



LINN COUNTY BOARD OF SUPERVISORS

District 1 | Kirsten Running-Marquardt

District 2 | Ben Rogers

District 3 | Louis J. Zumbach

WORK SESSION AGENDA

Monday, October 9, 2023 | 10:00 AM

Formal Board Room | Jean Oxley Public Service Center

935 2nd St. SW, Cedar Rapids, Iowa

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.

Claims

Discuss and decide on claims.

Regular Agenda

Approve and authorize Supervisor Rogers to sign the updated 28E Agreement for Mental Health/Disability Services of the East Central Region at the upcoming Regional Governing Board meeting.

Discuss updates to the Linn County Workplace Violence Policy - RM-008

Discuss a proposed policy on the designation of Linn County owned property as nonpublic forums

Discuss a proposal from Communications Engineering Company (CEC) for audio/video, and related technology upgrades in the Linn County Public Service Center and Harris Building

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).

Correspondence

Appointments

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.



Suggested changes to 28E in 2023

Current 28E section	Changes
4.3 Voting Procedures for Governing Board Members	All Directors shall each have one (1) vote. Removed an irrelevant sentence regarding Boards of Supervisors being responsible for county budgets and a reference to needing two-thirds of the voting Directors for financial matters.
4.5A Regional Administrative Entity	Added "shall be considered the Regional Administrative Entity and" as requested by HHS staff.
4.5A Regional Administrative Entity	Per request from Linn County's County Attorney's Office, added from the MOU "For the portion of the employee's time and responsibilities that are performed on behalf of the region, the region has the authority to review the employee's performance and make recommendations that are communicated to the county board of supervisors regarding the employee's continued appointment to the region by the Governing Board."
5.5 Member County Withdrawal or Removal	Added "ensuring that citizens of that county continue to receive mandated/core services." Removed "as provided in Section 5.6 below" as there is no longer a Section 5.6. Added "At the end of the fiscal year, the region's cash flow amount shall be divided by the percentage of each county's population according to the region's annual service and budget plan and shall be allocated to the withdrawing county" to further define the methods for allocation.

Suggestions from Rob Aiken (HHS), Elena Wolford and Lisa Epp (Linn County Civil Attorney's Office), David Thielen (Linn County Community Services) and Operations Committee, including Mae Hingtgen, Jan Heidemann, Deb Seymour-Guard, Lucia Herman, Jody Bridgewater, Samantha Berglin, Marilyn Austin.

**28E Agreement
For
Mental Health/Disability Services of the East Central Region (MHDS-ECR)**

This Agreement is made and entered into by, between and among the undersigned counties, each having adopted this Agreement by resolution of its board of supervisors, and they hereby join together to voluntarily form a public body corporate and politic and separate legal entity under Iowa Code Chapter 28E, and amendments thereto, known as the Mental Health/Disability Services of the East Central Region (MHDS-ECR) (the "Region").

SECTION 1: IDENTITY OF THE PARTIES

The undersigned counties are political subdivisions and constitute "public agencies" as defined in Iowa Code Section 28E.2. The member counties include: Benton County, Bremer County, Buchanan County, Delaware County, Dubuque County, Iowa County, Johnson County, Jones County and Linn County. County membership may, however, change from time to time as provided in this Agreement and the current member counties shall be referred to as the "member counties" or the "undersigned counties" in this Agreement.

SECTION 2: PURPOSE AND GOALS

The member counties enter into this 28E Agreement to create a mental health and disability services region as required by Iowa Code Section 225C (2023) to provide local access to mental health and disability services for adults and behavioral health services to children and to engage in any other related activity in which an Iowa 28E organization may lawfully be engaged.

SECTION 3: TERM AND TERMINATION

3.1 Term: This Agreement shall be effective when the undersigned initial member counties, as listed in Section 1, execute this Agreement and this Agreement is filed with the Iowa Secretary of State as required by Iowa Code Section 28E.8 (the "Effective date").

3.2 Termination: The term of this Agreement shall be perpetual, unless terminated pursuant to one of the following:

a) Repeal of or an amendment to the current Iowa Code sections that would result in the elimination of a statutory requirement to maintain a regional format for the

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delivery of mental health and disability services, and all member counties approve termination of the region.

b) All member counties approve termination of the region upon a decision to realign with other existing regions or to align with other counties into new regions.

3.3 Dissolution of the Region:

In the event this Agreement is terminated as provided in Section 3.2 the Governing Board shall determine and initiate the steps required to dissolve the Region. If the termination of the Region is finally approved by or on October 1st of any fiscal year, then the Region shall cease to operate June 30th of that fiscal year. If the termination of the Region is finally approved after October 1st of any fiscal year, then the Region shall cease to operate on June 30th of the following fiscal year.

3.4 Withdrawal from the Region:

Withdrawal from the Region may only be done at the end of the fiscal year. A member county wishing to withdraw from the Region must provide the Governing Board with a written notice of their intent to withdraw by October 1st to be effective June 30th. A request to withdraw shall not relieve the member county of any duties, responsibilities or contributions required to be performed during the fiscal year.

3.5 Reassignment:

In the event of reassignment of a member county to another region or another county is assigned to the Region by Department of Health and Human Services (HHS), this governance agreement shall be amended. Reassignment shall not relieve any county of duties, responsibilities or contributions required to be performed during the fiscal year or until the reassignment is effective.

3.6 Distribution of Assets:

In the event this Agreement is terminated, and the Region is dissolved, all assets other than state designated funds of the Region shall be delivered, assigned and conveyed to the member counties according to contribution as determined by the Governing Board.

SECTION 4: GOVERNANCE

4.1 Governing Board of Directors:

The governing board shall comply with all of the following requirements:

a) Each member of the governing board shall have one vote.

- b) The membership of the governing board shall not include employees of the Department of Health and Human Services or a nonelected employee of a county.
- c) The membership of the governing board shall consist of the following:
 - (1) Members representing the boards of supervisors of counties comprising the region. Members representing the boards of supervisors for a region's counties shall not exceed forty-nine percent of the total membership of the governing board. The Board of Supervisors of each member county shall select its Director based on the representation schedule and he or she shall serve indefinitely at the pleasure of the member county appointing the Director, until a successor is appointed, or unless an earlier appointment becomes necessary due to death, resignation, or the end of such person's service as a county supervisor. An alternate supervisor shall be appointed in the same manner and shall act in the temporary absence or unavailability of the Director. Any county-appointed Director or alternate may be removed for any reason by the member county appointing the Director or alternate, upon written notice to the Governing Board, which notice shall designate a successor Director or alternate to fill the vacancy.
 - (2) One member who is an adult person who utilizes mental health and disability services or is an actively involved relative of such an adult person. This member shall be designated by the regional advisory committee formed by the governing board described in Section 4.6. This Director shall be appointed to a two-year term.
 - (3) One member representing adult service providers in the region. This member shall be designated by the regional advisory committee formed by the governing board described in Section 4.6. This Director shall be appointed to a two-year term.
 - (4) One member representing children's behavioral health services providers in the region. This member shall be designated by the regional children's advisory committee formed by the governing board described in Section 4.6. This Director shall be appointed to a two-year term.
 - (5) One member representing the education system in the region. This member shall be designated by the regional children's advisory

committee formed by the governing board described in Section 4.6. This Director shall be appointed to a two-year term.

(6) One member who is a parent of a child who utilizes children's behavioral health services or who is an actively involved relative of such a child. This member shall be designated by the regional children's advisory committee formed by the governing board described in Section 4.6. This Director shall be appointed to a two-year term.

(7) One member representing law enforcement in the region. This Director shall be appointed to a two-year term.

(8) One member representing the judicial system in the region. This Director shall be appointed to a two-year term.

d) Any Committee-Appointed Director or alternate may be removed for any reason by the Committee appointing the Director, upon written notice to the Governing Board, which notice shall designate a successor Director to fill the vacancy.

e) Efforts will be made that all Directors referenced in paragraphs 1-8 above will be residents of different counties within the region.

4.2 Director Vacancies:

a) County-Appointed Directors: If a vacancy (other than by removal) occurs during the term of a county-appointed Director due to death, resignation, or end of service as a county supervisor, the alternate supervisor shall serve as Director. The county having the right of appointment shall take steps to ensure that either a new Director or a new alternate is appointed within thirty (30) days of the vacancy or as soon as practicable if the circumstances do not allow a new appointment within thirty (30) days.

b) Committee-Appointed Directors: If a vacancy (other than by removal) occurs during the term of a committee-appointed Director due to death or resignation of such Director, the vacancy shall be filled within thirty (30) days of its occurrence by the committee having the right of appointment. Such appointment shall become effective upon the approval of the Governing Board.

4.3 Voting Procedures for Governing Board Members:

All Directors shall each have one (1) vote. A quorum must be present in order for the Governing Board to take action. A quorum shall consist of the majority of the voting Directors. Except as otherwise provided, the Governing Board shall take action by approval from the majority of all voting Directors present.

- c) Voting may be conducted by roll call vote. Proxy voting will not be allowed; however, a Governing Board Director may attend by electronic means and be considered present for voting as long as a quorum of voting Directors are in attendance in person. If an electronic meeting is convened pursuant to Iowa Code Section 21.8 (2021), Directors may be considered present for purposes of quorum and voting.

4.4 Governing Board Officers:

a) The Governing Board shall organize itself and elect a Chair and Vice-Chair. Thereafter, at the first meeting each calendar year, the Governing Board shall elect a Chair and Vice-Chair for the next ensuing one (1) calendar year. The Chair and Vice-Chair will be elected from the representation of county elected officials.

b) The Chair shall preside at the Region's meetings.

c) The Vice-Chair shall assist the Chair. During the temporary absence or disability of the Chair, the Vice-Chair shall discharge the duties of the Chair. Should the Chair be permanently absent or disabled, the Vice-Chair shall succeed to the office of the Chair and an interim Vice-Chair shall be appointed for the remainder of the calendar year.

d) The Governing Board shall annually appoint a Secretary. The Secretary will be responsible for keeping detailed minutes of the meetings and conducting roll call votes when necessary. The Secretary shall also be responsible for posting public notices for meetings as required by law and shall be the custodian of all minutes and other documents maintained by the Governing Board. All documents shall be considered the property of the East Central Region and shall be stored on the Region's network. The Governing Board shall determine the manner of posting notification of meetings and for publishing notices, minutes or financial reports deemed necessary.

4.5 Powers of the Governing Board:

The Region shall be under the overall direction and control of the Governing Board and operated by one Regional Administrative Entity created by the Governing Board. The Governing Board shall have each and all of the following powers on behalf of the Region:

- a) To contract with any public or private entity to provide all necessary services;
- b) To rent, lease or purchase any tangible personal property, real estate or services reasonably necessary to fulfill the purposes of this Agreement;
- c) To establish a system of accounting and budgeting, and a system for receiving and disbursing payments;
- d) To retain legal counsel, accountants and other professional individuals needed in order to fulfill the purposes of this Agreement;
- e) To sue and be sued;
- f) To make and enforce bylaws and/or rules and regulations for the management and operation of the Region's business and affairs;
- g) To do and perform any acts authorized by the Code of Iowa, under, through or by means of its officers, agents and employees, or by contracts with any person or entity;
- h) To consult with representatives of federal, state and local agencies and departments, and their officers and employees, and to contract with such agencies and departments;
- i) To receive funds appropriated from the state mental health and disability services regional services fund;
- j) To accept grants, contributions or loans from federal, state or local agencies;
- k) To establish the times and places for business meetings and educational conferences, and set agendas for those meetings and conferences; and
- l) Subject to any express limitations in Section 5.2, to exercise any other power or do any other legal act necessary to discharge its obligations and fulfill the purposes of this Agreement.

4.5A Regional Administrative Entity:

The Governing Board shall establish one Regional Administrative Entity. The Governing Board may adopt such policies, rules, regulations, procedures and other actions as are necessary in the operation of the Region that are not inconsistent with the law or this Agreement.

a) The Governing Board shall appoint a Chief Executive Officer for the Region. The Chief Executive Officer will be the single point of accountability for the Region and shall be responsible for entering into performance-based contracts with the Department of Human Services. The Chief Executive Officer shall report to the Governing Board and will serve as the contact person for all requests for information or other inquiries from the Department of Human Services or the State of Iowa regarding provision of services, quality of services and expenditures of Regional funds. The Chief Executive Officer shall serve at the pleasure of the Governing Board and shall be under its direct supervision, evaluation and control.

b) The Governing Board shall appoint Coordinators of Disability Services who shall be under the direction of the Chief Executive Officer.

c) The Governing Board shall also provide for support staff as determined necessary and support staff shall be under the supervision of the Chief Executive Officer.

d) The Regional Administrative Entity will perform the duties required by statute and administrative rule and in conformance with the Regional Management Plan. The duties of the Regional Administrative Entity will be coordinated and assigned by the Governing Board in a manner deemed to be in the best interests of the Region and to ensure as much efficiency as is practicable. These duties will include but are not limited to: care coordination, quality assessments, service development, performance outcomes, referrals, claims processing, budget and forecasting, implementation of best practice models, development of policy, intake procedures and access to services, development/expansion of crisis services and development of new services models that will meet the needs of the residents of the Region.

e) The Chief Executive Officer, the Coordinators of Disability Services and all support staff shall be considered the Regional Administrative Entity and will remain employees of individual Counties. There will be Memorandums of Understanding between the Governing Board and the individual county Boards of Supervisors that will identify the individual employee, the position to be filled, and the portion of the employee's wages and benefits that will be reimbursed to the county from Regional funds. The

county's assignment of the employee to the region is subject to the review and appointment of the Regional Governing Board. Staff shall include one or more coordinators of mental health and disability services and one or more coordinators of children's behavioral health, hired by their respective county for personnel, payroll and benefit purposes, and be accountable to their particular Board of Supervisors for business unrelated to East Central Region. For job duties performed on behalf of the Region, Service Coordinators shall be accountable to the East Central Region CEO and Governing Board. For the portion of the employee's time and responsibilities that are performed on behalf of the region, the region has the authority to review the employee's performance and make recommendations that are communicated to the county board of supervisors regarding the employee's continued appointment to the region by the Governing Board.

f) In addition to the Regional Administrative Entity, the Governing Board may, as deemed necessary and with the consent of the member county, delegate any support functions to a member county. The cost of said support functions will be submitted to the Region as administrative overhead for the member county.

4.6 Committees:

a) The Region shall have an Adult Advisory Committee consisting of individuals who utilize services or are actively involved relatives of such individuals, service providers, Governing Board members and other interested community members. The Region shall have a Children's Advisory Committee consisting of parents of children who utilize services or actively involved relatives of such children, a member of the education system, an early childhood advocate, a child welfare advocate, a children's behavioral health service provider, a member of the juvenile court, a pediatrician, a child care provider, a local law enforcement representative, and regional governing board members. The number and composition of the Advisory Committee(s) shall be established by action of the Governing Board and appointments to the Advisory Committee(s) shall be made by the Governing Board. Committee members shall serve indefinitely at the pleasure of the Governing Board. A member of the Governing Board shall be designated to act as liaison to the Advisory Committees. In addition to providing input to the Governing Board when requested, the Advisory Committee(s) shall designate Directors to serve on the Governing Board as outlined in Section 4.1 above. If a committee member who has been designated to serve on the Governing Board is removed by the Governing Board, the respective Advisory Board shall designate a new Director to serve on the Governing Board in the designated Director position vacated the removal of the committee member.

b) The Governing Board may establish other committees for various other purposes as deemed necessary for the operation of the Region. Appointments to any

established committee of the Region shall be made by action of the Governing Board. All committee appointees shall serve indefinitely at the pleasure of the Governing Board.

4.7 Dispute Resolution:

Any dispute arising between member counties over the operation of the Region shall first be addressed by good faith discussions between the affected counties and the Governing Board. If the matter cannot be informally resolved, it shall be heard by the Governing Board in an open meeting and the outcome will be decided by a majority vote of the Governing Board. The vote of the Governing Board shall be a final order by the Governing Board for the purpose of further review should a member county choose to commence a certiorari action. The Region shall be responsible for costs of mediation.

SECTION 5: MEMBERS

5.1 Joint Obligations:

The expectations of member counties that would encompass their support of the Region and any subcontractor utilized by the Region to carry out its function are as follows:

- a) To cooperate with local, state and federal human services agencies in providing a social safety net for individuals adversely impacted by disabilities;
- b) To respond to reasonable requests to make local records available to the Region for the purposes of this Agreement;
- c) To provide sufficient office space for the performance of contracted services;
- d) To support the effective collaboration of other county functions related to the provision of contracted services;
- e) To provide county staff as agreed between the member county and the Governing Board for the effective provision of contracted services.

5.2 Limitations on the powers of the Governing Board:

The Governing Board shall not have authority to, and they covenant and agree that they shall not do, or cause the Region to do, any of the following acts without the prior consent of the Board of Supervisors of a majority of the member counties:

- a) Permit any new member counties;
- b) Remove any member county (other than a voluntary withdrawal of a county as provided below);
- c) Amend this Agreement.

5.3 Member County Voting Procedure Regarding Limitation of Powers:

Any question related to the issues listed in Section 5.2 above or that, in the opinion of the Governing Board, is a question that should be referred for a vote by the member counties, may be presented to the member counties. The Governing Board shall first adopt a recommendation on the issue and provide the member counties with a written recommendation including an explanation of the reasons for the recommendation and a separate proposed resolution to be acted upon by the member counties. Each member county shall vote upon the proposed resolution, either in favor or against and upon voting, a copy of the resolution shall be forwarded to the Chairperson of the Governing Board. The resolution stating the member county's vote shall be forwarded to the Chairperson within thirty (30) days of the date that the member county received a copy of the recommendation and proposed resolution. Any member county not forwarding a resolution stating the member county's vote within the thirty (30) day period shall be considered to have approved the recommendation notwithstanding the actual results of any vote that may have been taken on the matter. A resolution may state that it failed to pass due to a tie vote and shall be counted as a vote against the recommendation. A resolution may state that the member county voted to abstain, and the member county shall be deemed as "not participating". The number of member counties approving or disapproving the resolution shall be tabulated at the next regular meeting of the Governing Board following the expiration of the thirty-day period. If the recommendation receives the approval of a majority of the participating member counties, it shall become effective ten (10) days following the date the vote is tabulated and entered into the minutes of the Governing Board.

5.4 Adding Counties to Region:

If a county wishes to become a member county of the Region after the Effective Date, the petitioning county must submit to the Governing Board a resolution that has been approved by that county's Board of Supervisors requesting admission to the Region. Such request will then be addressed through the Member Voting Procedure set forth in Section 5.3.

- a) If approved, the membership will not become effective until the petitioning county provides a signature page to this Agreement and a resolution from its Board of Supervisors that it agrees to abide by the terms of this Agreement as set out herein along

with any than existing bylaws and operating procedures, and that it possesses the legal power and authority to do so.

b) If the documentation in Section 5.4(a) is received prior to September 1st, then the membership shall become effective on the first day of the next fiscal year. If all of these requirements are not met until after September 1st, then the membership shall become effective one year from the first day of the next fiscal year.

5.5 Member County Withdrawal or Removal:

a) Any member county, by resolution of its Board of Supervisors, may withdraw from the Region by forwarding the resolution giving notice of its intent to withdraw to the Governing Board no later than October 1st prior to the end of the fiscal year the withdrawal will be effective. Withdrawal shall not relieve the withdrawing member county of the obligation to contribute its share of the expenses of the Region incurred during the fiscal year in which the withdrawal occurs including any past due amounts. The withdrawing member county shall remain an active voting member county of the Region until the date of withdrawal, so long as such member county remains in good standing, ensuring that citizens of that county continue to receive mandated/core services. At the end of the fiscal year, the region's cash flow amount shall be divided by the percentage of each county's population according to the region's annual service and budget plan and shall be allocated to the withdrawing county. Upon withdrawal from the Region, counties shall not be entitled to any repayment for funds, services or property provided to the Region.

b) If the Governing Board determines that cause exists to recommend the removal of a member county from the Region, the Governing Board will proceed under the Member Voting Procedure set forth in Section 5.3. Upon removal from the Region, a county shall not be entitled to any repayment for funds, services or property provided to the Region.

SECTION 6: FINANCES

6.1 Methods for Management & Expenditure of Funding:

a) The Region shall maintain a combined mental health and disability services fund for the deposit of funds received under Iowa Code section 225C.7A (2022) for funding services in accordance with performance-based contracts with the state as provided in 225C. 7A (2022) and any other funds received from state, federal or other funding directed to the Region. All MH/DS revenues so deposited and maintained will belong to and be available upon demand to the Governing Board. The Region account shall be under the control of a fiscal agent to be designated by the Governing Board.

b) Administrative costs both for the Region and those incurred by member counties shall be submitted to and paid through the Region account. Methods for determining

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allowable administrative costs, billing procedures and payment procedures shall be determined by the Governing Board.

c) Any interest earned on Region funds under the control of the Fiscal Agent shall accrue to the Region fund. The Region shall comply with Chapters 12B and 12C of the Iowa Code for deposit and investment of Regional funds.

6.2 Methods for Acquiring or Disposing of Real Property:

No real property will be contributed by a member county to the Region. Any real property purchased by the Region shall remain property of the Region and no member county may assert any interest in the property upon their withdrawal or termination from the Region. Should the Region be dissolved, it shall be the responsibility of the Governing Board to dispose of any real property titled in the name of the Region and any resulting proceeds would be distributed according to 3.6 above.

6.3 Process for Annual Independent Audit:

Accounts of the Region shall be audited annually by a certified public accountant certified in the state of Iowa, as selected by the Governing Board and submitted to the Department of Human Services.

SECTION 7: SCOPE & AMENDMENTS

7.1 Amendments:

a) No amendment to this agreement shall be made in any manner or for any purpose so as to adversely affect the interests of the holder or holders of any bonds or other obligations of the Region.

b) If the Governing Board feels it is in the best interest of the Region for an amendment to be made to this Agreement, the Governing Board will proceed under the Member Voting Procedure Regarding Limitations of Power set forth in Section 5.3

7.2 Entire Agreement:

This Agreement represents the entire 28E Agreement of the member counties and serves to form the Mental Health/Disability Services of the East Central Region.

7.3 Organizational Documents:

This 28E Agreement, any bylaws later enacted, the Regional Management Plan and the Regional Policies and Procedures Handbook represent the organizational documents of the Region.

7.4 Invalidity:

If any one or more provisions of this Agreement are declared unconstitutional or contrary to law, the validity of the remainder hereof shall not be affected.

7.5 No Waiver:

The waiver by any party of a breach or violation of any provisions of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach.

7.6 Counterparts:

This Agreement may be signed in counterparts and each signature page, once executed, shall be evidence that the member county has taken the requisite steps to approve membership in the Region and shall bind the member county to the terms of this Agreement as of the Effective Date.

Linn County Workplace Violence Policy RM-008

I. Purpose

It is the policy of Linn County that threats, threatening behavior, acts of violence, **intimidation, or verbal abuse** against employees or by employees or other individuals will not be tolerated. At Linn County, all threats **and disruptive behaviors** will be taken seriously. It is the goal of Linn County to rid all work sites of violent behavior, the threat of such behavior **and any type of verbal abuse or intimidation intended to create fear or an unsafe work environment**. The prevention of violence, and the reporting and management of critical incidents are shared goals of all employees.

II. Scope

This policy is applicable to all regularly scheduled full-time and part-time Linn County employees responsible to the Board of Supervisors; employees responsible to an elected official, including the elected official and their deputies.

In accordance with the Occupational Safety and Health Act of 1970, Linn County acknowledges that employees have the right to a safe work environment. As such, employers like Linn County have the responsibility to provide a safe and healthy workplace that is free from serious recognized hazards. While this policy outlines the responsibilities of Linn County and its employees, it should also be noted that Linn County and its employees interact with contractors, vendors, the public and other non-employees.

While Linn County may not discipline contractors, vendors, the public, or other non-employees, it does reserve the right to act on behalf of its employees to protect and provide a safe and healthy workplace. This protection includes not only physical injury or threats but also mental or psychological injuries that may be the result of verbal harassment as outlined in this policy; verbal threats toward persons or property, the use of vulgar or profane language directed towards others; disparaging or derogatory comments or slurs; offensive flirtations or propositions; verbal intimidation; exaggerated criticism or name-calling; or the spreading of untrue allegations or malicious gossip about others.

III. Policy

Violence, or the threat of violence, by or against any employee of Linn County or any other person while at a Linn County work site is strictly prohibited and will subject the perpetrator, if an employee, to serious disciplinary action up to and including termination of employment, and in all cases, possible prosecution. **This type of behavior will also subject a non-employee perpetrator to criminal charges if warranted, immediate removal from the property, and possible trespass violations that could keep the perpetrator off of the affected premises for a duration of time determined by law enforcement.**

No employee or non-employee shall be allowed to intimidate or abuse any other employee or non-employee by exhibiting behavior including but not limited to, the following:

1. **Verbal harassment** – Verbal threats toward persons or property, the use of vulgar or profane language directed towards others; disparaging or derogatory comments or slur; offensive flirtations or propositions; verbal intimidation; exaggerated criticism or name-calling; spreading untrue or malicious gossip about others.
2. **Physical harassment** – Any physical assault, such as hitting, pushing, kicking, holding, impeding or blocking the movement of another person or the throwing of items in the direction of an employee.
3. **Visual harassment** – Displaying derogatory or offensive posters, cartoons, publications, or drawings intended to intimidate or create a hostile work environment.

In circumstances deemed to be an emergency, call 911. It is understood that the actions of management or other employees will depend on the seriousness and nature of the incident. However, consistent with personal safety, management is to make a good faith effort to defuse violent or potentially violent situations as quickly as possible to prevent escalation and creating threats to others.

All Linn County employees are responsible for notifying management of any threats which they have witnessed, received, or have been told that another person has witnessed or received. If it is not practical to notify management, the employee should contact the Risk Management Director.

Possession, use, or threat of use of dangerous weapons, including firearms, by an employee, is not permitted at Linn County worksites, including a Linn County vehicle, or in Linn County parking areas. Possession of dangerous weapons, including firearms, by Linn County employees in the workplace or at worksites, including in a Linn County vehicle or in Linn County parking facilities is permitted only with written approval of the Linn County Board of Supervisors, upon recommendation of the Linn County Sheriff and when a necessary and approved requirement of the employee's duties.

Under no circumstances are the following items permitted on Linn County property, including parking areas, except when issued or sanctioned by Linn County for use in the performance of the employee's assigned duties:

1. Dangerous chemicals.
2. Explosives or blasting caps.
3. Other objects carried for the purposes of injury or intimidation.

IV. Guidelines for Workplace Violence Response

In an emergency involving the imminent threat of violence or actual violence, the priority is to protect the safety and well-being of the persons involved.

These guidelines are intended to aid department heads, managers and supervisors in responding to violent, potentially violent situations and other personal threats where leadership is in a position to intervene and mitigate the situation.

Because each situation involves unique factors, the following guidelines are intended to provide general guidance. The key elements are safety, reporting, coordination, and control. The following procedures should be followed when addressing a disruptive, dangerous, or violent threat:

1. Employees should use verbal and non-verbal skills to try and de-escalate the situation if appropriate.
2. If the situation does not de-escalate, then a department head, manager, supervisor, or team lead should assist the employee with the situation.
3. At any time when an emergency occurs such as a physical threat, immediately call 911 and report as many details as possible so that an appropriate response can be dispatched. Facilities and workstations equipped with panic or alarm buttons should be activated when a physical threat is imminent, perceived to occur or is active and occurring.
4. An employee who is involved in or who witnesses an incident that violates this policy shall immediately contact a department head, manager, or supervisor.
5. The department head or other department management representative shall immediately contact law enforcement if warranted if they have not already been notified. The Risk Management Director should be contacted in all occurrences during or following an incident who shall provide guidance in matters such as investigation, discipline, law enforcement involvement and other response factors including the engagement of the employee assistance program. The Risk Management Director may be reached at 319-892-5200 during county business hours. If he/she can not be reached at that number, they can be reached at 319-892-5911 and forwarded to their cell phone 24/7.
6. If a person enters a Linn County facility in the lobby, office, or other area using a weapon to carry out a physical attack all employees should follow the guidelines provided through ALICE training:
 - **ALERT –**
 - Communicate the situation by any means possible.
 - Information should flow in all directions.
 - Provide as much initial intel as possible to as many people as possible.
 - Use any available means which may include; mass notification systems, texts, public address system, digital signage, website or social media platforms.
 - **LOCKDOWN**
 - Locked doors provide a time barrier.
 - Lockdown occurs before, during and after the event.
 - Barricade: create a safe zone that nobody can breach.
 - Once lockdown is in place, nobody should be allowed into a secure room under any circumstances.
 - Lockdown of an entire building may be achieved by contacting an Administrative Assistant I to the Board of Supervisors.

- **INFORM**

- Continuation of ALERT.
- Provide real time information and details if possible.
- Promote good decision making.

- **COUNTER**

- Subdue the attacker(s) if confident and able.
- Once committed to this action, there is no turning back.
- Recruit others that are confident and able to assist.
- There are no rules when you reach this decision to attack the attacker.

- **EVACUATE**

- Leave the facility where the event is occurring.
- Do not go to parking areas.
- Go to a designated rally point identified in training or as directed.
- Assist others if possible.

7. Following any event, once the situation is controlled, all employees involved are to be interviewed separately in order to obtain an accurate account for the incident. Those involved will be asked to provide a statement of the incident.

V. Discipline and consequences

Workplace altercations between employees, even verbal exchanges, justify appropriate action. The Risk Management Director and Human Resources Director should be contacted for guidance. Employees involved in physical altercations may be removed from the work environment until an investigation can be completed to determine whether threats have been resolved or mitigated.

Furthermore, if a contractor, vendor member of the public or other non-employee violates the provisions or this policy, that individual (and others encouraging or participating in such behavior) will be asked to leave Linn County property in order to protect our employee(s). If the individual does not vacate the property, law enforcement will be summoned to assist in the removal of the individual(s) from Linn County property. If warranted, Linn County may ask law enforcement to issue a no-trespass order in accordance with local and state law, barring the individual(s) from the property or from multiple properties owned and operated by Linn County. If the individual(s) has business interest in visiting Linn County property during this period of no-trespass, the individual(s) shall contact the Risk Management Director to schedule an appointment with the department with whom the individual has business and to arrange for access to the facility.

VI. Employee Assistance Program

The Employee Assistance Program (EAP) has the capability of providing post incident resources to employees and their families. The services are available to all employees involved or in proximity to critical incidents in the workplace.

If an employee displays behaviors that are in violation of this policy towards another employee or non-employee, they may be mandatorily referred to EAP for an evaluation as to whether they are safe to be in the work environment.



BOARD OF SUPERVISORS LINN COUNTY, IOWA

Title: Designation of Nonpublic Forums		Policy Number: OP-029	
Responsible Department: County Attorney’s Office Civil Division			
Revision No: -	Revision Date: -	Policy Effective Date:	Expiration Date: Until repealed.
Initial Approval Date: BOS Minutes:		Distribution: Intranet	

I. PURPOSE & OBJECTIVES

Consistent with decisions of the U.S. Supreme Court, public access to areas in facilities owned, controlled, and/or leased by Linn County, Iowa ("County") may be restricted depending on whether such areas are classified as "designated public forum," "limited public forum," or "nonpublic forum." How areas within facilities owned, controlled, and/or leased by the County are classified is based upon their intended use. For example, there are certain areas that are intended primarily for the use of County or State employees in the conduct of their business; there are certain areas which, while primarily intended for the use of County or State of Iowa ("State") employees in the conduct of their business, may from time to time be used for the convening of public meetings; there are certain limited areas that may be open to the public while engaging in legitimate business with County or State officers or employees; and there may be certain areas that are intended primarily for the convening of public meetings.

The Linn County Board of Supervisors ("Board") is authorized to manage public access to County-owned, controlled, and/or leased property. In the performance of such responsibilities, the Board shall have the authority to identify which areas are to be considered designated public forum, limited public forum, or nonpublic forum. The Board seeks to establish a policy to attain the following objectives:

- Limit congestion and disruption
- Prevent disruption of a government property's intended function
- Keep walkways free of obstructions
- Protect the safety of those who work in a government building
- Protect the safety and convenience of those using a public forum
- Avoid disruption and maintain the peace in a government workplace
- Prevent expressive activity that would hinder a government agency's effectiveness in serving and caring for a vulnerable population

II. SCOPE

This policy applies to all facilities owned, controlled, and/or leased by Linn County that are designated by the Board as Nonpublic Forums.

III. EXCEPTIONS

- A.** Law enforcement personnel in the performance of official duties.
- B.** Employees and elected officials of the State or County, in work areas that are not open to the public, subject to any approved work rules or policies limiting the use of such devices by employees during work hours.
- C.** Members of the media present to attend a court proceeding for which an Expanded Media Coverage order has been entered, or when other explicit permission is granted by the Court.
- D.** Security cameras that are used and maintained by the State or County.
- E.** Persons who are present in the Courthouses or Jail in connection with facility repairs, upkeep, or expansion, and which may include architects, contractors, bidders, or prospective bidders who are authorized to be in such areas or accompanied by County employees.

IV. DEFINITIONS

Court Controlled Areas: Those areas of the Courthouses that are controlled by the Court, specifically: courtrooms, the Clerk of Court's offices, Judge's chambers, Court Administration, all secured jury deliberation rooms, and all secured stairwells and hallways adjacent to these spaces.

Designated Public Forum: A place created by purposeful government action when the government has intentionally opened property for expressive activity generally accessible to all speakers, even if such property was not used traditionally for such purposes.

Limited Public Forum: A place reserved intentionally by purposeful government action as a forum only for certain groups or for the discussion of certain topics.

Nonpublic Forum: A place that is not by tradition or purposeful government designation a forum for public communication.

Public Forum: A place that has a long-standing tradition of being used for, is historically associated with, or has been created by purposeful government action for the free exercise of the right to speech and public debate and assembly.

V. PROVISIONS

- A.** The Board designates the following County areas as nonpublic forums unless or until a public meeting is convened in such areas pursuant to public notice:
 - 1. All areas of the Linn County Courthouse not controlled by the Court, and the Linn County Juvenile Justice Center, (collectively, “the Courthouses”).
 - 2. The Linn County Correctional Center and its curtilage (“the Jail”).
- B.** The Board prohibits audio and/or video recording anywhere inside the Courthouses or Jail, subject to the exceptions listed in this policy.
- C.** The Board will use whatever means it deems necessary and appropriate to separate designated public forums from nonpublic forums, including, but not limited to the use of physical barriers and signage.
- D.** A copy of this policy shall be posted near all public entrances of the Courthouses and Jail.

VI. ENFORCEMENT

Any person found to be conducting audio and/or video recording, except as authorized herein, must cease doing so immediately if any County official or their designee so directs. Law Enforcement, at its option, at the request of the County may enforce any person’s refusal to cease prohibited activity by issuing a trespass warning notice, by means of Iowa Code Section 716.7, or any other appropriate criminal charge.



Proposal

Linn County - Harris Building & Public Service Center - AV Upgrades

Quote # 044936
Version 1

Prepared for:

Linn County Facilities

Prepared by:

Austin Witham

CEC Overview

Thank you for the opportunity to offer CEC services to Linn County Facilities. We understand the importance of having access to the best technologies available to solve your business challenges. CEC partners with leading industry manufacturers to give you choices on *the right technology* solutions for your business. The expertise of our people, the high-quality products and services we deliver, and the experience that our customers have with each interaction is what makes our partnerships great.

Our Company | Over the years, CEC has evolved and advanced with technology and industry changes, transforming from a local radio shop to a nationally recognized systems integrator. With offices in the Midwest, our teams work with local and national customers to custom design, implement and service technology solutions.

We differentiate ourselves from competitors in the importance given to understanding each customer's unique needs, the partnership created through discovery and our ability to deliver a complete technology solution. Staying ahead of emerging technologies isn't about simply knowing which systems are best. At the core, it's about having *the right people* with the expertise to implement and support them - CEC does that like no other organization.

Our Mission | To create world class technology experiences that improve the lives of our people and partners.

New! Managed Systems Program | Managing the complex technology systems throughout your organization can be a costly distraction from you running your core business. CEC's Managed Systems Program (MSP) packages the latest technology into an affordable monthly usage payment. With CEC's MSP, customers get installation of the system with end user training for the life of the system. You'll never worry about downtime because CEC maintains the system throughout the term including, software upgrades, programming changes, repairs, and an annual PM check to assure the system is performing optimally. At the end of the term, you will have the option to upgrade to the latest solution.

We stay ahead of technology so you don't have to.

At CEC, ***The Experience Matters***. The expertise of our people, and the experience that our customers have with each interaction, is what makes our client partnerships great.

Lead Times and Cost Increases

Dear Valued Customer,

Global supply chain disruptions persist. Shipment dates are unreliable and lead-times and costs are increasing.

As your partner, we want to provide transparency around the potential impact to project and service work which could include:

- Extended material lead times negatively impact our ability to meet desired schedules.
- Material availability extending project completion dates.
- Quote requiring review when pricing is over 30 days old to align with current material costs that could result in a project cost changes.
- Talent availability may push out schedules.

CEC is focused on mitigating these effects for you through these initiatives.

- Close engagement with suppliers on forecasts, lead-times, and costs impacts.
- Advanced equipment ordering within 30 days of proposal acceptance is available, when down payment requirements are met, to mitigate price increases if supplier prices at purchase order versus shipment date.
- Qualifying additional and new suppliers.
- Increased purchase commitments to suppliers to secure supply on critical components.
- Additional recruiting and subcontracting resources to manage labor constraints.

What is the impact to you?

- **If advanced equipment order is selected, the equipment will be invoiced as it is received by CEC, once down payment value is exceeded.**
- **Customer must take delivery of equipment within 30 days of receipt by CEC, or equipment storage fees will apply.**
- **CEC Project Management will proactively communicate timeline impacts of material availability.**
- **Inflationary pressures may require project repricing due to product availability and subsequent price impacts.**
- **If the fair market value of equipment increases between time of order and delivery, CEC reserves the right to review and update equipment pricing.**

Delivering a great customer experience is our priority. We will be honest and forthcoming if we find these short-term issues will impact your outcomes.

Thank you for your partnership,

Kim Lehrman
CEO

System Summary

Linn County Administration - Cedar Rapids
Audio / Video Upgrades

Project Locations: 935 Second Street SW (Public Service Center) / 1020 6th Street SW (Harris Building), Cedar Rapids IA

This proposal allows for CEC to provide equipment and installation labor for the audio/video upgrades project for the Public Service Center and the Harris building as configured per the provided project drawings, specifications, and sites walk through.

System Implementation

The following scope of work defines the specific tasks and responsibilities required of each party to successfully complete the above referenced project. It also identifies specific conditions and clarifications upon which this proposal is derived.

CEC Responsibilities

- Provide, install and configure all CEC provided equipment per the project specification.
- Test and commission system per the project specification.
- Provide training per the project specification.
- Provide equipment warranty per the project specification.
- Provide submittals per the project specification.
- Provide O&M manuals per the project specification.
- Provide as-built drawings per the project specification.

Others Responsibilities

- Provide and install all required facility LAN network connections (public and private) required for system programming and operation.
- Provide and install all cabling conduits/back boxes and supply with a pull string.
 - Includes pathways and single/double gang back boxes for system control panels and custom panels as indicated on technology drawings.
- Provide 120VAC as required.
- Provide access to IT personnel for the duration of this project.
- Provide ready access for CEC employees.

Conditions & Clarifications

- All work performed by CEC MUST be scheduled through our Project Management Office (PMO), allowing adequate lead time for equipment delivery and scheduling of workforce. Upon project award our PMO will contact you to confirm project timelines and availability of resources. Standard lead time for labor services is 4 to 6 weeks from confirmation.
- All CEC labor is to be performed during normal CEC business hours (7:30 to 4:30 M-F, excluding holidays) unless otherwise specified. Customer is to inform CEC prior project start up, of any times when work cannot be performed.
- CEC does not accept liquidated damages, if associated with lead times due to supply chain disruptions.
- Equipment items included in this proposal are based on the current model as detailed in the equipment list or in the project submittal. Changes due to discontinuation of product by the manufacturer may be subject to a change in project price.
- This proposal assumes that all existing equipment is in a good working condition and is currently functioning properly. Any existing equipment found to be faulty during this installation will be reported to the site contact. Any additional repairs or replacements beyond this scope of work will incur additional costs.
- Customer to provide for the secure temporary storage of equipment during the project installation. In the event that adequate storage space is not available for CEC provided equipment and/or cable, CEC will assess a storage fee of \$150.00 per month for the duration of the project.
- This proposal excludes all conduits, high voltage wiring, electrical panels, breakers, relays, boxes, receptacles, etc.
- This proposal excludes any drywall replacement and/or repair.
- This proposal excludes any patching and painting.

Hardware - Formal Board Room		Qty
System Equipment/Software		
Custom	AJA U-TAP - USB 3.0 (3.2 Gen 1) Powered SDI Capture Device	1
ADP-USB-AU-2X2	Dante AVIO USB Adapter	1
SW-610-24P-R	24-Port PoE+ GbE Managed Switch	1
60-1421-13	DTP T HWP 4K 231 D	3
60-1491-12	DTP T HD2 4K 230	1
60-1271-13	DTP HDMI 4K 230 Rx	5
60-1271-12	DTP HDMI 4K 230 Tx	2
60-1943-01	ShareLink Pro 1100	1
60-1238-81	IN1608 xi	1
101-001-01	Mounting Kit for 1/8 and 1/4 Rack Width Products	1
60-604-02	1U 9.5" Deep Basic Rack Shelf	4
CN2400S	Contractor Series Smart Sequencing Power Conditioner, 20A, 9 Outlets	2
IP2CC-P	Contact Closure Module with PoE	3
Custom	VC-A51PW - PTZ Video Conferencing Camera with 20x Optical Zoom (White)	3
Custom	VS-KB30 - Compact IP PTZ Video Camera Joystick Controller	1
CORE 110f-v2	Unified Core with 24 local audio I/O channels, 128x128 total network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, POTS and VoIP telephony, no GPIO, 16 next-generation AEC processors, 1RU.	1
SLQSE-110-P	Q-SYS Core 110 Scripting Engine Software License, Perpetual.	1
SLQUD-110-P	Q-SYS Core 110 UCI Deployment Software License, Perpetual.	1
MP-A40V	800W FlexAmp technology Hi-Z / Lo-Z amplifier, 4 x 200W into 4Ω, 8Ω, 70V and 100V, Highpass filter per channel, GPIO for Remote Standby and Amp Status.	1
QIO-S4	Q-SYS peripheral providing control expansion with 4 serial communication I/O. Up to 4 devices daisy-chainable. 1U-1/4W, powered over Ethernet or +24 VDC. Surface mountable, rack kit sold separately.	1
QIO-RMK	Rack mount tray and blanking panels to mount up to four QIO units in a 1U 19" standard rack format.	1
TSC-70-G3	Q-SYS 7" PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	1
TSC-710t-G3	Table top mounting accessory for TSC-70-G3	1
Custom	XS-62S - Professional A/V 6-Channel HD Video Switcher with Audio Mixer	1
R189B	Black MINI SHOTGUN cartridge - Compatible with MX family goosenecks	7
A189BWS	Windscreen for MINI SHOTGUN R189B (Black)	7
Custom	DU4771Z - DLP projector - 3D - LAN	3
RLNK-215	15A,2 OUT,IP CTRL POWER	1
DFINBDISTRO4	DISTRO4 + DFINB + 2 x RG8X25 (10 x BNC Jumpers, 4 x DC Jumpers, 1 x AC Power Cord)	1

Hardware - Formal Board Room		Qty
DFIN-INSTALL-KITB	Wall-mounting kit for a Diversity Fin Antenna, Black	1
System Cabling and Miscellaneous		
22-235-03	Shielded Digital Twisted Pair Cable for DTP - Plenum, 1000' spool	1
RVAFPSME-B24	REVConnect 10GX Shielded Plug - 24 Pack	1
CAT6P-GRY	23 AWG 4 Pair Non-Shielded Plenum Category 6 Gray	1000
RVAFPUBK-B24	RevConnect 10GX UTP Plug - 24pcs	1
RG59HDP-BLK	RG59U HDSDI CMP Blk Jkt	500
Custom	MALE COMPRESSION BNC CONNECTOR	8
22-02SP-BLK	22-02 OAS STR CMP Blk Jkt BR	500
PBL-1	1SP FLANGED ALUM BLANK PA	26
HP500	500PC 10-32 SCREW W/CAPT.	1
CD-MX9F	DSUB JACK DB9F-PHX IN-LINE	2
CD-MX9M	DSUB PLUG DB9M-PHX IN-LINE	1
CD-MX915H	HOOD PLASTIC FOR MAXBLOX DSUB	3
RKXM-10	PATCH XM/BLUNT 10FT	1
RKXF-10	PATCH XF/BLUNT 10FT	2
RKBQ-10	PATCH BQ/BLUNT 10FT	1
AC6BLK-10	10' C6 Patch Cable - Black	10
26-663-06	4K Premium High Speed HDMI Ultra-Flexible Cable - 6' (1.8 m)	15
26-712-01	DisplayPort Male to HDMI Female Active Adapter	1
101-021-10	Security Tether Kit for Cable Adapters, Package of 10	1
26-751-06	SuperSpeed 5Gbps USB-A to USB-B Cables - 6' (1.8 m)	1
MISC	Miscellaneous Hardware and Consumables	1
O&M	O&M Manuals	1
Submittal Set-Basic	Submittal Set-Basic	1
As-Built Docs	Project As-Built Documentation	1
Subtotal:		\$57,875.68

Hardware - Informal/Secondary Board Room

Qty

System Equipment/Software

Custom	AJA U-TAP - USB 3.0 (3.2 Gen 1) Powered SDI Capture Device	1
ADP-USB-AU-2X2	Dante AVIO USB Adapter	1
SW-610-24P-R	24-Port PoE+ GbE Managed Switch	1
121222	LVC-IV (Low-Voltage Control Module), 110 V	2
60-1271-13	DTP HDMI 4K 230 Rx	4
60-1271-12	DTP HDMI 4K 230 Tx	2
60-1421-13	DTP T HWP 4K 231 D	3
60-1238-81	IN1608 xi	1
60-1943-01	ShareLink Pro 1100	1
101-001-01	Mounting Kit for 1/8 and 1/4 Rack Width Products	1
60-604-02	RSB 129 - 1U 9.5" Deep Basic Rack Shelf	3
CN2400S	Contractor Series Smart Sequencing Power Conditioner, 20A, 9 Outlets	2
IP2CC-P	Contact Closure Module with PoE	2
Custom	VC-A51PW - PTZ Video Conferencing Camera with 20x Optical Zoom (White)	3
Custom	VS-KB30 - Compact IP PTZ Video Camera Joystick Controller	1
DWR-21-22	21SP/22D WALLRACK BLACK	1
VFD-21	21SP VENT.FR.DOOR,UNIV.BL	1
CORE 110f-v2	Unified Core with 24 local audio I/O channels, 128x128 total network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, POTS and VoIP telephony, no GPIO, 16 next-generation AEC processors, 1RU.	1
SLQSE-110-P	Q-SYS Core 110 Scripting Engine Software License, Perpetual.	1
SLQUD-110-P	Q-SYS Core 110 UCI Deployment Software License, Perpetual.	1
QIO-S4	Q-SYS peripheral providing control expansion with 4 serial communication I/O. Up to 4 devices daisy-chainable. 1U-1/4W, powered over Ethernet or +24 VDC. Surface mountable, rack kit sold separately.	1
QIO-RMK	Rack mount tray and blanking panels to mount up to four QIO units in a 1U 19" standard rack format.	1
SPA2-60	1/2 RU 2 Channel amplifier	1
TSC-70-G3	Q-SYS 7" PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	1
TSC-710t-G3	Table top mounting accessory for TSC-70-G3	1
Custom	XS-62S - Professional A/V 6-Channel HD Video Switcher with Audio Mixer	1
R189B	Black MINI SHOTGUN cartridge - Compatible with MX family goosenecks	6
A189BWS	Windscreen for MINI SHOTGUN R189B (Black)	6
Custom	DU4771Z - DLP projector - 3D - LAN	2
RLNK-215	15A,2 OUT,IP CTRL POWER	1
DFINBDISTRO4	DISTRO4 + DFINB + 2 x RG8X25 (10 x BNC Jumpers, 4 x DC Jumpers, 1 x AC Power Cord)	1

Hardware - Informal/Secondary Board Room		Qty
DFIN-INSTALL-KITB	Wall-mounting kit for a Diversity Fin Antenna, Black	1
System Cabling and Miscellaneous		
CAT6P-GRY	23 AWG 4 Pair Non-Shielded Plenum Category 6 Gray	1000
RVAFPUBK-B24	RevConnect 10GX UTP Plug - 24pcs	1
RVAFPSME-B24	REVConnect 10GX Shielded Plug - 24 Pack	1
CAT5P-BLK	24-4P UNS SOL CMP C5E Blk Jkt	500
Custom	Modular Plug: Clear, 6 Contacts, 50 PK	1
RG59HDP-BLK	RG59U HDSOI CMP Blk Jkt	500
Custom	MALE COMPRESSION BNC CONNECTOR	8
16-02P-BLK	16-02 UNS STR CMP Blk Jkt	500
22-02SP-BLK	22-02 OAS STR CMP Blk Jkt BR	500
PBL-1	1SP FLANGED ALUM BLANK PA	6
CD-MX9F	DSUB JACK DB9F-PHX IN-LINE	2
CD-MX9M	DSUB PLUG DB9M-PHX IN-LINE	1
CD-MX915H	HOOD PLASTIC FOR MAXBLOX DSUB	3
RKXM-10	PATCH XM/BLUNT 10FT	1
RKXF-10	PATCH XF/BLUNT 10FT	2
RKBQ-10	PATCH BQ/BLUNT 10FT	1
AC6BLK-10	10' C6 Patch Cable - Black	6
26-663-06	4K Premium High Speed HDMI Ultra-Flexible Cable - 6' (1.8 m)	12
26-712-01	DisplayPort Male to HDMI Female Active Adapter	1
26-751-06	SuperSpeed 5Gbps USB-A to USB-B Cables - 6' (1.8 m)	1
MISC	Miscellaneous Hardware and Consumables	1
O&M	O&M Manuals	1
Submittal Set-Basic	Submittal Set-Basic	1
As-Built Docs	Project As-Built Documentation	1
Subtotal:		\$49,042.26

Hardware - Conference Rooms 1 & 3

Qty

System Equipment/Software

XMS-1208P	12-Port/8 PoE+ Gigabit Managed Switch	2
121222	LVC-IV (Low-Voltage Control Module), 110 V	2
60-1943-01	ShareLink Pro 1100	2
60-604-02	RSB 129 - 1U 9.5" Deep Basic Rack Shelf	2
IP2CC-P	Contact Closure Module with PoE	2
CV-2812-3MP	2.8~12mm F1.4 M12 3MP Varifocal	2
CV503-U3	Miniature HD Camera USB3.0 with 2.8mm Lens	2
Custom	BP-RA-MBH - Right Angle Baby Wall Plate with Mini Ball Head	2
Custom	CAU3ZAMICB-03M - USB Cable, 9.8 ft, USB 3.0, Black	2
DWR-10-17	10SP/17D WALLRACK BLACK	2
VFD-10	10SP VENT.FR.DOOR,UNIV.BL	2
NV-32-H (Core Capable)	4K60 4:4:4 Network Video Endpoint for the Q-SYS Ecosystem	2
SLQSE-8N-P	Q-SYS Core 8 Flex, Core Nano, NV-32-H (Core Capable). Scripting Engine Software License, Perpetual.	2
SLQUD-8N-P	Q-SYS Core 8 Flex, Core Nano, NV-32-H (Core Capable). UCI Deployment Software License, Perpetual.	2
SPA2-60	1/2 RU 2 Channel amplifier	2
AD-C6T-WH	6.5" Two-way ceiling speaker, 70/100V transformer with 16Î© bypass, 135Â° conical DMT coverage, includes C-ring and rails for blind mount installation, 245 mm cut-out. Color - White Priced individually, sold only in pairs.	8
TSC-50-G3	Q-SYS 5" PoE Touch Screen Controller for In-Wall Mounting. Black	2
A710-TB	TILE BRIDGE FOR 2 FT MXA710	4
MXA710W-4FT	LINEAR ARRAY MIC, WHITE, 4 FT	2
Custom	DU4771Z - DLP projector - 3D - LAN	2
RLNK-215	15A,2 OUT,IP CTRL POWER	2
M-8S	15A Standard Power Conditioner W/Power Sequencing,	2
RS-1	System Control Panel, Maintained Key Switch, Limit	2

System Cabling and Miscellaneous

CAT6P-GRY	23 AWG 4 Pair Non-Shielded Plenum Category 6 Gray	1000
RVAFPUBK-B24	RevConnect 10GX UTP Plug - 24pcs	1
16-02P-BLK	16-02 UNS STR CMP Blk Jkt	500
22-02SP-BLK	22-02 OAS STR CMP Blk Jkt BR	500
Custom	1 GANG PLATE LOADED/ENGRAVED (PANEL 001)	2
Custom	1 GANG PLATE LOADED/ENGRAVED (PANEL 002)	2
U2	2SP RACKSHELF 14.75DP	2

Hardware - Conference Rooms 1 & 3		Qty
PBL-1	1SP FLANGED ALUM BLANK PA	8
CG40413	6FT. 3.5MM STEREO AUDIO CBL M/M	2
S2M-C	Stereo unbalanced line level to mono balanced or u	2
Custom	24-Port Category 6A MD-seriesPanel T568A/B Wiring	2
AC6BLK-1	1' C6 Patch Cable - Black	10
AC6BLK-10	10' C6 Patch Cable - Black	6
26-712-01	DisplayPort Male to HDMI Female Active Adapter	2
26-663-06	4K Premium High Speed HDMI Ultra-Flexible Cable - 6' (1.8 m)	4
26-726-25	HDMI Premium High Speed Optical Cable 25' (7.6 m) - Plenum	2
26-726-35	HDMI Premium High Speed Optical Cable 35' (10.6 m) - Plenum	2
26-751-09	USB-A to USB-B Cables - 9' (2.7 m)	2
26-751-06	USB-A to USB-B Cables - 6' (1.8 m)	2
MISC	Miscellaneous Hardware and Consumables	1
O&M	O&M Manuals	1
Submittal Set-Basic	Submittal Set-Basic	1
As-Built Docs	Project As-Built Documentation	1
Subtotal:		\$41,755.47

Hardware - Community Meeting Room

Qty

System Equipment/Software		
Custom	Contemporary Research - 232-ATSC 4K HDTV Tuner	1
Custom	Rack Kit for 232-ATSC 4K HDTV Tuner	1
SW-610-24P-R	24-Port PoE+ GbE Managed Switch	1
60-1531-13	DTP R HWP 4K 231 D	2
60-1421-13	DTP T HWP 4K 231 D	2
60-1271-12	DTP HDMI 4K 230 Tx	1
60-1238-81	IN1608 xi	1
60-1943-01	ShareLink Pro 1100	1
60-604-02	1U 9.5" Deep Basic Rack Shelf	2
CN2400S	Contractor Series Smart Sequencing Power Conditioner, 20A, 9 Outlets	2
DWR-21-22	21SP/22D WALLRACK BLACK	1
VFD-21	21SP VENT.FR.DOOR,UNIV.BL	1
Custom	Q-Line 86BDL3550Q 86" 4K Digital Signage Display	2
ST670	SmartMount Universal Tilt Wall Mount for 46" to 90" Displays	2
AD-C6T-WH	6.5" Two-way ceiling speaker, 70/100V transformer with 16Î© bypass, 135Â° conical DMT coverage, includes C-ring and rails for blind mount installation, 245 mm cut-out. Color - White Priced individually, sold only in pairs.	8
CORE 110f-v2	Unified Core with 24 local audio I/O channels, 128x128 total network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, POTS and VoIP telephony, no GPIO, 16 next-generation AEC processors, 1RU.	1
SLQSE-110-P	Q-SYS Core 110 Scripting Engine Software License, Perpetual.	1
SLQUD-110-P	Q-SYS Core 110 UCI Deployment Software License, Perpetual.	1
NC-12x80	PTZ Network Camera, PoE, with HDMI and SDI output. Includes PTZ-WMB1 wall mount bracket	2
QIO-S4	Q-SYS peripheral providing control expansion with 4 serial communication I/O. Up to 4 devices daisy-chainable. 1U-1/4W, powered over Ethernet or +24 VDC. Surface mountable, rack kit sold separately.	1
QIO-RMK	Rack mount tray and blanking panels to mount up to four QIO units in a 1U 19" standard rack format.	1
SPA4-60	1/2 RU 4 Channel amplifier	1
TSC-70-G3	Q-SYS 7" PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	2
SLXD24D/SM58-G58	Dual Wireless Vocal System with SM58	1
UA8-470-530	1/2 Wave Omnidirectional Antenna for UR4S+, UR4D+, ULXS4, ULXP4 Receivers, P9T Transmitter, (470-530 MHz)	2
SB903	Lithium-Ion Battery for SLX-D	2
SBC203-US	Dual Docking Station for SLX-D transmitters and SB903 battery	1
A710-TB	TILE BRIDGE FOR 2 FT MXA710	4
MXA710W-4FT	LINEAR ARRAY MIC, WHITE, 4 FT	2

Hardware - Community Meeting Room		Qty
RLNK-215	15A,2 OUT,IP CTRL POWER	1
System Cabling and Miscellaneous		
CAT6P-GRY	23 AWG 4 Pair Non-Shielded Plenum Category 6 Gray	1000
RVAFPUBK-B24	RevConnect 10GX UTP Plug - 24pcs	1
16-02P-BLK	16-02 UNS STR CMP Blk Jkt	1000
22-02SP-BLK	22-02 OAS STR CMP Blk Jkt BR	1000
PBL-1	1SP FLANGED ALUM BLANK PA	7
U2	2SP RACKSHELF 14.75DP	1
CD-MX9F	DSUB JACK DB9F-PHX IN-LINE	3
CD-MX9M	DSUB PLUG DB9M-PHX IN-LINE	1
CD-MX915H	HOOD PLASTIC FOR MAXBLOX DSUB	4
Custom	2 GANG PLATE LOADED/ENGRAVED (PANEL 003)	2
Custom	1 GANG PLATE LOADED/ENGRAVED (PANEL 004)	2
Custom	Cable Stereo (4 Conductor, TRRS) Phone Plug, 2.5mm To Cable	2
RKXF-10	PATCH XF/BLUNT 10FT	2
AC6BLK-10	10' C6 Patch Cable - Black	8
26-663-06	4K Premium High Speed HDMI Ultra-Flexible Cable - 6' (1.8 m)	6
26-663-15	4K Premium High Speed HDMI Ultra-Flexible Cable - 15' (4.5 m)	2
26-751-06	SuperSpeed 5Gbps USB-A to USB-B Cables - 6' (1.8 m)	1
531	Beam Clamp (box of 100)	1
BCH12	3/4 in J Hook (box of 100)	1
RMC1438	1/4-20 x 3/8" Machine Screw - 100pcs	1
MISC	Miscellaneous Hardware and Consumables	1
O&M	O&M Manuals	1
Submittal Set-Basic	Submittal Set-Basic	1
As-Built Docs	Project As-Built Documentation	1
Subtotal:		\$48,759.09

Linn County - Harris Building & Public Service Center - AV Upgrades

Prepared by:

Communications Engineering Company

Austin Witham
(319) 294-9000
Fax (319) 364-6970
awitham@cecinfo.com

Prepared for:

Linn County Facilities

930 1st St. SW
Cedar Rapids, IA 52404
Britt Hutchins
(319) 892-5020
britt.hutchins@linncountyiowa.gov

Quote Information:

Quote #: 044936

Version: 1

Proposal Delivery Date: 09/27/2023

Proposal Expiration Date: 10/13/2023

Quote Summary		Amount
Hardware - Formal Board Room		\$57,875.68
Hardware - Informal/Secondary Board Room		\$49,042.26
Hardware - Conference Rooms 1 & 3		\$41,755.47
Hardware - Community Meeting Room		\$48,759.09
Installation Services - Formal Board Room		\$34,437.82
Installation Services - Informal/Secondary Board Room		\$30,823.67
Installation Services - Conference Rooms 1 & 3		\$25,670.40
Installation Services - Community Meeting Room		\$30,781.61
Proposal Subtotal:		\$319,146.00
Shipping:		\$9,572.00
Estimated Tax:		\$0.00
Total:		\$328,718.00

A deposit of 40% is required at the time of purchase for all orders over \$10,000. Progress payments for material delivered and labor expended will be invoiced monthly. Invoice terms are NET 30 with approved credit.

This Proposal for sale of equipment or performance of services by CEC is subject to, and expressly conditioned upon CEC Standard Terms and Conditions. (<http://www.cecinfo.com/terms>) CEC Standard Terms and Conditions cannot be waived or altered without the express written consent of CEC Corporate Officer. By signing this Proposal, Customer expressly agrees to be bound by the terms of this Proposal and the CEC Standard Terms and Conditions. If the parties have entered into a valid Master Service Agreement, for the services provided, that agreement supersedes the acceptance of the currently listed CEC ST&Cs.

Information contained in this proposal, including part numbers, installation details, pricing information, and engineering drawings shall be considered Proprietary and Confidential, and shall not be duplicated or shared with persons other than the intended recipient(s) referenced above.

Communications Engineering Company

Linn County Facilities

Signature: _____

Name: Austin Witham

Title: Sales Executive

Date: 09/27/2023

Signature: _____

Name: Britt Hutchins

Date: _____

PO Number: _____

To accept please sign and return all pages of this document, or e-sign via the Order Porter web link.