



**NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS  
(JUNE 2, 2026) (WEEK 23 OF 2026)**

Live streaming at:

<https://www.youtube.com/user/woodburycountyiowa>

Agenda and Minutes available at:

[www.woodburycountyiowa.gov](http://www.woodburycountyiowa.gov)

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You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held June 2, 2026, at **4:30 p.m.** in the Basement of the Courthouse, 620 Douglas Street, Sioux City, Iowa, for the purpose of taking official action on the agenda items shown hereinafter and for such other business that may properly come before the Board.

This is a formal meeting during which the Board may take official action on various items of business. Members of the public wishing to speak on an item must follow the participation rules adopted by the Board of Supervisors.

1. Please silence cell phones and other devices while in the Boardroom.
2. The Chair will recognize the agenda item presenter before asking for public comments or board discussion.
3. Members of the public will approach the microphone one at a time and give their name and city of residence before their statement.
4. Members of the public who comment will limit their remarks to three minutes on any one item and address their remarks to the Board.
5. At the beginning of discussion on any item, the Chair may request statements in favor of an action be heard first followed by statements in opposition to the action. The Chair may also request delegates provide statements on behalf of multiple speakers.
6. Any concerns or questions which do not relate to a scheduled item on the agenda will be heard under the item "Citizen Concerns." Please note the Board is legally prohibited from taking action on or engaging in deliberation on concerns not listed on the agenda, and in such cases the Chair will request further discussion take place after properly noticed.
7. Public comment by electronic or telephonic means is prohibited except for a particular agenda item when approved by the Chair 24 hours before a meeting or by a majority of the board during a meeting for a subsequent meeting.

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**AGENDA**

**4:30 p.m.** Call Meeting to Order – Pledge of Allegiance to the Flag – Moment of Silence

1. Approval of the agenda

Action

**Consent Agenda**

**Items 2 through 5 constitute a Consent Agenda of routine action items to be considered by one motion. Items pass unanimously unless a separate vote is requested by a Board Member.**

2. Approval of the minutes of May 26, 2026
3. Approval of claims.
4. Board Administration – Karen James  
Approval of resolution thanking and commending Randi Campbell for her years of service to Woodbury County



## CALENDAR OF EVENTS

<b>MON., JUNE 1</b>	<b>5:00 p.m.</b>	Board of Adjustment meeting, Courthouse Basement Boardroom
<b>WED., JUNE 3</b>	<b>7:30 a.m.</b>	SIMPCO Executive/Finance Committee, 6401 Gordon Drive
	<b>10:00 a.m.</b>	Loess Hills Alliance Stewardship Meeting, Pisgah, Iowa
	<b>11:00 a.m.</b>	Loess Hills Alliance Executive Meeting
	<b>12:00 p.m.</b>	District Board of Health Meeting, 1014 Nebraska St.
	<b>1:00 p.m.</b>	Loess Hills Alliance Full Board Meeting
	<b>4:45 p.m.</b>	Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
<b>WED., JUNE 10</b>	<b>7:30 a.m.</b>	SIMPCO Executive Finance Committee Meeting, 6201 Gordon Dr.
	<b>8:05 a.m.</b>	Woodbury County Information Communication Commission, First Floor Boardroom
<b>THU., JUNE 11</b>	<b>4:00 p.m.</b>	Conservation Board Meeting, Little Sioux Park
<b>WED., JUNE 17</b>	<b>12:00 p.m.</b>	Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
<b>THU., JUNE 18</b>	<b>4:30 p.m.</b>	Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
	<b>5:30 p.m.</b>	SIMPCO Board of Directors Meeting and Annual Award Banquet, Akron Golf Course
<b>FRI., JUNE 19</b>	<b>12:00 p.m.</b>	Siouxland Human Investment Partnership Board Meeting, 607 – 4 <sup>th</sup> St.
<b>MON., JUNE 22</b>	<b>5:00 p.m.</b>	Zoning Commission Meeting, Courthouse Basement Boardroom
<b>THU., JUNE 25</b>	<b>10:00 p.m.</b>	WICIRHTF Board of Directors Meeting, 6401 Gordon Dr.
	<b>11:00 a.m.</b>	Siouxland Regional Transit Systems (SRTS) Board Meeting, 6401 Gordon Dr.
<b>WED., JULY 1</b>	<b>7:30 a.m.</b>	SIMPCO Executive/Finance Committee, 6401 Gordon Drive
	<b>4:45 p.m.</b>	Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
<b>MON., JULY 6</b>	<b>5:00 p.m.</b>	Board of Adjustment meeting, Courthouse Basement Boardroom

Woodbury County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

*Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's civil rights coordinator. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.*

**MAY 26, 2026, TWENTY SECOND MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors met on Tuesday, May 26, 2026, at 4:30 p.m. Board members present were Carper, Dietrich, Bittinger II, and Ung; Nelson was absent. Staff members present were Karen James, Board Administrative Assistant, Ryan Ericson, Budget and Finance Director, Melissa Thomas, HR Director, Joshua Widman, Assistant County Attorney, and Michelle Skaff, Auditor/Clerk to the Board.

The regular meeting was called to order with the Pledge of Allegiance to the Flag and a Moment of Silence.

1. Motion by Dietrich second by Bittinger to approve the May 26, 2026 agenda. Carried 4-0. Copy filed.

Motion by Dietrich second by Carper to approve the following items by consent:

2. To approve minutes of the May 19, 2026 meeting. Copy filed.
3. To approve the claims totaling \$1,497,690.14. Copy filed.
- 4a. To approve the reclassification of Joseph Greco, Civilian Jailer, County Sheriff Dept., effective 06-08-2026, \$26.98/hour, 4%=\$0.94/hr. Per CWA Civilian – Move from 3<sup>rd</sup> to 2<sup>nd</sup> Class. Anniversary Date: 06/12/26.; the reclassification of Ronald Vogt, Court Security Officer, County Sheriff Dept., effective 06-08-2026, \$34.57/hour, 11%=\$3.45/hr. Per CWA Civilian – Move from Senior to Master. Anniversary Date: 6/18/26.; and the reclassification of Hediberto Ponce, Civilian Jailer, County Sheriff Dept., effective 06-08-2026, \$31.12/hour, 10%=\$2.92/hr. Per CWA Civilian – Move from 1<sup>st</sup> Class to Senior. Anniversary Date: 6/18/26. Copy filed.
- 4b. To approve and authorize the Chairperson to sign the Authorization to initiate the hiring process for Operations Officer - Paramedic, Emergency Services Dept. Wage Plan: \$26.84/hour. Copy filed.
5. To approve and authorize the Chairperson to sign a Resolution setting the public hearing and sale date for parcel #894729406018, 121 Market St.

**WOODBURY COUNTY, IOWA  
RESOLUTION #14,039  
NOTICE OF PROPERTY SALE**

**WHEREAS** Woodbury County, Iowa was the owner under a tax deed of a certain parcel of real estate described as:

**Lot Eighteen (18) & the East ½ of Lot Nineteen (19) Block Nineteen (19) Sioux City Addition to Sioux City, in the County of Woodbury and State of Iowa  
(121 Market Street)**

**NOW THEREFORE,**

**BE IT RESOLVED** by the Board of Supervisors of Woodbury County, Iowa as follows:

1. That a public hearing on the aforesaid proposal shall be held on The **9<sup>th</sup> Day of June, 2026 at 4:35 o'clock p.m.** in the basement of the Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate at a public auction to be held on the **9<sup>th</sup> Day of June, 2026**, immediately following the closing of the public hearing.
3. That said Board proposes to sell the said real estate to the highest bidder at or above a **total minimum bid of \$627.00** plus recording fees.
4. That this resolution, preceded by the caption "Notice of Property Sale"

and except for this subparagraph 4 be published as notice of the aforesaid proposal, hearing and sale.

Dated this 26<sup>th</sup> Day of May, 2026.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

Carried 4-0.

- 6a. Motion by Bittinger second by Dietrich to approve the Builder’s Risk Insurance Client Authorization. Carried 4-0. Copy filed.
- 6b. Motion by Dietrich second by Bittinger to approve 2026 American Federation of State, County and Municipal Employees, Council 61 Local 3462, MOU regarding the Maintenance Technician pay grade. Carried 4-0. Copy filed.
- 7. Motion by Bittinger second by Dietrich to approve the expenditure for FY2027 CIP HCI Nutanix purchase. Carried 4-0. Copy filed.
- 8. Motion by Bittinger second by Dietrich to approve and authorize the Chairperson to sign a Resolution adopting and levying special assessment in the Little Sioux Inter-County Drainage District. Carried 4-0.

**WOODBURY COUNTY, IOWA**  
**RESOLUTION #14,040**  
**RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT**  
**IN THE LITTLE SIOUX INTER-COUNTY DRAINAGE DISTRICT**

WHEREAS, the Board of Trustees of the Little Sioux Inter-County Drainage District, in session on the 5th day of March, 2026, requested that the Board of Supervisors levy a special assessment of Sixty-five (65%) Percent of the Original Assessment on all tracts of land, lots, public roads, and railroads in the Little Sioux Inter-County Drainage District to procure funds from which to pay the costs and expenses of repair and maintenance incurred.

NOW, THEREFORE, BE IT RESOLVED by the Joint Board of Supervisors of Monona, Woodbury and Harrison Counties, Iowa, acting as a Drainage Board for the Little Sioux Inter-County Drainage District, that there be and is hereby levied upon all tracts of land, lots, public roads, and railroads in the Little Sioux Inter-County Drainage District of Monona, Woodbury and Harrison Counties, Iowa, a special assessment in the amount of Sixty-five (65%) Percent of the Original Assessment, and the Auditors of Monona, Woodbury and Harrison Counties, Iowa, be directed and ordered to spread such levy upon said lands, to be collected under \$468.55 in semi-annual installments in the same manner as general property taxes are collected pursuant to \$445.36 in the year 2026-2027.

PASSED and APPROVED this 26th day of May, 2026.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

Motion by Dietrich second by Bittinger to approve and authorize the Chairperson to sign a Resolution adopting and levying special assessment in the McCandless Inter-County Drainage District. Carried 4-0.

**WOODBURY COUNTY, IOWA**  
**RESOLUTION #14,046**  
**RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT**  
**IN THE MCCANDLESS INTER-COUNTY DRAINAGE DISTRICT**

**WHEREAS**, the Board of Trustees of the McCandless Inter-County Drainage District, in session on the 18th day of February, 2026, requested that the Board of Supervisors levy a special assessment of One Hundred Fifteen Percent (115%) of the Original Assessment on all tracts of land, lots, public roads, and railroads in the McCandless Inter-

County Drainage District to procure funds from which to pay the costs and expenses of repair and maintenance incurred.

**NOW, THEREFORE, BE IT RESOLVED** by the Joint Board of Supervisors of Monona and Woodbury Counties, Iowa, acting as a Drainage Board for the McCandless Inter-County Drainage District, that there be and is hereby levied upon all tracts of land, lots, public roads, and railroads in the McCandless Inter-County Drainage District of Monona and Woodbury Counties, Iowa, a special assessment in the amount of One Hundred Fifteen Percent(115%) of the Original Assessment, and the Auditors of Monona and Woodbury Counties, Iowa, be directed and ordered to spread such levy upon said lands, to be collected under \$468.55 in semi-annual installments in the same manner as general property taxes are collected pursuant to \$445.36 in the year 2026-2027.

PASSED and APPROVED this 26th day of May, 2026.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

9a. A public hearing was held at 4:45 p.m. for Amendment #1 to the Woodbury County FY 2026 Budget. The Chairperson called on anyone wishing to be heard.

Motion by Bittinger second by Dietrich to close the public hearing. Carried 4-0.

9b. Motion by Bittinger second by Carper to approve and authorize the Chairperson to sign a Resolution Approval of FY 2026 Budget Amendment #1. Carried 4-0.

**APPROVAL OF FY 2026 BUDGET AMENDMENT #1  
RESOLUTION #14,044**

WHEREAS, the Woodbury County Board of Supervisors has considered the proposed FY 2026 county budget amendment #1; and

WHEREAS, a public hearing concerning the proposed county budget was held on May 26, 2026;

NOW, THEREFORE BE IT RESOLVED by the Board of Supervisors of Woodbury County that the county budget amendment #1 for FY 2026 as set forth in the budget amendment summary, is hereby adopted and that the Woodbury County Auditor is directed to file said budget and to establish accounting records in accordance with the attached schedules.

BE IT FURTHER RESOLVED, that the Vice-Chairperson and the County Auditor be and are hereby authorized to sign the approved FY 2026 county budget amendment.

Signed and dated the 26<sup>th</sup> day of May, 2026.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

8 (Con't). Motion by Dietrich second by Bittinger to approve and authorize the Chairperson to sign a Resolution adopting and levying special assessment in the Sandhill-Lakeport Inter-County Drainage District. Carried 4-0.

**WOODBURY COUNTY, IOWA  
RESOLUTION #14,041  
RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT  
IN THE SANDHILL-LAKEPORT INTER-COUNTY DRAINAGE DISTRICT**

WHEREAS, the Board of Trustees of the Sandhill-Lakeport Inter-County Drainage District, in session on the 16<sup>th</sup> day of March, 2026, requested that the Board of Supervisors levy a special assessment of Sixty Percent (60%) of the Original Assessment on all tracts of land, lots, public roads, and railroads in the Sandhill-Lakeport Inter-County Drainage District to procure funds from which to pay the costs and expenses of repair and maintenance incurred.

NOW, THEREFORE, BE IT RESOLVED by the Joint Board of Supervisors of Monona and Woodbury Counties, Iowa, acting as a Drainage Board for the Sandhill-Lakeport Inter-County Drainage District, that there be and is hereby levied upon all tracts of land, lots, public roads, and railroads in the Sandhill-Lakeport Inter-County Drainage District of Monona and Woodbury Counties, Iowa, a special assessment in the amount of Sixty Percent (60%) of the Original Assessment, and the Auditors of Monona and Woodbury Counties, Iowa, be directed and ordered to spread such levy upon said lands, to be collected under \$468.55 in semi-annual installments in the same manner as general property taxes are collected pursuant to \$445.36 in the year 2026-2027.

PASSED and APPROVED this 26th day of May, 2026.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

Motion by Dietrich second by Carper to approve and authorize the Chairperson to sign a Resolution adopting and levying special assessment in the Woodbury-Monona Lateral 2 Drainage District. Carried 4-0.

**WOODBURY COUNTY, IOWA**  
**RESOLUTION #14,042**  
**RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT**  
**IN THE WOODBURY-MONONA LATERAL 2 DRAINAGE DISTRICT**

**WHEREAS**, the Board of Trustees of the Little Sioux Inter-County Drainage District, Trustees of the Woodbury Monona Lateral 2 Drainage District, in session on the 5th day of March, 2026, requested that the Board of Supervisors levy a special assessment of Forty Three and 52/100 Percent (43.52%) on all tracts of land, lots, public roads, and railroads in the Woodbury-Monona Lateral 2 Drainage District to procure funds from which to pay the costs and expenses of repair and maintenance incurred.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Woodbury County, Iowa, acting as a Drainage Board for the Woodbury-Monona Lateral 2 Drainage District, that there be and is hereby levied upon all tracts of land, lots, public roads, and railroads in the Woodbury-Monona Lateral 2 Drainage District of Woodbury County, Iowa, a special assessment in the amount of Forty Three and 52/100 Percent (43.52%), and the Auditor of Woodbury County, Iowa, be directed and ordered to spread such levy upon said lands, to be collected under \$468.55 in semi-annual installments in the same manner as general property taxes are collected pursuant to \$445.36 in the year 2026-2027.

PASSED and APPROVED this 26th day of May, 2026.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

Motion by Dietrich second by Bittinger to approve and authorize the Chairperson to sign a Resolution adopting and levying special assessment in the Woodbury Monona Lateral "11" Drainage District. Carried 4-0.

**WOODBURY COUNTY, IOWA**  
**RESOLUTION #14,043**  
**RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT**  
**IN THE WOODBURY MONONA LATERAL "11" DRAINAGE DISTRICT**

**WHEREAS**, the Board of Trustees of the Little Sioux Inter-County Drainage District, Trustees of the Woodbury Monona Lateral "11" Drainage District, in session on the \_\_\_ day of May, 2026, requested that the Board of Supervisors levy a special assessment of Forty and 06/100 (40.06%) Percent of the Original Assessment in the Woodbury Monona Lateral "11" Drainage District to procure funds from which to pay the costs and expenses of repair and maintenance incurred.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Woodbury County, Iowa, acting as a Drainage Board for the Woodbury Monona Lateral "11" Drainage District of Woodbury County, Iowa, that there be and is hereby levied upon all tracts of land, lots, public roads, and railroads in the Woodbury Monona Lateral "11" Drainage District of Woodbury County, Iowa, a special assessment in the amount of Forty and 06/100 (40.06%)

Percent of the Original Assessment, and the Auditor of Woodbury County, Iowa, be directed and ordered to spread such levy upon said lands, to be collected under \$468.55 in semi-annual installments in the same manner as general property taxes are collected pursuant to \$445.36 in the year 2026-2027.

PASSED and APPROVED this 26th day of May, 2023.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

- 10. Motion by Dietrich second by Bittinger to approve and authorize the Chairperson to sign a Resolution approving petition for suspension of taxes for Paul Harmsen, parcel #894729259015, 217 Main St. Carried 4-0.

**WOODBURY COUNTY, IOWA**  
**RESOLUTION #14,045**  
**RESOLUTION APPROVING PETITION FOR SUSPENSION OF TAXES**

**WHEREAS**, Paul Harmsen, as titleholder of a property located 217 Main Street, Sioux City, Iowa, Woodbury County, Iowa, and legally described as follows:

**Parcel #894729259015**

**SIoux CITY ADDN S 28 FT N 123.5 FT LOT 10 & N 324 FT S 60 FT E 15 FT LOT 11 BLK 8**

**WHEREAS**, Paul Harmsen of the aforementioned property has petitioned the Board of Supervisors for a suspension of taxes pursuant to the 2017 Iowa Code section 427.9, and

**WHEREAS**, the Board of Supervisors recognizes from documents provided that the petitioner is unable to provide to the public revenue; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Woodbury County Board of Supervisors hereby grants the request for a suspension of taxes and hereby directs the Woodbury County Treasurer to record the approval of this tax suspension for this property.

**SO RESOLVED** this 26<sup>th</sup> day of May 2026.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

- 11. Reports on committee meetings were heard.
- 12. Treasurer Tina Bertrand addressed the board regarding the tax sale and suspension of taxes.  
  
Auditor Recorder Michelle Skaff addressed the board regarding the June 2 Primary Election.

- 13. Board concerns were heard.  
  
The Board adjourned the regular meeting until June 2, 2026.  
  
Meeting sign in sheet. Copy filed.

WOODBURY COUNTY, IOWA

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION THANKING AND COMMENDING

*Randi Campbell*

FOR HER SERVICE TO WOODBURY COUNTY

WHEREAS, Randi Campbell has capably served Woodbury County as an employee of the Woodbury County Sheriff's Office for 30 years from April 22, 1996, to June 5, 2026.

WHEREAS, the service given by Randi Campbell as a Woodbury County employee, has been characterized by her dedication to the best interests of the citizens of Woodbury County; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, IOWA that the undersigned members of this Board thanks and commends Randi Campbell for her years of service to Woodbury County; and

BE IT FURTHER RESOLVED that it is the wish of all those signing below that the future hold only the best for this very deserving person, Randi Campbell

BE IT SO RESOLVED this 2nd day of June, 2026.

WOODBURY COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Mark E. Nelson, Chairman

\_\_\_\_\_  
Kent T. Carper, Member

\_\_\_\_\_  
David L. Dietrich, Member

\_\_\_\_\_  
Daniel A. Bittinger, III, Member

\_\_\_\_\_  
Matthew A. Ung, Member

Attest:

\_\_\_\_\_  
Michelle K. Skaff, Woodbury County Auditor

# HUMAN RESOURCES DEPARTMENT

## MEMORANDUM OF PERSONNEL TRANSACTIONS

**DATE: June 02, 2026**

**\* PERSONNEL ACTION CODE:**

- |                 |                      |
|-----------------|----------------------|
| A - Appointment | R - Reclassification |
| T - Transfer    | E - End of Probation |
| P - Promotion   | S - Separation       |
| D - Demotion    | O - Other            |

**TO: WOODBURY COUNTY BOARD OF SUPERVISORS**

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Myers, Avery	EMS	06-03-2026	Emergency Operations Officer - AEMT	\$25.45/hour		A	Job Vacancy Posted on 3/11/26. Entry Level Salary: \$25.45/hr
Sanford, Blase	Secondary Roads	06-03-2026	Summer Engineering Aide	\$19.50/hour		A	Job Vacancy Posted on 2/25/26. Entry Level Salary: \$19.50/hr
Engle, Sydney	Attorney's Office	07-17-2026	Clerk III			S	Retired

APPROVED BY BOARD DATE: \_\_\_\_\_

MELISSA THOMAS, HR DIRECTOR:

*Melissa Thomas*

**HUMAN RESOURCES DEPARTMENT  
WOODBURY COUNTY, IOWA**

**DATE: June 02, 2026**

**AUTHORIZATION TO INITIATE HIRING PROCESS**

<b>DEPARTMENT</b>	<b>POSITION</b>	<b>ENTRY LEVEL</b>	<b>APPROVED</b>	<b>DISAPPROVED</b>
EMS	Operations Officer – AEMT - PT	Wage Plan: \$25.45/hour		

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**Chairman, Board of Supervisors**

**HUMAN RESOURCES DEPARTMENT**

**WOODBURY COUNTY, IOWA**

**DATE: May 26, 2026**

**REQUEST TO DEAUTHORIZE COUNTY POSITION(S)**

<b>DEPARTMENT</b>	<b>POSITION</b>	<b>APPROVED</b>	<b>DISAPPROVED</b>
EMS	Operations Officer – EMT - PT		

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Chairman, Board of Supervisors

# Woodbury County Board of Supervisors Agenda Item(s) Request Form

Date: 5/28/2026 Weekly Agenda Date: 06/02/2026

Elected Official / Department Head / Citizen: Melissa Thomas, HR Director

## Wording for Agenda Item:

Approval to replace a part-time EMT position with a certified EMT-A position

## Action Required:

Approve Ordinance  Approve Resolution  Approve Motion

Hold Public Hearing  Informational  Attachments

Set Time \_\_\_\_\_

Reviewed by County Attorney's Office

## Background & Financial Impact:

The open EMT position will be filled by a candidate who holds an EMT A certification. This position is budgeted at 0.20 FTE, and the associated financial impact is \$593, which reflects costs for the remainder of the current fiscal year and the upcoming fiscal year.

## Recommendation:

Authorize an EMT-A position.

# WOODBURY COUNTY AGENDA ITEM(S) REQUEST FORM

Date: 5/27/2026 Weekly Agenda Date: 6/2/2026

Elected Official / Department Head / Citizen: Melissa Thomas, Human Resources Director

## Wording for Agenda Item:

Approval of Gallagher Benefit services proposal for Pharmacy Benefit Manager procurement and implementation support

## Action Required:

Approve Ordinance

Approve Resolution

Approve Motion

Hold Public Hearing

Informational

Attachments

Set Time:

Reviewed by County Attorney's Office:

## Background & Financial Impact:

To ensure the County receives market competitive pricing and contract terms, Gallagher Benefit Services has submitted a proposal to conduct a full PBM procurement process, provide implementation support for any selected vendor, and perform annual PBM contract audits. There is no cost to the County for this service. The selected PBM pays Gallagher's fees through contractual credits which are written in the RFP.

## Recommendation:

Pass the motion

## Attachments:

[2026 Pharmacy Consulting Proposal](#) 

*Approved by Board of Supervisors on March 17, 2026*

# Gallagher Benefit Services: Pharmacy Consulting Proposal for: Woodbury County

MAY 22, 2026

**Submitted By:**

**Matt Adams**  
*Area Vice President | SCR*  
713.358.5234  
Matthew\_Adams@ajg.com



**Gallagher**

Insurance | Risk Management | Consulting

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May 22, 2026

Woodbury County

On behalf of Gallagher's Pharmacy Practice, thank you for the opportunity to submit the attached proposal to conduct a Pharmacy Procurement for Woodbury County for the new contract year effective January 1, 2027. As requested, our proposal focuses on advancing and protecting the interests of the Woodbury County by engaging in a market-competitive PBM procurement initiative, and ongoing services that fully supports your specific needs.

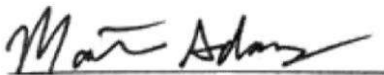
As a specialized division with a depth of expertise in the area of pharmacy benefits consulting, Gallagher's Pharmacy Practice is uniquely positioned to be an objective and independent advisor to Woodbury County in this challenging and complex area of benefits management.

We have supported PBM procurement processes for some of the largest and most complex purchasers of healthcare in the United States, including Fortune 100 employers, labor unions, trusts, health plans, coalitions, and TPAs. We are prepared to bring our experience and unique analytical toolbox to help facilitate the optimal outcome of this process for Woodbury County. We go beyond "price" and the "spreadsheet models" to reveal the true costs associated with each PBM.

Our highly seasoned team of experts includes veterans from the PBM industry, contract/financial analysts, clinicians, and auditors. Our lead consultants for this project have a combined 50+ years of PBM experience.

We value the opportunity to work with you and the entire Woodbury County team. In the meantime, if you have any questions, please contact me anytime at 713-358-5234 or [Matthew\\_Adams@ajg.com](mailto:Matthew_Adams@ajg.com).

Sincerely,

A handwritten signature in black ink that reads "Matt Adams". The signature is written in a cursive style and is positioned above a thin horizontal line.

Matt Adams  
*Area Vice President*  
713-358-5234  
[Matthew\\_Adams@ajg.com](mailto:Matthew_Adams@ajg.com)

## OUR TEAM: Unparalleled Experience & Expertise

### Woodbury County Pharmacy Account Team

**Responsibility:** ***Client Liaison:** Responsible for maintaining superior client relationships and vendor engagements to drive innovation and growth for Woodbury County.*

**Jennifer Wilson** *Senior Client Manager*

**Responsibility:** ***Area Vice President:** Responsible for guaranteeing satisfaction with all services provided by Gallagher. Will provide strategic oversight and guidance to Woodbury County throughout the project engagement.*

**Matt Adams**  
*Area Vice President*



Matt joined Gallagher Benefit Services, Inc. in September 2012 as a Regional Health & Welfare Analyst after earning a B.S. in Actuarial Science from The University of Texas at Dallas. Since joining GBS in 2012, Matt has been an integral part of growing the Pharmacy Department as well as assisting with the training and development of the Junior Underwriters.

With over 10 years working in the field of employee benefits, Matt has developed extensive skills at helping employers optimize their PBM contract, pharmacy benefit plan designs, and implementing clinical programs that have proven value. In his role as Area Vice President, Matt's primary focus is to partner with employers to minimize their drug spend and to provide employers with their own pharmacy consultant who can help them navigate through the ever changing pharmaceutical landscape. Matt's strong analytical skills and commitment to excellent customer service makes him a trusted advisor to both clients and his Gallagher team.

**Responsibility:** ***Finance & Analytics:** Responsible for leading financial analytic activities associated with the Woodbury County, including the "Integrity Check" of all proposed financial terms and contractual provisions.*

**Andrew Ung**  
*Pharmacy Consultant*



Andrew joined Gallagher Benefit Services, Inc. in September of 2019 as a member of the South Central Pharmacy Benefits Consulting team. Since Andrew's arrival to the GBS team, he has been the lead Implementation Specialist for the Pharmacy Practice Team and responsible for developing a transition process that is applicable across all PBM's and Vendors in the market place today. Andrew maintains an understanding of the operational structure of the PBMs that are being marketed to a particular client.

In his role as Pharmacy Consultant, his responsibilities include data collection, communication and coordination with the bidding carriers, and evaluating the financial results generated by GBS' proprietary pricing model for all Pharmacy Benefit Manager (PBM) Procurements in the South Central Region.

Andrew graduated from the University of Texas at Austin with a B.S. in Human Biology and a Certificate in Business Foundations and Health Informatics in 2016

# STATEMENT OF WORK

## PHASE I: PBM RFP PROCUREMENT PROCESS

### 1. Project Planning and Data Gathering:

Gallagher leverages our industry leading data and analytic tools to evaluate findings from an integrity check, provides benchmark comparisons, and ensures best-practices are implemented to assure that the project effectively meets Woodbury County's objectives. Once our engagement is confirmed, Gallagher and Woodbury County teams will facilitate a planning meeting to gather crucial data information for the project including, but not limited to:

- Confirmation of objectives, overall RFP approach, evaluation and selection criteria, proposal scoring methodology for the RFP
- Discussion of unique business or legal requirements that Woodbury County may wish to include in the RFP
- Review detailed project plan and timeline with delegated responsibilities for each component
- Socialization of the RFP process with any other internal Woodbury County stakeholders or teams, as needed (i.e. Woodbury County Legal, Procurement, or Finance).
- Identification of appropriate bidders for inclusion in the RFP process, based on the unique needs and characteristics of Woodbury County.
- Confirmation of protocols for communication between Gallagher, bidders, and Woodbury County stakeholders (i.e. Gallagher handles all bidder interaction)
- Dynamic information process to ensure the comprehensive collection of all crucial data components:
  - Current PBM service agreement
  - Plan design information
  - Claims data (most recent 12-24 months)
  - Clinical Programs
  - Rebate reconciliation report
  - Network reconciliation report
  - Member/employee headcounts
  - Specialty Pharmacy details

This planning meeting will ensure a thorough understanding of Woodbury County's project objectives, constraints, and desired outcomes at the outset of the RFP process.

Our proposed process will encompass a detailed understanding of your goals, including corporate culture, current challenges or obstacles, and any Woodbury County unique requirements. We have developed a structured information gathering approach that we utilize to obtain the information above. Client involvement in the data gathering process is typically minimal. Gallagher will work closely with the Woodbury County's PBM to obtain most of the information and data needed. Please be advised that the delivery of this data may require formal approval and documentation and/or the execution of a Confidentiality Agreement or Non-Disclosure Agreement by one or more of the parties involved in the data exchange.

### 2. Integrity Check

Once data gathering is complete, Gallagher will perform a detailed review of Woodbury County's current PBM contract and recent program performance (typically the past 12 months). This analysis will provide a baseline of the performance and integrity of your current arrangement with Wellmark. It

will provide Gallagher and Woodbury County with a clear view of the current arrangement, and will help us identify the specific areas that Woodbury County would find beneficial. These may include:

- Contract language that is no longer market-competitive.
- Desirable contract terms that may be missing (Market Check, Management Credits, etc.).
- Performance of the PBM against existing contractual targets
- Areas for potential audit or deeper analytic review.

### 3. RFP Development and Distribution (assumes up to 5 bidders)

Gallagher's industry tested RFP template is the culmination of decades of our expertise in PBM underwriting and negotiation. Our dedicated team of subject matter experts will customize the template to capture Woodbury County's unique characteristics, including business requirements, corporate culture, program designs, and objectives.

Our RFP includes a detailed catalogue of over 60 specific technical requirements designed to eliminate pricing gameplay and optimize the financial outcome for Woodbury County. Our financial and bidding requirements are all structured using "contract-ready" language, allowing us to directly translate and "pull-through" the commitments that bidders make in the RFP to the final service agreement. In addition, Gallagher requires that the PBMs provide an executable contract prior to final vendor selection. This significantly reduces the amount of time and effort required for final review and execution of the resulting agreement. We will provide a recommended list of requirements designed to eliminate pricing optics and optimize value:

- RFP requires an Executable Contract with the proposal response
- Establish the objectives and goals for the RFP including, standard industry inquiries related to employer plans, minimum vendor requirements, and unique criteria outlined by Gallagher and Woodbury County, like narrow network requirements and flexibility for specialty
- Ensure bidding vendor compliance with Woodbury County's legal requirements, including but not limited to all Non-Disclosure Agreements, Confidentiality Agreements and Data Security Amendments
- Compile performance guarantees focused on implementation and ongoing performance standards, in addition to those most important to Woodbury County
- Collectively identify the vendors who best fit Woodbury County's objectives, including bids for a combined quote for Woodbury County (with and without specialty)

The RFP is comprehensive, and will address all financial and qualitative aspects of the vendor offerings, including:

- |                                   |   |
|-----------------------------------|---|
| - Pricing & Financial Terms       | - Account Services                        |
| - Business Requirements           | - Member Services                         |
| - Legal Requirements              | - Plan Management Tools & Innovation      |
| - Utilization Management Approach | - Data Security & IT                      |
| - Specialty Management Strategy   | - Audit Rights                            |
| - CDHP Integration & Support      | - Service Performance Guarantees          |
| - POS Rebates (if applicable)     | - Alternative Trend-mitigation Guarantees |
| - Alternative Rebate structures   | - Drug Mix Evaluation                     |

Gallagher will customize the RFP for Woodbury County to include an additional comprehensive questionnaire regarding each PBM's ability to impact drug mix and demonstrate clinical superiority vs others. We will also ensure that the customized RFP can account for the unique features of both large and small PBM offerings.

Gallagher will manage the release of the RFP using our secure email delivery system. We can coordinate with Woodbury County's stakeholders as needed to align with any internal procurement protocols that might be relevant to the PBM RFP process (i.e. specific delivery platform, proposal retention procedures, etc.).

#### 4. Proposal Evaluation and Report

Gallagher will conduct a comprehensive evaluation of the quantitative and qualitative aspects of each RFP response, using our proprietary pricing evaluation model and other data analytic tools, including:

- Review proposals for completeness and bidding requirement satisfaction
- Clarify proposals with bidders to ensure accurate interpretation and understanding
- Develop baseline cost projections under the current financial arrangements
- Evaluate bottom-line project costs under each bidder's proposed financial offer, using forecasting assumptions recommended by Gallagher and agreed to by Woodbury County
- Develop a line-item comparison of financial offers by each financial guarantee component
- Evaluate clinical criteria and each PBM's ability to positively impact drug mix.
- Identify all deviations from the financial requirements, and incorporate the financial impact of these deviations into our financial results (where feasible)
- Evaluate bidders' compliance with minimum vendor requirements and performance guarantees
- Evaluate and score the full range of bidders' service capabilities based on Woodbury County's requirements including: **account service, customer service, retail networks, retail network disruption, formulary, clinical management, and specialty pharmacy services**
- Assess and quantify the member disruption associated with each bidder's proposed formulary strategy and retail network, including detail on the most highly-utilized impacted drugs
- Identify opportunities for negotiation
- Review the transition process to ensure that member disruption is minimized
- Assess each vendor's proposed service performance guarantees against best-in-class comparators.

At the completion of this evaluation process, Gallagher will produce and deliver an initial results report to Woodbury County. Results will be presented to Woodbury County in-person or via a conference call. Our report will include Executive Summary content, suitable for distributing the initial findings to key stakeholders within your organization as well as breakouts for each denomination.

#### 5. Finalist Selection and Assessment

During the Initial Results Meeting, Gallagher will assist Woodbury County in the selection of finalist bidders for the remainder of the process. We will work with Woodbury County to select finalists that possess the qualifications and capabilities to be a suitable vendor partner for your organization. During this meeting, we will:

### 6 | Woodbury County

- Select two to three finalists
- Determine follow up questions for the finalists
- Identify areas for negotiation with finalists
- Agree on timing and process for scheduling the finalist meeting
- Coordination and Facilitation of Finalist Meeting (assumes up to two/three PBMs will be selected)

Gallagher will coordinate and facilitate meetings, including the following key work steps:

- Develop meeting agendas and schedule meeting
- Hold calls with each finalist to prepare them for the meeting
- Solicit Best and Final Offers (BAFO), including financials, operational, clinical and any other commitment (i.e. performance guarantees and contractual language)
- Evaluate BAFO proposals prior to the finalist meetings and update evaluation
- Facilitate finalist meeting
- Meet with Woodbury County after the meetings to determine next steps
- Support the development of any required management presentation

## 6. Final Contract Review

Gallagher will conduct a final contract review of the finalist bidder service agreements, to ensure that all of contractual commitments made during the RFP process are correctly incorporated into the proposed contract draft. We have negotiated many contracts with the PBMs and other ancillary vendors (retail network providers, specialty vendors, claims processors, clinical vendors) and are very familiar with their standard contracts, as well as contracting best practices that will be incorporated into the agreement(s).

During our contract review, Gallagher will provide detailed redline versions of the service agreement to Woodbury County, and will meet to review these documents and discuss strategies for final negotiation and resolution of any issues identified in our review.

Please note that Gallagher is not a law firm, and as such our review of the service agreement will focus on technical, financial, and operational aspects of the vendor arrangement. We recommend that you have your corporate legal staff (or suitable outside counsel) conduct a parallel review of the agreement to address any legal or business concerns that your organization may have.

## 7. Award of Business

Once award of business is confirmed by Woodbury County, Gallagher will notify all bidders of the award decision, concluding the RFP process. At your discretion, Gallagher will conduct bidder debrief discussions with all bidders on Woodbury County's behalf, to help each vendor understand the rationale for the final award decision.

## **PHASE II: SPECIALTY COST CONTAINMENT PROGRAM EVALUATION, IMPLEMENTATION AND AUDIT**

### **1. Specialty Cost Containment Evaluation:**

As specialty spend continues rising at a significant rate, cost containment programs can assist plans and members in reducing cost of specialty drugs. Cost Containment vendors seek alternate funding through manufacturers, charitable organizations and, grant programs. These programs are typically administered separately from the PBM's services. During the PBM Procurement process, Gallagher will make it a requirement that each bidding PBM will partner and work with these alternative funding vendors.

Gallagher will access and quantify any savings associated with the implementation of an Alternative Funding vendors. Gallagher will conduct a comprehensive evaluation of the qualitative aspects of each RFP response, including:

- Evaluate 2 different financial offers with each bidding PBM (with and without the use of Alternative Funding)
- Review Summary Plan Document language to ensure compliance adherence
- Review each vendor response for completeness and bidding requirement satisfaction
- Clarify proposals with bidders to ensure accurate interpretation and understanding
- Develop saving projections utilizing alternative funding against current financial arrangements
- Review the transition process to ensure that member disruption is minimized

### **2. Alternate Funding Vendor Implementation**

Gallagher will provide comprehensive oversight and support for the implementation of the alternative funding vendor, including:

- Participate in the implementation kick-off meeting with both the incumbent PBM and the alternative funding vendor
- Participate in ongoing calls with the PBM and alternative funding vendor to ensure a smooth and seamless transition
- Review selected alternative funding vendor's transition work plan and timeline to identify possible issues
- Provide input on drug coverage, exclusion policies and clinical/utilization management programs
- Review plan design, account structure and pricing specifications to be input into the selected alternative funding vendor's system prior to programming
- Provide input on the alternative funding vendor's member communication strategy, and review key communication pieces to ensure alignment and appropriateness
- Provide input on escalated implementation issues with both the incumbent PBM and the alternative funding vendor, and facilitate issue resolution as needed
- Post Implementation, Gallagher will review 2 months' worth of invoices from selected Alternative Funding Vendor in order to validate appropriate billing

### 3. Annual Specialty Cost Containment Audit (This is an automatic Opt In if Woodbury County chooses to implement Alternative Funding):

Our Specialty Cost Containment audit focuses on the vendor's administration, adherence with contracted financial terms, and reporting accuracy of program savings and utilization. Gallagher will assess the following aspects of the program:

1. **Average Wholesale Price (AWP):** AWP is the baseline pricing utilized in calculating the discounted ingredient cost. Gallagher will apply the Medi-Span AWP unit pricing to each claim based on the 11 digit NDC and date of service. Then, we will calculate extended AWP according to the quantity dispensed to validate the accuracy of reported extended AWP. This review also identifies potential dispensing errors such as incorrect NDCs, quantities, and dosage/days' supply.
2. **Cost Containment Fee:** The vendor's program fee is a percentage of the cost avoidance/alternate funding amount. Gallagher will calculate the cost containment fees to verify the plan was charged the contracted fee outlined in the Cost Containment Program Agreement.
3. **Net Cost Avoidance Amount:** The AWP discounts, dispensing fees and specialty rebate rates, outlined in the PBM Agreement typically serve as the basis of the net cost avoidance amount. Gallagher will calculate the net cost avoidance amounts according to the PBM Agreement to verify the vendor's calculations adhere to the contracted rates.
4. **Plan Payments:** Alternate funding may not cover the full cost of specialty drug claims. Gallagher will independently calculate plan payments to verify the vendor calculated financial responsibility accurately.

### **PHASE III: PBM IMPLEMENTATION SUPPORT**

After we complete the RFP and Woodbury County has chosen a vendor, we will quickly turn our attention to the implementation. Gallagher has the experience necessary to help manage the numerous steps involved in the transition process and will anticipate and prepare for any potential “pitfalls” in order to ensure a smooth transition to the selected vendor.

Gallagher will provide comprehensive oversight and support for the implementation, including:

- Participate in the implementation kick-off meeting
- Participate in ongoing weekly calls with the PBM to ensure a smooth and seamless transition
- Review selected vendor’s transition work plan and timeline to identify possible issues
- Provide input on drug coverage, exclusion policies and clinical/utilization management programs
- Review plan design, account structure and pricing specifications to be input into the selected vendor’s system prior to programming
- Attend clinical program review meetings, and provide input on drug coverage, exclusion policies and clinical/utilization management programs
- Provide input on the vendor’s member communication strategy, and review key communication pieces to ensure alignment and appropriateness
- Provide input on escalated implementation issues, and facilitate issue resolution as needed

It is quite common for the selected vendor to reimburse organizations for transition costs, including the cost of our implementation support services through an implementation allowance. Gallagher will ensure during the RFP process that the winning PBM's bid will incorporate these allowances. Additionally, this will be a requirement in the RFP Gallagher submits on behalf of Woodbury County.

## PHASE IV: ANNUAL PBM CONTRACT AUDIT (recommended)

Gallagher will audit PBM on behalf of Woodbury County for pharmacy claims billed during the previous year of the contract. The audit will include the scope areas described in detail below.

### FINANCIALS

Gallagher will audit Woodbury County's pharmacy claims to verify PBMs compliance with contracted claim pricing and financial guarantees including:

- **Administrative Fees:** Validate per administrative fees were charged according to the contracted fees outlined in the Agreement.
- **Aggregate Ingredient Cost Guarantees:** Validate PBM's financial guarantee reconciliations against actual performance for aggregate ingredient cost guarantees (Retail/Days' Supply/Mail/Specialty).
- **Aggregate Dispensing Fee Guarantees:** Validate PBM's financial guarantee reconciliations against actual performance for aggregate dispensing fees. (Retail/Days' Supply/Mail/Specialty).
- **Average Wholesale Price (AWP) Accuracy:** Verify the accurate AWP unit pricing was applied on the date of service for the 11 digit NDC dispensed and recalculate the extended AWP to assess the calculation of unit cost and quantity dispensed.
- **AWP Discounts Per Claim:** Conduct a claim level review to verify that claims adjudicated accurately for each distribution channel subject to claim level pricing.
- **Dispensing Fees Per Claim:** Conduct a claim level review to verify that claims adjudicated according to the contracted dispensing fees for each distribution channel subject to claim level pricing.
- **Duplicate Claims:** Conduct a claim level review to identify payments for duplicate claims.
- **Pass Through/Transparent Pricing:** Verify that the pass through pricing arrangement is set up accurately (if applicable). To conduct this review, Gallagher will select a sample of claims from approximately 50 different pharmacies which will be validate against the pharmacy remittance advice.
- **Lower of Pricing Logic:** Conduct a claim level review to verify claims adjudicated accurately according to the lower of pricing language specified in the Agreement. (Discounted ingredient cost/U&C/MAC).
- **Rebate Guarantees:** Validate PBM's rebate guarantee reconciliation against actual performance for rebate guarantees outlined in the Agreement. \*This does not include an onsite rebate audit
- **Specialty Drug Discounts:** Validate that specialty drugs adjudicated at the contracted discounts for each applicable specialty network (Exclusive, Open, Retail, Specialty) according to the Agreement.
- **Specialty Dispensing Fees:** Validate that specialty drugs adjudicated at the contracted dispensing fees for each applicable network (Exclusive, Open, Retail, Specialty) according to the Agreement.

### BENEFIT DESIGN (up to 6 Benefit Plans)

- **Benefit Accumulators:** Verify benefit accumulators are accurately coded according to benefit design documentation. For integrated medical/pharmacy accumulators, Gallagher's review will be limited to pharmacy only costs unless acceptable medical accumulator are provided for the audit:
  - Deductible
  - Maximum Benefits
  - Maximum Out of Pocket

- **Copay/co-insurance administration:** Verify member copays and/or coinsurance are accurate according to benefit design:
  - Brand/Generic/Preferred/Non-Preferred
  - Day Supply Multiplier
  - Dispense As Written (DAW) Rules
  - Distribution Channel (Retail/Retail 90/Mail/Specialty)
  - Exception Copay Programs (Diabetic Supplies/OTC/ACA)
  - Min/Max Copay and Coinsurance

## DRUG COVERAGE & UTILIZATION MANAGEMENT PROGRAMS

- **Excluded Products:** Validate claims did not adjudicate for products excluded from the benefit.
- **Prior Authorizations:** Validate claims for drugs subject to prior authorization adjudicated accurately with a PA. This review will be conducted on the top 25 drugs subject to PA.
- **Quantity Limitations:** Verify that claims did not adjudicate above specified quantity limitations. This review will be conducted on the top 25 drugs subject to quantity limitations.
- **Step Therapy:** Verify that members show history of a prerequisite drug prior to payment for a targeted drug. This review will be conducted on the top 5 step therapy programs.

## PROJECT TIMELINE

A proposed timeline is provided below for each Phase of the project process:

	Task Description	Participants	*Week #
<b>Phase I</b>	PBM RFP Procurement Process		Up to 5 months
<b>Step 1</b>	Project Planning & Data Gathering <ul style="list-style-type: none"> <li>• Data request from Client's incumbent PBM</li> <li>• Develop RFP</li> <li>• Identify Marketplace</li> <li>• Release RFP</li> </ul>	Gallagher /Wellmark/ Woodbury County	1-2 weeks*
<b>Step 2</b>	PBMs Marketplace Responds	PBMs	3-4 weeks
<b>Step 3</b>	Analysis of Proposals	Gallagher	2-3 weeks
<b>Step 4</b>	Review Report and Final Analysis	Gallagher/Woodbury County	1-2 weeks
<b>Step 5</b>	Finalist Selection	Gallagher/ PBMs /Woodbury County	1-2 weeks
<b>Step 6</b>	Finalist Meetings- Best and Final Offers	Gallagher/ PBMs /Woodbury County	2-3 weeks
<b>Step 7</b>	Final Decision and Service Agreement Verification	Gallagher/Woodbury County	1-2 weeks
<b>Phase II</b>	Specialty Cost Containment Evaluation and Audit	Gallagher/ Alternative Funding Vendor/ Woodbury County	
	Specialty Cost Containment Evaluation	Gallagher/ Alternative Funding Vendor/ Woodbury County	Up to 5 months (during the PBM RFP Procurement Process)
	GBS Notifies Vendor of Audit	Gallagher / PBM	Q1 - Annually
	GBS/Vendor Kick Off Call	Gallagher / Vendor	2-4 weeks after audit notification
	Execute NDA	Gallagher / Vendor	1-2 weeks after kick off
	Receipt of Deliverables	Gallagher	4-6 weeks after kick off/executed NDA
	Load and verify deliverables	Gallagher	1-2 weeks after receipt of deliverables/claims data
	Conduct Audit	Gallagher	4-6 weeks after receipt of deliverables
	Issue Sample Results to PBM	Gallagher	1-2 weeks after completion of analysis

	Vendor Response Period	Vendor	4-6 weeks depending on the vendor
	Review Vendor Response	Gallagher	2-4 weeks depending on the amount of follow up required
	Issue Final Report	Gallagher	1-2 weeks after reconciling vendor responses
<b>Phase III</b>	Implementation Support	Gallagher/ PBM /Woodbury County	3-6 months
<b>Phase IV</b>	Annual PBM Claims Audit	Gallagher / PBM	Q1 - Annually
	Audit Notification	Gallagher/Woodbury County /PBM	Typically PBMs require written notification from the client
	Kick-off Call	Gallagher / PBM	2-4 weeks after notification
	Receipt of Deliverables	Gallagher	4-6 weeks after kickoff
	Load and Verify Deliverables	Gallagher	1-2 weeks after receipt of deliverables/claims data
	Conduct Audit of Financials/Benefits/Formulary	Gallagher	8-10 weeks after receipt of deliverables
	Issue Initial Results to PBM	Gallagher	1-2 weeks after completion of analysis
	PBM Response Period	PBM	4-8 weeks depending on the PBM
	Review PBM Response	Gallagher	2-4 weeks depending on the follow up required
	Issue Final Report	Gallagher	1-2 weeks after reconciling PBM responses

\* *Dependent on timely receipt of data from Woodbury County's incumbent PBM.*

## PRICING PROPOSAL

Woodbury County, PBM, and Gallagher acknowledge that the consultant fees and corresponding PBM allowances were negotiated in good faith between the consultant and Woodbury County, as well as the client and the winning PBM. Therefore, allowances will be provided to Gallagher for any selected services once the project work for the elected service has started, regardless of any broker of record change during the term of this Agreement or the term of the PBM Agreement.

There will be no direct out-of-pocket expenses to Woodbury County for the projects outlined in the fee table below. We have developed an approach where we require the winning PBM to incorporate our consulting fees into their pricing proposal and or various credits such as implementation or general pharmacy funds. Woodbury County will only pay our fees directly in the event that:

1. Woodbury County prefers to pay in this manner, **OR**
2. The winning PBM does not agree upfront to cover our consulting fees but Woodbury County decides to allow them to bid and awards the business to them, **OR**
3. On conclusion of our work, Woodbury County decides to contract with a PBM or carrier that falls outside of the Gallagher procurement process described in this proposal, **OR**
4. Pass-Through pricing arrangement is selected, the GBS Fee will be passed back to Woodbury County through the PBM's administrative fee.

Service Component	Select Services	Consulting Fee
<b>PBM Procurement Services and Implementation Support (Please Select One Option):</b>	<input type="checkbox"/> With Alternative Funding	\$70,000
	<input type="checkbox"/> Without Alternative Funding	<i>(May be funded by PBM credits.)</i>
<b>Alternative Funding Implementation and Vendor Auditing</b> <i>3 Annual Audits over 3 years</i>	<i>Automatically enrolled if Client chooses to implement Alternative Funding</i>	\$45,000 per Audit <i>(Funded by Alternative Funding Vendor)</i>
<b>PBM Contract Auditing</b> <i>2 Annual Audits over 3 years</i>	<input type="checkbox"/>	\$55,000 per Audit <i>(May be funded by PBM credits.)</i>

### **Project Change Control:**

In the process of engagement, additional work may be required based upon discovery or changes requested by Woodbury County. If variations from the original Scope of Work are deemed necessary and material, a mutually agreed-upon change request addendum will be created. Gallagher will provide a change request addendum for Woodbury County to review and sign before any work outside the original scope is performed or additional expenses are incurred or invoiced to Woodbury County.

### **Confidentiality:**

Gallagher agrees to maintain, as strictly confidential, all information relating to Woodbury County. Woodbury County's information is proprietary to Woodbury County and shall be used solely by Gallagher

in connection with the services set forth in Agreement. Gallagher will execute the appropriate Confidentiality/Non-Disclosure Agreements deemed necessary to complete the project.

**Liability:**

This Liability provision applies solely to the services and proposal described in this document and shall not apply to, amend, or govern any other agreement between Gallagher and Woodbury County.

Neither party will not be responsible for costs associated with procurement of substitute goods or services, lost profits, lost sales or business expenditures, investments, commitments, loss of goodwill, or any indirect, special, incidental, or consequential damages arising out of or related to this proposal or the services provided hereunder, regardless of the cause and even if the party has been advised of the possibility of such damages. However, the liability exclusions in this section shall not apply to damages arising from gross negligence or willful misconduct.

## OUR COMMITMENT

As the Woodbury County looks to improve your organizations financial arrangement, our firm believes that we are in the best possible position to help you and your team. By partnering with Gallagher, your organization will benefit from the following key differentiators:

- Bandwidth & Strength:** Work with some of the largest payers in the nation providing PBM and specialty pharmacy consulting
- Experience:** Team of seasoned professionals with the depth, experience, and market exposure to provide the best practices related to the competitiveness of each offer
- Accountability:** PBM specialists and analysts track key plan metrics ensuring contractual commitments are kept and a proven track record that maximizes plan performance
- Partnership and Commitment:** We succeed, only if you succeed!

We look forward to the opportunity to walk you through each element of the proposal at your convenience to ensure we have fully addressed all of your business needs.

By signing below, Woodbury County certifies its acceptance of the statement of work, terms, and fee described in the preceding proposal for consulting services.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2026

Woodbury County


By: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

GALLAGHER

By: Matt Adams

Signature: 

Title: Area Vice President

## Disclosure

*Consulting and insurance brokerage services to be provided by Gallagher Benefit Services, Inc. and/or its affiliate Gallagher Benefit Services (Canada) Group Inc. Gallagher Benefit Services, Inc., a non-investment firm and subsidiary of Arthur J. Gallagher & Co., is a licensed insurance agency that does business in California as “Gallagher Benefit Services of California Insurance Services” and in Massachusetts as “Gallagher Benefit Insurance Services.” Investment advisory services and corresponding named fiduciary services may be offered through Gallagher Fiduciary Advisors, LLC, a Registered Investment Adviser. Gallagher Fiduciary Advisors, LLC is a single-member, limited-liability company, with Gallagher Benefit Services, Inc. as its single member. Certain appropriately licensed individuals of Arthur J. Gallagher & Co. subsidiaries or affiliates, excluding Gallagher Fiduciary Advisors, LLC, offer securities through Kestra Investment Services (Kestra IS), member FINRA/SIPC and or investment advisory services through Kestra Advisory Services (Kestra AS), an affiliate of Kestra IS. Neither Kestra IS nor Kestra AS is affiliated with Arthur J. Gallagher & Co., Gallagher Benefit Services, Inc. or Gallagher Fiduciary Advisors, LLC. Neither Kestra AS, Kestra IS, Arthur J. Gallagher & Co., nor their affiliates provide accounting, legal, or tax advice.*