

**PROCEEDINGS OF THE WASHINGTON COUNTY BOARD OF SUPERVISORS MEETING
TUESDAY, AUGUST 11, 2020**

At 9:00 a.m. Chairperson Jack Seward Jr. called to order in regular session a meeting of the Washington County Board of Supervisors which took place in the Washington County Courthouse. Items on the agenda included the following: approval of agenda; public comment related to agenda items; application for Class C Beer Permit (BC) from Four Corners Fuel, Ainsworth; application for Class C Liquor License (LC) (Commercial) from Washington Golf and Country Club, Washington; Resolution 20-48 regarding changes to Washington County Employee Handbook; Washington County Ambulance Service Policy and Procedure Manual; COVID-19 update; department head comment; adjourn. Supervisors Stan Stoops, Abe Miller, Richard Young and Bob Yoder were also in attendance.

Others attending were: Mary Zielinski, The News; Jeremy Peck and Pat Curl, County Ambulance Service; Jacob Thorius, County Engineer; Michelle Hyman, Deputy County Auditor; and Marissa Reisen, County Emergency Management Coordinator. Various other individuals listened and/or watched remotely by way of electronic means.

All motions were passed unanimously by those Supervisors in attendance unless noted otherwise.

Seward recommended that the published agenda be amended to include the following item: personnel change request - Auditor. On motion by Yoder, seconded by Stoops, the Board voted to approve the amended agenda.

There was no public comment

Washington County Ambulance Service Director Jeremy Peck advocated for employees of Washington County Ambulance to have the ability to use administrative leave to supplement hours worked due to ambulance employees of the new Washington County Ambulance Service not having sufficient accrued time-off benefits. The Board took no formal action.

On motion by Stoops, seconded by Miller, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from the Auditor's office with an effective date of August 10, 2020 for Cody Kreutz who will add the duties of Courthouse Entrance Monitor, at the rate of \$17.47 per hour, to his existing duties with the Sheriff's Office.

On motion by Miller, seconded by Yoder, the Board voted to approve, and authorize the Chairperson to sign, a Special Class C Beer Permit (BC) application, including Class B Native Wine Permit and Sunday Sales, from Four Corners Fuel, located at 3112 Highway 92, Ainsworth. The license is for the period of August 14, 2020 to August 13, 2021. Sheriff Jared Schneider expressed no objection to the application.

On motion by Young, seconded by Miller, the Board voted to approve, and authorize the Chairperson to sign, a Class C Liquor License (LC) (Commercial) application from Washington Golf and Country Club, located at 1732 Country Club Road, Washington. The license is for the period of August 27, 2020 to August 28, 2021. Sheriff Jared Schneider expressed no objection to the application.

On motion by Miller, seconded by Yoder, the Board voted by roll call vote to approve Resolution 20-48 as follows and to authorize the Chairperson to sign Resolution 20-48 on behalf of the Board.

RESOLUTION 20-48

TEMPORARY CHANGES TO WASHINGTON COUNTY EMPLOYEE HANDBOOK IN RESPONSE TO STATE AND FEDERAL PUBLIC HEALTH DISASTER EMERGENCY DECLARATIONS REGARDING THE NOVEL CORONAVIRUS 2019 PANDEMIC

WHEREAS, the Washington County Board of Supervisors understand that the Novel Coronavirus 2019, now known as COVID-19, is causing much anxiety in the community, state, and world. Washington County is working closely and in conjunction with the Washington County Public Health Department, the Washington County Emergency Management Coordinator, and the Iowa Department of Public Health (IDPH) to ensure the health and safety of Washington County employees and staff; and

WHEREAS, since July 21, 2020, the operations of Washington County facilities have been open to the public, subject to individual departmental and office guidelines that take into consideration office capacity, social distancing, and personal protective equipment such as masks and face shields; and

WHEREAS, since the adoption of Resolution 20-15 on March 17, 2020, Washington County elected officials have supported maintaining employee's wages through supplemental administrative leave that exceeds the level required by the Washington County Employee Handbook, as well as State and Federal Fair Labor Standards; and

WHEREAS, Washington County understands there may yet be employees ordered, or advised, by State and Local Health Departments to home quarantine due to contact with an individual having a confirmed case of COVID-19; and

WHEREAS, the Washington County Board of Supervisors desires to protect employee's wages through sick time, vacation time, or other paid time; and

WHEREAS, The Washington County Board of Supervisors recognizes that under the guidance and provisions of the Families First Coronavirus Response Act (FFCRA) which became effective April 2, 2020 and includes the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act, some employee leave attributed to actual illness or exposure to the Coronavirus was covered at the rate of 100% while other situations resulted in wages being covered at the rate of two thirds (66%); and

WHEREAS, with the adoption of Resolution 20-15 Washington County chose to cover lost time as administrative leave at the 100% level as well as any lost hours due to being sent home as a non-essential employee with no ability to work from home; and

WHEREAS, the need to limit operations in Washington County facilities to essential personnel only due to COVID-19 has now largely been eliminated.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Washington County, Iowa, as follows:

Section 1. With the adoption of Resolution 20-48 the provisions and guidance set forth in Resolution 20-15 are rescinded and replaced beginning with the employee pay period that begins August 27, 2020.

Section 2. In the case of an employee being under a quarantine order from the IDPH due to COVID-19 issues, or under self-quarantine guidelines, contingent upon Supervisor approval Federal FFCRA coverages will continue to be applicable for as long as such guidelines are in place or are modified and/or extended.

Section 3. For as long as the Coronavirus Emergency Declaration is in effect Department Heads and supervisors may continue to authorize administrative leave to employees sent home due to COVID-19 issues and unable to work from home. However only two thirds (66%) of the hours claimed as administrative leave will be paid by the County.

Section 4. While not required, an employee may choose to use available personal leave time in order to supplement the two thirds (66%) pay in order receive a paycheck equal to the amount normally received.

Section 5. With Department Head or supervisor approval, the cap on family leave hours available would also be lifted as long as the Coronavirus Emergency Declaration is in effect.

Section 6. The maximum vacation hours banked for full-time employees will be temporarily increased to 240 hours. The maximum vacation hours banked allowed for part-time employees will be temporarily increased to 140 hours.

Section 7. On January 1, 2021, the maximum vacation hours banked will return to 200 hours for full-time employees and 120 hours for part-time employees

Section 8. Should a situation arise that is inadequately addressed by the aforementioned guidelines, the employee's Department Head as well as the Deputy Auditor for Human Resources; the Deputy Auditor for Payroll, and another uninvolved Department Head or member of the Washington County Board of Supervisors will jointly determine whether the granting of administrative leave is reasonable and warranted.

Section 9. The Washington County Board of Supervisors does hereby on this date approve these changes to the March 1, 2020 edition of the Washington County Employee Handbook with such changes to take effect on August 27, 2020.

Washington County Ambulance Service Supervisor Jeremy Peck stated that presently employees were not being compensated for being on call unless they were actually called in for duty. He suggested that at some point in the future such employees be compensated at a greater rate when they are actually called in. On motion by Stoops, seconded by Yoder, the Board voted to acknowledge and approve the Washington County Ambulance Service Policy & Procedure Manual. Prior to the vote Miller stated his desire to have had more time to consider the proposed manual and the wording of its contents. Young stated that the proposed manual had been available in the Supervisor's meeting room in the Courthouse for multiple weeks. The motion was approved as follows Aye-Seward, Young, Yoder, Stoops; Nay-Miller.

Washington County Public Health Administrator Danielle Pettit-Majewski shared that to date in Washington County there have been 3,177 tests conducted to detect for COVID-19 and such tests have yielded 307 positive tests. Of the positive tests there have been 289 recoveries. A total of 11 deaths in Washington County have been attributed to COVID-19. Seward commented that with regard to COVID-19 he had received correspondence from an individual requesting that masks be mandated for Washington County. The Board took no formal action.

At 9:58 a.m. on motion by Stoops, seconded by Yoder, the Board voted to adjourn.

ATTEST:
August 11, 2020

JACK SEWARD JR.
Chairperson, Board of Supervisors

DANIEL L. WIDMER
County Auditor