

Buffalo County Minutes

<u>Committee/Board:</u>	Executive Committee
<u>Date of Meeting:</u>	Thursday, April 2, 2020
<u>Electronic and Hard Copy Filing Date:</u>	Thursday, April 9, 2020

Chair Mary Anne McMillan Urell called the meeting to order at 1:00 p.m.

Executive Committee Members Present: Ms. Mary Anne McMillan Urell, Mr. Larry Grisen, and Mr. Michael Taylor.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Brenda Creighton, Mr. Lee Engfer, Sheriff Mike Schmidtknecht, Mr. Mike Osmond, Mr. Bob Platteter, and Dave Danzinger (via phone).

Public Comments Regarding Posted Agenda Items: Mr. Osmond spoke regarding the 80 hours of emergency health leave that was offered to some employees. He would like these hours offered to employees that are not able to work from home.

Review/Discussion/Action regarding Minutes from Previous Meeting(s): Mr. Grisen approved the March 18th, 19th, and 24th meeting minutes, seconded by Mr. Taylor. Carried.

Review/Discussion regarding a Review of Families First Coronavirus Response Act: The Act was reviewed and was sent to employees yesterday. The Act indicates exempt employees and how leave is paid. The previous plan was passed prior to this Act and was found that it cannot run concurrently. That plan will need to be stopped.

Review/Discussion/Action regarding the Addendum to the Buffalo County COVID-19 Policy: An employee can request time off the first two weeks due to the virus as unpaid leave or under the emergency leave at 2/3 of their regular pay. After the two weeks the employee would fall under the FFCA and would get paid at a reduced rate. Mr. Osmond spoke regarding the safety of all employees and how employees in his department work in close proximity to each other. He would like the employees in his department to have a block of hours they could use so that all employees are treated the same. Mr. Engfer spoke of other counties having issues with employees finding loopholes to use the Act in their favor. The Highway Department has used 40 hours of the 80 hours available. A few other employees have used some hours to self-quarantine. Sheriff Schmidtknecht indicated that some counties are looking for ways to compensate those employees that are exempt from this Act. A list of employees was reviewed to place them in the category of exempt or non-exempt. Mr. Grisen made a motion to add this list to the draft policy, have it go into effect on Monday, April 6th when it can be further reviewed, seconded by Mr. Taylor. Carried. Mr. Grisen made a motion to end the Buffalo County Emergency Health Leave policy, seconded by Mr. Taylor. Carried. Mr. Taylor made a motion to add Governor Evers' language about essential travel and consequences for violations to the plan, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding An Ordinance Relating to Self-Organization: Ms. Hansen indicated the advantage to being self-organized is to stagger the terms of the County Board and help with filling vacancies. This will be put on the agenda for Monday.

Review/Discussion/Action regarding the Purchase of Surface Go for County Board Members: The cost for 14 units is \$10,580.00. The Surface Go can be used for telecommuting for meetings and to send packets. There will need to be a signed policy for these units that when a person is no longer on the board, they return them as they are property of the county. Everyone will need to use their county email for this to work. Mr. Taylor made a motion to approve the purchase, seconded by Mr. Grisen. Carried. These will be ready at the April County Board meeting.

Review/Discussion/Action regarding an Update on the 2020 Tourism Brochure Publication and Cover: Ms. Hansen sent out a question to businesses to see if they were still interested in proceeding with a 2020 brochure. The responses she received were not in favor. The cost of the brochure is up due to pages being added. There is a cost so far of \$3,500 for the design. Ms. Hansen indicated that Ms. Goodman would like to continue and believes businesses would pay for their ads. So far \$1,695 was received of the \$11,000.00 billed out. Mr. Grisen made a motion to refund that money and wait until next year for the brochure, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Extension of Declaration of Public Health Emergency Under the Resolution to Declare an Emergency: The declaration period was for 30 days from March 17 through April 17. Mr. Taylor made a motion to extend the declaration to April 21st, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding April County Board Meeting: A discussion was held on a proposed agenda and committee structure. There still needs to be social distancing and so members may not sit at their desks for this meeting. The Surface Go will be distributed and instruction on use will be held. Ethics training will be moved to May. The Emergency Declaration will need to be added to the agenda.

Review/Discussion/Action regarding the Highway Department Staffing Plan of Action: Next week all staff will return to work a normal shift. The employees will still work in small groups and practice social distancing. Road projects need to get started in order to be completed during construction season. The sign project may need to be put off as the road work needs to take precedence. Ms. Hansen may need to look at having Lange continue the sign project. There have been 13 applicants for the Office Manager position. Mr. Platteter and Ms. Creighton will look at those applications. They may hold virtual interviews and have another county's Office Manager sit in on the meetings to give advice on the potential candidate.

The Committee May go Into Closed Session to Consider Compensation for Temporary Assignment and PSLB Donation Request: Mr. Taylor made a motion to go into closed session, seconded by Mr. Grisen. Ms. McMillan Urell – yes, Mr. Taylor – yes, and Mr. Grisen – yes. Carried.

The Committee May Return to Open Session: Mr. Grisen made a motion to return to open session, seconded by Mr. Taylor. Mr. Grisen-yes, Ms. McMillan Urell – yes, and Mr. Taylor – yes. Carried.

Mr. Taylor made a motion to deny the request to transfer PSLB, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding the Chairperson Report: Chair McMillan Urell discussed grants and funding available for those affected by COVID-19.

Review/Discussion/Action regarding the Administrative Coordinator Report: The courthouse remains closed to the public. Those offices that are rented out and do allow public in have to go to the entrance and bring the public back to their offices. There is a phone in the entry for citizens to call the departments they need to see. There are some departments working from home and alternating days with employees as to who is physically in the office. Mississippi Speedway is asking to be allowed to have practice runs. Ms. Loeffler is working with them on this. It is estimated that sales tax will be reduced by as much as \$90,000.00.

Public Comments:

The next meeting will be April 15, 2020.

Chair McMillan Urell adjourned the meeting.

Respectfully submitted,

Roxann Halverson
Buffalo County Clerk