

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
JUNE 5, 2020

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: O'Brien, Rozell, Haff, Hicks, Shaw, Losaw

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Ferguson

SUPERVISORS: Hall, Henke, Fedler, Campbell, Hogan, Clary, Griffith

Debra Prehoda, Clerk of the Board

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Chris DeBolt, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – May 20, 2020
- 3) Discuss Phase 1 of County Operations Reopening
- 4) Other Business
- 5) Adjournment

Chairman O'Brien called the meeting to order at 11:02 A.M. via teleconference.

A motion to approve the minutes of the May 20, 2020 meeting was moved by Mr. Hicks, seconded by Mr. Rozell and adopted.

DISCUSS PHASE 1 OF COUNTY OPERATIONS REOPENING – Chris DeBolt, County Administrator, addressed the attached reopening outline. All departments will be open to the public by appointment on June 8th except the Department of Motor Vehicles which will be closed to the public until June 22nd. Once a Department Head has deemed a department to be back to full staffing levels, any absence by employees will require the use of accrued benefit time. If an employee is scheduled to work and requests time off then they will need to use accrued benefit time. Trying to follow the guidance of the state and federal government and decrease staff density wherever possible but still be open to the public. Mr. Haff stated the public needs the County to be open again and believes we should reopen at a much faster pace. The County Administrator did not put a firm date between phases. If everything goes well then will move to phase two which would be in about a week. Some challenges that may be faced during phase one is space – biggest issue, how does the beginning of a shift work – temperature checks, etc. – might require staggered start times, what is the pent up demand from the public and how well can we accommodate those requests and growing pains with the appointment only process. Mr. Haff advocates for opening sooner. Mr. Hicks stated this is phase one and the County Administrator will start transitioning towards getting back to fully operational as quick as possible. Chairman O'Brien would like the County Administrator to come back to the Finance meeting on June 11th to report out on how phase one is going.

A motion to enter phase one on Monday June 8th was moved by Mr. Haff, seconded by Messrs. Hicks and Losaw and adopted.

A motion that once a department is back to one hundred percent operations any time off taken by employees requires the use of accrued benefit time and similarly if a department is not at one hundred percent staffing level but a particular employee is scheduled by the Department Head to work and requests time off for that time they were scheduled they would have to use accrued benefit time for that time off was moved by Mr. Losaw and seconded by Mr. Haff. Discussion. Mr. Haff suggested setting one date for the accrued benefit time. The County Administrator stated ending the COV-19 time would make us bring back all the employees and he does not feel we are ready for that. The County Treasurer stated the distinction between the two is that the employees that are home, we are telling them they have to be home. If they are ready willing and able to work and we are not letting them then we cannot charge their benefit time. A motion that once a department is back to one hundred percent operations any time off taken by employees requires the use of accrued benefit time and similarly if a department is not at one

hundred percent staffing level but a particular employee is scheduled by the Department Head to work and requests time off for that time they were scheduled they would have to use accrued benefit time for that time off was moved by Mr. Losaw, seconded by Mr. Haff and adopted.

OTHER BUSINESS:

The County has a Fair Housing Law. Former Board Chairman Henke designated Chris DeBolt, County Administrator, as the Fair Housing Officer and the current Chairman needs to sign a new authorization. Chairman Hall will sign a letter on Monday designating Chris DeBolt, County Administrator, as Fair Housing Officer. This should be done annually.

County Clerk – Stephanie Lemery, County Clerk, updated the committee on the status of the County Clerk's Office and DMV. Mr. Haff heard about a possible drive through option. The County Clerk stated she heard that yesterday but would rather start with a drop box outside the building first before going through the expense of a drive through option. Asked if she could you use the satellite sites to serve more people and keep them out of the building. The County Clerk is willing to explore any options and open to any ideas. The Clerk's office and DMV will be fully staffed on Monday. She would like DMV deemed essential at the June 19th Board meeting so they can open on June 22nd. The County Administrator stated that was the original guidance to get the office open and the next day were told no opening on June 28th . He will monitor this information and if action is needed will address at the June 19th Board meeting.

Considered a follow up question on the use of benefit time. As an employer of 600+ employees, we will have employees with very legitimate reasons why they are at increased risk due to COVID-19 and do not want to come back to work. The County cannot get into the business of making decisions that yes your excuse is legitimate or yours is not. The County Administrator recommends once called back to work you have to come back and if you have medical concerns/issues that would put you at a higher risk of contracting COVID-19 or the complications thereof then a doctor's note is needed stating it is unsafe for the employee to return to work even with all the protocols and safety measures the County has put in place. With a doctor's note, they can use their sick time but without a note they cannot use their sick time.

A motion to adjourn was moved by Mr. Rozell, seconded by Mr. Haff and adopted. The meeting adjourned at 12:02 PM.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*

Phase I County Operations Reopening Plan:

Effective Monday, June 8th, the following changes to County Operations will be in effect:

- The County Municipal Center will be open to members of the public by appointment only.
- Departments will increase in-person staffing to accommodate public appointments and departmental workload while continuing to utilize remote work and reduced in-person staffing to the greatest extent practicable.
- All employees will be screened for temperature and COVID-19 symptoms daily at the start of their shift and every 12 hours thereafter (if working longer than 12 hours continually).
- All employees are required to wear cloth face coverings when unable to maintain adequate social distance, or where their ability to do so could reasonably be impeded by the actions of another person, and at all times while in public areas of the building.
- All visiting members of the public will be screened for temperature and symptoms upon entering the building and shall be required to wear a cloth face covering at all times while in the building.
- Pursuant to recently-issued Executive Orders and subsequent clarifications from the Governor's Office, the Department of Motor Vehicles office will continue to be CLOSED to the public until June 22nd. Work received via mail, dropbox and directly from dealers will continue to be processed in the current manner until this time.
- Once a Department Head has deemed a department to be back to full staffing levels, any absence by employees will require the use of accrued benefit time.