings when hyphenation occurs.

Justification – Use left justification, leaving the right margin unjustified. Do not "tab" or add spaces before the start of a paragraph. Exceptions: Formal documents such as proclamations, resolutions, etc.

Margins – Use 1-inch margins.

Spacing Between Sentences – Use single spaces between sentences.

Underline – Underline text only when it is a hyperlink. Do not underline words for emphasis, especially when writing for the web. Instead, use bold (sparingly) for emphasis.

Frequently Used County Words & Phrases

COVID-19 – Not Covid-19

Customer-Centered Culture – Capitalize each word and hyphenate as noted.

Drop box – two words

Election Day – Capitalize both words.

i.e. vs. e.g. – These abbreviations are from Latin phrases and are not interchangeable. The abbreviation “i.e.” means “that is.” The abbreviation “e.g.” means “for example.”

Fiscal year – Do not capitalize unless it is part of a title (for example the title of the budget document).

General election – Do not capitalize. Example: The general election is Nov. 8, 2022.

Primary election – Do not capitalize. Example: The primary election is held in June.

Resident or citizen – Use citizen when the context requires citizenship. Use resident in all other instances.

Example:

Linn County Public Health serves all Linn County residents.

Per Iowa Code, applicants for the position of Deputy Sheriff with Linn County must be a citizen of the United States and a resident of Iowa or intends to become a resident upon being employed.

Numbers

Degrees

Use figures and spell out the word degrees; do not use the degree symbol.

Example: Today's forecast high is 95 degrees Fahrenheit.

Dollars/Cents

Omit the cents when using even dollar amounts.

Correct: \$125

Incorrect: \$125.00

Exceptions: Government accounting documents or legal documents where decimals may be required or considered a best practice.

Use numerical value for amounts in the thousands.

Example: \$10,000

Exceptions: Government accounting documents or legal documents where using some other method may be required or considered a best practice.

Spell out millions, billions, etc.

Example: \$10 million

Exceptions: Government accounting documents or legal documents where using numerical value may be required or considered a best practice.

Fractions

Spell out and hyphenate fractions.

Example: More than two-thirds of American homes have at least one pet.

Numbers

Spell out numbers one through nine. Use figures for numbers 10 and greater.

Spell out the number when it begins a sentence, even if the number is 10 or greater.

The following exceptions, however, should always use digits:

- Addresses
- Ages
- Dates and times
- Monetary values
- Page numbers
- Sizes and dimensions
- Percents
- Speeds
- Temperatures

Examples:

Twelve people spoke during the public comment period. More than 75 people, including three children, attended the meeting.

2020 was a difficult year.

Percentages

Use numerical figures for a percentages. Use the % symbol instead of writing out “percent” when preceded by a numeral.

Example: Property taxes accounted for 61% of Linn County's FY22 budget.

Perspective

Perspective is the use of first-person, second-person, and third-person perspective. The communication product, platform, and audience will help determine which perspective is the most appropriate. In general, third person is most appropriate for professional writing for products with mass audiences (e.g., newsletters, brochures, reports, websites). Second-person (“you”) is often appropriate for social media or marketing material to personalize a message.

Q: Why is third person hyphenated only once in the preceding paragraph?

A: In the first use, “third-person” is used as compound modifier, modifying the noun “perspective.” In the second use, “third person” is not modifying a noun – it is the noun.

Punctuation

Commas

Use the Oxford comma (the comma before “and” in a series) for clarity.

Example: Linn County uses its website, social media, email and text notifications, blog posts, newsletters, media outreach, and more to help keep the public informed about County news.

Em Dash

The em dash is as wide as the letter M. It is used to create a dramatic pause in a sentence or to signify an abrupt change in the sentence. Include one space on each side of the dash.

Exclamation Points

Use sparingly. Exclamation points are rarely appropriate for formal writing. They can be appropriate to show excitement in less formal and more personal writing such as emails and social media.

Hyphens

Hyphenate compound modifiers when they precede a noun. Compound modifiers are two or more words working together to modify another word.

Examples:

Linn County values its Customer-Centered Culture.

Off-road vehicles (ATVs, UTVs, snowmobiles etc.) in Iowa must be registered through the County Recorder’s Office or the Iowa Department of Natural Resources.

Do not hyphenate adverbs that end in “ly” even if they modify a noun.

Example: Linn County has many nationally recognized departments.

Quotation Marks

Place commas and periods inside quotation marks.

Example: "Funding from the federal American Rescue Plan Act will allow us to address critical needs in Linn County that will make an impactful difference for our residents," Linn County Supervisor Ben Rogers said. "I look forward to the great work the funded organizations will do with these dollars."

Place question marks and exclamation points inside the quotation marks if they apply to the quote. Place the punctuation outside the quotation marks if they apply to the entire sentence.

Examples:

My brother asked, "Have you read this book?"

Why did your aunt say, "Look over here"?

Place colons, semi-colons, and dashes outside quotation marks.

Example: The agency funded all applications that met the requirement to "serve a broad segment of the population or those at risk"; it did not fund applications that served a limited population.

When using a quote, cite the source of the quotation.

Do not use quotation marks to draw attention to a word such as in this example: In-person "early" voting is available. Such use often gives the reader the opposite impression than what is intended. Would you and your "friends" eat at a restaurant that claims to have "friendly" staff and "fresh" ingredients? Avoid the scare and shudder quotes.

Spelling for Commonly Used Words

A lot (not alot)

Afterward (not afterwards) This also applies to backward, forward, toward, etc.

All right (two words, not alright)

Canceled (not cancelled)

Countywide (one word, no hyphen)

Database (one word)

Email (no hyphen)

In regard to (not in regards to)

Interoffice mail (not intraoffice when the mail is going to more than one department)

Regardless (not irregardless)

Nonprofit (no hyphen)

Website/webpage (one word)

Use Active Voice

Passive Voice: Construction signs were placed along the road.

Active Voice: The Secondary Road Department placed construction signs along the road.

Tip: If the sentence does not say who performed the action and the reader cannot tell who performed the action, the sentence is probably written in passive voice and the author should rewrite it using active voice.

Use Plain Language

Do not assume all readers are subject matter experts.

Avoid industry jargon.

Unless your only audience is your peers, write at an eighth-grade level or below.

When you can use a simpler word, do it.

Use simple, non-technical language easy for the public to understand.

Cut Superfluous Words

(Don't you wish we had used plain language?)

In other words, be concise. Remove unnecessary words.

Examples:

Use: "Visit LinnCountyIowa.gov for more information."

Instead of: "Find more information on our website at LinnCountyIowa.gov."

Use: "The reason we are going this direction is..."

Instead of: "The reason why we are going this direction is..."

Tips

Trust, but verify. Organizational credibility is on the line.

Verify information.

Verify name spellings and titles.

Verify dates. Did you use a day of the week (Monday, Tuesday, etc.)? Verify that the day corresponds to the date.

Know your audience. Write for your audience.

Do not assume all readers are subject-matter experts.

Keep it short and simple.

Use inclusive language, e.g., resident (not citizen)

Consider adding Grammarly to your computer.

Use bulleted lists when possible.

The best tone for most communications is a business casual writing style.

Proofread, proofread, and proofread again. Then have someone else proofread.



BOARD OF SUPERVISORS LINN COUNTY, IOWA

Title: Media Relations Policy		Policy Number: PM-025	
Responsible Department: Board of Supervisors Communications			
Revision No:	Approval Date:	Effective Date:	Expiration Date: N/A
Initial Approval Date: BOS Minutes:		Distribution: Elected Officials, Department Heads, Employee Handbook, Intranet	

I. PURPOSE & OBJECTIVES

The purpose of the Media Relations Policy is to establish and maintain professional and uniform definitions, practices, and operations when communicating with the media on behalf of Linn County.

Linn County government includes six elected offices—Board of Supervisors, Attorney, Auditor, Recorder, Treasurer, and Sheriff— and more than 20 different County departments or program areas. This decentralized structure—and the nature of county government services—means Linn County (“the County”) must provide a wide variety of information to the public. Due to this broad array of content and customers, it is imperative to have consistent quality of design, a professional image, and coordination of effort Countywide to help ensure the best customer experience.

This policy provides guidelines for Linn County to keep the media and public fully, fairly, and accurately informed of programs, services, events, activities, and issues in a timely and forthright manner while keeping County officials informed of emerging media issues. Efficient and effective communication with the media and the public is critical to the County’s ability to present information in a manner consistent with Linn County’s policies and philosophy of open government and customer satisfaction. Coordination, uniformity, accuracy, openness, and timeliness are cornerstones of strong and productive public relations.

The purpose of Linn County’s Media Relations Policy is to:

- Establish procedures and guidelines for all County employees about communication with members of the news media and others requesting information about County programs, services, events, activities, and issues when the employee is on the job or acting as a County employee.
- Provide an effective internal process that maximizes message consistency, factual accuracy, advocacy of Linn County’s message, and ensures the appropriate people stay informed about current and potential County news.

- Establish a framework to project a consistent, unified, professional image for County communication products.
- Enhance coordination of public communication efforts among County departments.
- Help Linn County meet its goals to:
 - Provide accountability to the public and transparency of government.
 - Ensure the County conveys timely and accurate information to the public about incidents or issues of a sensitive or controversial nature.
 - Inform residents of County programs and services.
 - Establish and maintain an accurate public perception of the County.
 - Increase the visibility of Linn County on local, statewide, and national levels.
 - Promote the County's achievements, activities, and significant events.

II. SCOPE

This policy applies to all full-time, part-time, seasonal, and temporary Linn County employees responsible to the Board of Supervisors; employees responsible to an elected official; employees responsible to the Conservation and Public Health Departments; and Linn County advisory board and commission members serving in their official County capacity.

III. EXCEPTIONS

Elected officials

IV. DEFINITIONS

Clarification: Information provided to make conflicting or confusing information more understandable.

Communications Department: The Communications staff under the Board of Supervisors | Communications Division.

Content: Content includes, but is not limited to, information, photographs, videos, and hyperlinks.

Correction: A change that rectifies publicly an error or inaccuracy reported by the media or the County.

Elected or Appointed Official: For the purpose of this policy, elected and appointed official refers to any person currently elected or appointed to the Linn County Board of Supervisors or the Offices of the County Attorney, Auditor, Recorder, Sheriff, or Treasurer and their deputies.

Media: Entities, or representatives of such entities, that research and report news, including, but not limited to broadcast (television, radio), print (newspaper, magazines), and digital outlets.

News Release: Official notification from Linn County to the media of official County news, also known as a press release.

Non-Routine Media Requests: Media inquiries that may be controversial in nature, related to an emergency, requesting information about a County employee, or where responses may require an interpretation of policy or answering a “why.” See the definition of “Routine Media Requests.”

Official County Website: Means the website LinnCountyIowa.gov.

On the Record: Any conversation with a member of the media, regardless of the medium used (phone, email, in person, etc.) where the person speaking to the media is subject to being quoted.

Routine Media Requests: Media inquiries of a routine, non-controversial, or inconsequential nature, such as a check of facts or dates. Responses do not require the interpretation of policy.

Social Media: A form of online communication or publication that allows for multi-directional interaction. Social media includes, but is not limited to, blogs, podcasts, social networks, photograph and video hosting websites, and new technologies as they evolve. Social media includes, but is not limited to, social networking sites (Facebook, LinkedIn, Nextdoor, Twitter, etc.), photo- and video-sharing sites (Flickr, YouTube, and Pinterest, etc.), blogs, and news sites (Digg, Reddit, etc.).

Spokesperson: Person authorized to speak to the media on behalf of Linn County.

V. PROVISIONS

A. Roles and Responsibilities

1. Elected Officials

- a. County elected officials may speak with and/or contact the media without consulting with the Communications Director; however, in order to promote a consistent Countywide message, elected officials are encouraged to inform the Communications Director about any media inquiries, interviews, or outreach.

2. Department Heads

- a. Department heads or designee(s) are responsible for informing the Communications Department of their programs, services, events, and activities as early in the planning process as practical when the department head wishes to communicate to the public about the programs, services, events, and activities.
- b. It is the responsibility of department heads to notify the Board of Supervisors (or the appropriate elected official) and the Communications Director as soon as practicable of significant programs, projects, services, events, and issues that occur in their departments that may be of major public interest. Examples include, but are not limited to:
 - New services or major change in services

- Major malfunctions of County equipment, a County facility, or infrastructure that could impact the general welfare of the public, environment, or ability to provide services
- An unexpected work stoppage or inability to provide a critical County service
- Programs and employees receiving awards

3. All Employees (including department heads)

- Employees may not give media interviews or respond to non-routine media requests without prior authorization from the department head in consultation with the Communications Director or designee.
- Employees will not respond to media inquiries that are not directly related to carrying out the employee's professional responsibilities for the County. If the media makes such an inquiry, the staff member must refer the media to the department head, to the Communications Director, or to the appropriate elected official. Employees of Linn County Conservation, Linn County Public Health, and the Linn County Sheriff's Office will follow their departments' media inquiry procedures.
- Employees are responsible for the accuracy of their responses.
- Employees must remember that when communicating with the media all conversations are "on the record" and subject to being quoted.
- Staff has a duty to inform the Board of Supervisors before sharing information with the media. Explaining this policy politely and firmly to reporters, as well as telling them when the information will be available (at the meeting, after the publication of the agenda, etc.) should be sufficient. Do not argue with reporters; instead refer them to the Communications Director.

4. Conservation and Public Health

Linn County Conservation and Linn County Public Health each have a staff position dedicated to communication and media relations. These positions will serve as their department liaison to the Communications Department. These positions will also serve as the primary media contact for their respective departments.

5. Advisory Board and Commission Members

For the purpose of this policy, advisory board and commission members will follow the "All Employees" roles and responsibilities listed in section V.A.3. The assigned staff liaison will serve as the primary County contact person for board and commission members. This includes the Linn County Conservation Board and the Linn County Board of Health.

B. Media Relations

Public perceptions are vital to government performance and credibility. Information, misinformation, or lack of information about the County's programs, services, events, activities, and issues form public attitudes. The news media play an integral role in shaping public opinion. They provide a powerful means for publicizing government programs and services, encouraging public participation, and informing the public of laws and regulations. News media are critical allies in providing emergency information, and they are part of the accountability process.

An informed public helps ensure that government remains sensitive and responsive to its constituents. This policy is designed to develop effective relationships with media reporters, which depend on respect, accuracy, timeliness, knowledge, professionalism, and honesty.

Good communication provides accurate and timely information, allows for lively and accurate debate, and demonstrates respect for others. Good communication does not guarantee there will be no controversy, disagreement, or disapproval of County policies, programs, services, events, and activities.

C. Media Inquiries

1. Routine Media Requests

- a. It is appropriate for individual department heads or employees to give routine information directly to the media if the response is of a factual, incidental, or inconsequential nature (i.e., special event schedule, meeting dates/times). Example: A reporter calls after a commission meeting with follow-up questions on the previous night's action. If it is routine (e.g., a check of facts or dates), employees should provide the information to the reporter. Employees may also provide other routine information or handouts to the media that are provided to any other member of the public.
- b. Employees are responsible for the accuracy of their responses.

2. Non-routine Media Requests and Interviews

- a. Department heads and employees must inform the Communications Director of non-routine media requests and requests for interviews before responding to the request when practicable. These requests may include responses that require an interpretation of policy, employee information, issues of a controversial nature, and emergencies. This practice will allow Communications staff to determine if other people should be notified of the request, if there is additional information the County can provide, and/or if there is a more appropriate person to respond to the inquiry. If prior notification is not practicable or possible, department heads or designees must notify the Communications Director shortly after the

interview. Non-management employees may not give media interviews without prior authorization from the department head in consultation with the Communications Director or designee.

- b. The Communications Director or designee will notify the Board of Supervisors and other departments (as needed) about the story being developed. This notification will ensure the necessary people are prepared if they are also contacted by the media and will prevent them from being surprised when the media prints or airs the story.
 - c. Employees are responsible for the accuracy of their responses.
 - d. Any employee who receives an inquiry from the media (or from the public) about “why” an individual Supervisor or advisory board commissioner voted in a particular manner on a specific issue should refer the person inquiring to the appropriate Supervisor or advisory board member.
 - e. Employees should give priority attention to media inquiries and make every effort to meet media deadlines while ensuring all information released is accurate. Accuracy of information takes precedence over media deadlines. If another priority prevents an immediate response, the person responding to the media should contact the reporter to confirm what information the reporter is requesting and advising the reporter on when the requested information will be available.
 - f. Employees are not required to give interviews and are not required to stop all other work to respond to a reporter’s request. Reporters must understand County employees have jobs to do and, while employees will work with reporters to meet their deadlines, employees also need reasonable advance notification of stories when practicable.
 - g. Contact the Communications Department for advice on or assistance working with the media.
3. Media Inquiries to Shared Board of Supervisors Email Address

The Communications Director has primary responsibility for responding to media inquiries sent to the shared Board of Supervisors email address (Board Internet Address BDNETDL@linncountyiowa.gov). In the absence of the Communications Director, the Communications Specialist or designee will have primary responsibility for responses.

4. Spokesperson(s)
- a. For department-related issues, the spokesperson will most often be the head of a department or division; in some instances, the spokesperson will be the employee, regardless of position, who can best answer specific questions about a particular issue.

- b. Employees should limit their discussion of County operations to those areas where they have specific knowledge or responsibility, referring other requests to the appropriate person in accordance with this policy. When communicating with the media, employees should remember that they represent the County and should conduct themselves accordingly.
- c. Employees are responsible for the accuracy of their responses.
- d. Employees must remember that when communicating with the media all conversations are "on the record" and subject to being quoted.
- e. Employees should practice common sense and professionalism when interacting with the media. Employees should be honest and factual and should not guess or make assumptions when responding to the media or the public. When speaking to the media or to members of the public, employees will not, under any circumstances, predict or state the certainty of future Board of Supervisors' action on any matter.

5. Written Statements

Written statements to the media are appropriate when a one-on-one interview is not possible or appropriate. Departments will work with the Communications Director or designee when preparing, and before sending, written statements for non-routine matters when practicable.

6. Confidential Matters

- a. Employees will not discuss items of confidential or litigious matter with the media or members of the public pursuant to Iowa Code Chapter 22. Such items include, but are not limited to, the following:
 - Personnel. Matters dealing with employee/personnel actions are confidential and shall not be discussed with the media.
 - Medical records
 - Contract negotiations
 - Litigation or legal opinions. Staff members shall not respond to media inquiries about issues currently under litigation or relating to threatened litigation. Refer such inquiries to the Communications Director. Staff members also shall not offer legal opinions on County policies or activities.
 - Draft correspondence (preliminary notes or intra-County memoranda not yet finished)
 - Certain law enforcement records
 - Matters related to internal and external security measures
 - Third-party proprietary information held by the County
- b. When in doubt about whether a topic is confidential, County employees will consult with the Linn County Attorney's Office.

D. Media Notification

1. News Releases

- a. All news releases issued by Linn County must be channeled through the Communication Department except for news from the Sheriff's Office, Linn County Conservation, and Linn County Public Health. Elected officials may request help from the Communications Department for news releases. The Communications Department has discretion to rewrite draft news releases submitted by a department. This process ensures all releases follow a consistent format, allows the Communications Department to maintain a central file for all releases, and keeps the Communications Department informed of newsworthy activities Countywide.
- b. When requesting a news release, departments must provide relevant information to include in the release explaining who, what, when, where, and why of the activity or event. Departments must also provide a media contact for follow-up inquiries.
- c. The person listed as the media contact in the news release must be prepared to respond to questions from the media following the release of information.
- d. Department heads or their designee must approve all news releases, media notifications, and alerts prior to release.
- e. The Communications Department will maintain a media contact list and will distribute the news releases to the media contact list and to the elected officials/department head email distribution list maintained by the Linn County Information Technology Department.
- f. The Communications Department will post the news releases on the County's website, send the notification to "Notify Me" subscribers, and post the news on the County's social media sites as necessary.
- g. Departments and elected offices that issue their own news releases will include the Communications Department on their distribution list and should also send the release to the elected officials/department head email list. Conservation and Public Health will coordinate their efforts with the Communications Department to ensure consistent and coordinated public messages.
- h. In the case of an unexpected/emergency event, all departments should follow their procedures for handling such an event and inform the Board of Supervisors and the Communications Department as soon as practicable. The Communications Department will determine the need for communication actions about the unexpected/emergency event.

- i. Not everything is newsworthy. The Communications Director has final authority to determine if a news release will be issued, if there is a more appropriate communication method, or if the information simply is not news.

2. News Briefings or News Conferences

- a. When necessary, the County may hold news briefings or news conferences to make important announcements and facilitate the flow of immediate, accurate information. Departments included in the scope of this policy must consult with the Communications Department before any news briefings or conferences are scheduled. This practice will ensure proper consultation with appropriate staff about the strategy, messages, materials, media alert, general set-up of the conference, and the whether a news conference is the correct approach.
- b. Elected officials may hold news conferences as needed and are encouraged to inform the Board of Supervisors and the Communications Director in advance.

E. Crisis Communications

1. Emergency Media Relations

- a. In the event of a disaster or emergency that requires the activation of the Linn County Emergency Operations Center (EOC), the County's Emergency Operations Plan designates the Public Information Officers (PIOs) to serve as primary media relation contacts. PIOs will follow EOC training and activation protocol.
- b. In the event of a disaster or emergency that does not require the activation of the Linn County Emergency Operations Center (EOC) and is not a law enforcement or public health event, all public information must be coordinated through the Communications Department. The Communications Director or designee will work with elected officials and department heads as needed to identify a spokesperson who will be responsible for primary media relations. Having a single spokesperson will help prevent conflicting, incomplete, and inaccurate information from being released. Department heads must take steps to help ensure that employees do not release information that they are not authorized to release.
- c. In the case of an unexpected/emergency event, all departments should follow their procedures for handling such an event and inform the Board of Supervisors (or the appropriate elected official) and the Communications Department as soon as practicable. The Communications Department will determine the need for communication actions about the unexpected/emergency event.

- d. The Communications Director will approve all news releases of a controversial or emergency nature. In the absence of the Communications Director, the Communications Specialist will work with the appropriate department heads or elected officials to approve all news releases of a controversial or emergency nature. If more than one media outlet has already contacted more than one County employee, the County may hold a news briefing to avoid the release of conflicting or contradictory statements.
- e. Department heads or designee(s) must keep the Board of Supervisors and Communication Department informed of events and activities that are likely to make the news. Such things may include, but not be limited to, the potential for controversy, things considered negative or embarrassing, and/or a threat public health and safety.

2. Law Enforcement Emergencies

In the event of a law enforcement emergency, the Linn County Sheriff's Office will serve as the lead County agency responding to the emergency and will serve as the lead County agency for public information by following the department's emergency plans.

3. Public Health Emergencies

In the event of a public health emergency, the Linn County Public Health Department will serve as the lead County agency responding to the emergency and will serve as the lead County agency for public information by following the department's emergency plans.

F. Correcting Inaccurate Information

1. Factual Discrepancies

- a. The County should clarify or correct any information it releases that contains inaccuracies or that may impact public perception or action the public may take in response to the information. The County must make it clear that it is clarifying or correcting information it already released.
- b. The County should clarify or correct any information released by the media that contains inaccuracies that may significantly impact the public perception of a County-related issue or action the public may take in response to the information.
- c. It is the responsibility of department heads or designee(s) to contact the Communications Director as soon as practicable if they become aware of a story that has been published or aired containing a factual error that significantly impacts the public's perception of a County issue being addressed or action the public may take in response to the information.

The Communications Director or designee will contact the media outlet about the error.

- d. If there are repeated problems with County officials being misquoted or misrepresented by a reporter or media outlet, County officials will discuss the matter with the Communications Director to determine the appropriate action.
- e. Department officials who believe that a County rebuttal is warranted will discuss their concerns with the Communications Director to determine if a response is appropriate as well as who should prepare and send the response.

G. Media Ride-Alongs

1. Job shadowing allows the media to accompany County employees as they perform their duties. The appropriate elected official and/or department head must approve all media ride-alongs in advance and must submit a completed, signed copy of the "Linn County Non-Employee Rider Form" to the Risk Management Department and to the Communications Department in advance of media ride-alongs. See Appendix A.
2. Employees will not permit the media to accompany them onto private property nor will they assist in securing permission for access from property owners.

H. Public Information Requests

1. It is important that County employees be aware of the laws affecting communications and the release of public information through the Iowa Open Records law (Chapter 22). Most government information is available to the public through this process, although Iowa law does have some exceptions.
2. Responses to public records requests must be made in compliance with federal and state law and the Iowa open records law, including those that pertain to the timeliness of the response.
3. If a County employee receives an open records request directly from a reporter or member of the public, the employee will follow their department's procedure for handling such requests. In the absence of a department procedure, the employee must forward the request to their department head. Department heads should contact the County Attorney's Office for direction, if needed, to ensure the request is handled appropriately and according to Iowa law.
4. The department head or designee must notify the Communications Director as soon as practicable when their department is responding to a non-routine open records request. This practice will help keep the Communications Department aware of the potential for emerging stories. The Communications Department is not the clearinghouse for open records requests and does not process requests received by other departments.

I. Guidelines for Acting as Private Citizens

Linn County respects employees' First Amendment right to communicate with the media as a private citizen. However, employees who choose to contact, initiate, or respond to County-related news stories as private citizens must follow the guidelines listed below. These guidelines do not prohibit such contact, rather they support other County policies regarding improper use of County equipment and property. These guidelines also apply to employees responding to or initiating media contact as official representatives of employee groups:

- Letters may not be prepared on County time, distributed on County letterhead stationery, or mailed at County expense.
- Telephone contact may not be made on County time using County telephones.
- Use of County email is prohibited.
- Use of County facilities or supplies is prohibited.
- Responses or letters shall not include the employee's official title or status or state that the response is on behalf of Linn County.

VI. ENFORCEMENT

- A. Elected officials, department heads, and supervisors have the responsibility to enforce this policy and to enlist the cooperation of employees in accomplishing its objectives. The Communications Department administers this policy and has the approval to enlist the cooperation of employees in accomplishing the policy objectives.
- B. The Communications Director has the sole discretion to make exceptions to this policy where warranted.
- C. The Human Resources Director will review disciplinary actions taken pursuant to this policy and will refer actions to the Board of Supervisors for consideration, if necessary.
- D. Linn County reserves the right to change, modify, amend, revoke, or rescind all or part of this policy at any time.

Appendix A

Linn County Non-Employee Rider Form from Risk Management

LINN COUNTY RISK MANAGEMENT

JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER
935 2ND ST. SW
CEDAR RAPIDS, IA 52404
PH: 319-892-5200 | FAX: 319-892-5209

LinnCounty.org



RMR-8b

LINN COUNTY NON-EMPLOYEE RIDER FORM

Name of non-employee rider _____

Address _____

Phone number _____

Reason for riding _____

Destination _____

Date(s) of ride
between the
date of _____

By completing and signing this document, I agree to indemnify, defend, and hold Linn County, its elected officials and employees, harmless from any and all damages to my person or property while riding as a passenger in a Linn County owned or rented vehicle during activities and or business that may or may not be related to Linn County operations or business.

Parent or Guardian Signature
(if applicable) _____

Date _____

Non-employee signature _____

Date _____

SUBMIT TO ELECTED OFFICIAL / DEPARTMENT HEAD

Elected Official / Department Head _____
(Signature)

Approved ☐ Disapproved ☐

Vehicle to be used _____

Department of vehicle _____

Elected Official / Department Head will send signed copy of this form to the Risk Management Department

LINN COUNTY MEDICAL EXAMINER SERVICE AGREEMENT

This Agreement entered into this ____ day of _____, 20__, between Linn County, Iowa, (hereinafter referred to as "County") and Donald J. Linder, D.O., a doctor of medicine and surgery licensed in the State of Iowa and duly appointed Medical Examiner of Linn County, Iowa, (hereinafter referred to as "Medical Examiner") whose office is located at 2900 Hunters Ridge Rd., Marion, IA 52302.

WITNESSETH, IN CONSIDERATION of the mutual undertakings and agreements hereinafter set forth, County and Medical Examiner agree as follows:

I. MEDICAL EXAMINER SHALL PERSONALLY OR BY DULY APPOINTED DEPUTY LINN COUNTY MEDICAL EXAMINER(S), LICENSED IN THE STATE OF IOWA AS A DOCTOR OF MEDICINE AND SURGERY, A DOCTOR OF OSTEOPATHIC MEDICINE AND SURGERY OR AS AN OSTEOPATHIC PHYSICIAN, PROVIDE THE FOLLOWING SERVICES:

1. Conduct a preliminary examination of the cause and manner of death, prepare a written report of the findings, promptly submit the full report to the State Medical Examiner on forms prescribed for that purpose and submit a copy of the report to the Linn County Attorney for each person's death occurring in Linn County, Iowa, which affects the public interest as required in subsection 331.802(3), Code of Iowa.

2. Conduct the investigations set forth in paragraph 1 of this section in the manner required by the State Medical Examiner and determine whether the public interest requires an autopsy or other special investigation. In determining the need for an autopsy, Medical Examiner shall consider the request for an autopsy from a public official or private person, and Medical Examiner shall require an autopsy upon the request of the State Medical Examiner or the Linn County Attorney or if the death occurred in the manner specified in subsection 331.802(3)(j), Code of Iowa.

3. Ensure that any person making an autopsy pursuant to the request by Medical Examiner promptly file a complete record of findings in the office of the State Medical Examiner, the Linn County Attorney and, when applicable, the county attorney of the county where the death occurred or the county where any injury contributing to or causing the death was sustained.

4. Ensure that summary of the findings resulting from an autopsy of a child under the age of two (2) years whose death occurred in the manner specified in subsection 331.802(3)(j), Code of Iowa, be transmitted immediately by the person who performed the autopsy to Medical Examiner. Medical Examiner shall forward such report to the parent, guardian, or custodian of the child or ensure that such report is so forwarded by Medical Examiner's designee or the infant's attending physician.

5. Notify the Linn County Attorney in any instance of a sudden, violent, or suspicious death after which the body is buried without an investigation or autopsy. Upon such a body being exhumed pursuant to court order, arrange for an autopsy performed by a Medical Examiner or a pathologist.

6. Upon application and payment of a fee determined by the Board of Supervisors, Linn County, Iowa, Medical Examiner shall provide an examination certificate to the person requesting same and file a copy of the certificate in the Medical Examiner's office.

7. After an investigation has been contemplated, including an autopsy if one is made, arrange for delivery of the body to a relative or friend of the deceased person for burial or other appropriate disposition.

8. Medical Examiner shall be solely responsible for payment of fees, costs, and expenses to Deputy Linn County Medical Examiner(s) and Linn County Medical Examiner Investigator(s), including Lead Linn County Medical Examiner Investigator, for services provided pursuant to this Agreement. Notwithstanding the foregoing, Medical Examiner shall approve and submit claims to County for fees, costs, and expenses of Deputy Linn County Medical Examiner(s), Linn County Medical Examiner Investigator(s), including Lead Linn County Medical Examiner Investigator, for services provided pursuant to this Agreement, and payment for such claim shall be made directly to the Deputy Linn County Medical Examiner(s), Linn County Medical Examiner Investigator(s), including Lead Linn County Medical Examiner Investigator, by County.

9. Engage in outreach activities with the medical and law enforcement communities, and other Linn County groups as Medical Examiner deems appropriate and beneficial to promote the welfare of Linn County residents and further the objective of the Linn County Medical Examiner's Office.

II. COUNTY AGREES TO:

1. Pay to Medical Examiner for provision, pursuant to this Agreement, of the services set forth in Section I herein by Medical Examiner and/or Deputy Linn County Medical Examiner(s) fees at the rate of Four Hundred Seventy Dollars and Eighteen Cents (\$470.18) per death investigated with written report of findings set forth in Section I of this Agreement.

2. County shall also pay to Medical Examiner, for additional services rendered in deaths where an autopsy is ordered, fees at the rate of Three Hundred Thirty-Three Dollars and Thirty-Three Cents (\$333.33) for each such death. Fees paid pursuant to this section of the Agreement shall not exceed Thirty-Five Thousand Dollars (\$35,000.00) for the term of the Agreement regardless of the number of deaths in which autopsies are ordered. The payments made pursuant to this section are in lieu of payment for clerical services provided by Medical Examiner or actual expenses incurred

by Medical Examiner to obtain clerical services in the performance of this Agreement. No such claims shall be submitted by Medical Examiner or paid by County.

3. Subject to the provisions of Section II(2) of this Agreement, County shall reimburse Medical Examiner for other actual expenses incurred in the provisions, pursuant to this Agreement, of the services set forth in Section I herein.

4. County shall separately pay the fees and costs of any autopsy requested by Medical Examiner pursuant to this Agreement and performed by a person other than Medical Examiner or Deputy Linn County Medical Examiner.

5. Costs for issuance of cremation permits pursuant to Section 331.805(3)(b), Code of Iowa, shall be established by Medical Examiner, not to exceed Seventy-Five Dollars (\$75.00) per permit issued. Such costs shall be borne by the family, next of kin, guardian of the decedent, or other person, as provided in Section 331.805(3)(b), and shall be retained by Medical Examiner.

6. Effective the month of August, 2016, County shall also pay to Medical Examiner, for Lead Medical Examiner Investigator services in deaths for which services are provided pursuant to this Agreement, a fee in the amount of Three Thousand Three Hundred Nine Dollars and Seventy-Eight Cents (\$3,309.78) per month.

III. ADMINISTRATION:

1. Pursuant to Section 670.8, Code of Iowa, the County shall defend, save harmless and indemnify Medical Examiner and/or Deputy Linn County Medical Examiner(s) against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of his duties. However, this agreement to save harmless and indemnify shall not apply to awards for punitive damages. Also, this agreement to save harmless and indemnify shall not apply and County is entitled to restitution by Medical Examiner and/or Deputy Linn County Medical Examiner(s) if, in an action commenced by County against Medical Examiner, it is determined that the conduct of the Medical Examiner and/or Deputy Linn County Medical Examiner(s) upon which the tort claim or demand was based constituted a willful and wanton act or omission. This agreement to defend, save harmless and indemnify shall apply whether or not County is a party to the action and shall include but not be limited to cases arising under Title 42 United States Code Section 1983. In the event Medical Examiner and/or Linn County Deputy Medical Examiner(s) fails to cooperate in the defense against the claim or demand, County shall have a right of indemnification against Medical Examiner.

2. This Agreement recognizes that Medical Examiner, Linn County Deputy Medical Examiner(s), Linn County Medical Examiner Investigator(s), including Lead Linn County Medical Examiner Investigator, are independent contractors and will not be considered employees of Linn County, Iowa, for any purpose.

IV. TERM OF THIS AGREEMENT:

1. This Agreement shall commence on January 1, 2023, and shall be in effect until December 31, 2023.

2. This Agreement shall terminate of its own accord and without further notice should Donald J. Linder, D.O., no longer occupy the position of Linn County Medical Examiner for any reason.

V. EFFECTIVE DATE:

This Agreement shall be effective upon its execution by the parties, retroactive to the commencement of the Agreement term as provided herein.

IN WITNESS WHEREOF, the parties hereto have set their hands for the purposes herein expressed to this instrument, as of the dates below indicated.

LINN COUNTY, IOWA

BY:

**Chairperson, Linn County
Board of Supervisors**

**Donald J. Linder, D.O.
Linn County Medical Examiner**

Date

Date

MEDEXAM1- 12/1/2022