

The Board of Supervisors met on 3/27/2020 at 10:00 a.m. in the Story County Administration Building. Members present: Linda Murken, Lisa Heddens and Lauris Olson, with Murken presiding. (all audio of meetings available at storycountyia.gov). Murken read the special note to the public: due to recommendations to limit gatherings to no more than ten (10) people in order to help slow the spread of the COVID-19 virus, public access to the meeting will be provided via conference call.

ADOPTION OF AGENDA: Murken added two items: staff update from Information Technology (IT) Director, Barb Steinback; any other actions deemed necessary by the Board. Heddens moved, Olson seconded adopting the agenda with listed changes. Motion carried unanimously (MCU) on a roll call vote.

STATEMENT EXPLAINING WHY A MEETING IN PERSON IS IMPOSSIBLE OR IMPRACTICAL, PER CODE OF IOWA §21.8.1 – In order to slow community spread of COVID-19, no more than ten people can attend a Board meeting; anyone may join via conference call.

STATEMENT OF NECESSITY OF SPECIAL MEETING PER CODE OF IOWA §21.4.2(b) – Murken reported on relevant sections of the *Code of Iowa*. The County did give 24-hour notice for this meeting, however, some technical issues were not listed on the posted agenda.

UPDATES ON COVID-19: a) Memo concerning the Treasurer's Office approach to maintaining services and continuity of government functions during the COVID-19 pandemic – Ted Rasmusson, Treasurer, reported on the staffing plan for the Treasurer's Office to provide effective service to the public while maintaining staff safety. Rasmusson consulted with both Human Resources and the County Attorney's Office to devise the plan; he thanked both. b) Staff – Barb Steinback, IT Director, reported on remote options for employees. Murken directed Steinback to proceed with virtual private network (VPN) access.

DISCUSSION AND CONSIDERATION OF ITEMS BROUGHT BEFORE THE BOARD WITH REQUEST FOR IMMEDIATE ACTION:

CLOSING HUMAN SERVICES CENTER (HSC) TO THE PUBLIC DURING THE COVID-19 PANDEMIC – Joby Brogden, Facilities Management Director, reported on the Governor's letter to County Supervisors regarding access to Iowa Department of Human Services (DHS) offices in leased space in county buildings; he read the letter. Brogden stated, on the advice of the County Attorney's Office, the Board can close HSC provided that DHS will be available by appointment only. Drop boxes and signs will be posted. Olson moved, Heddens seconded the approval to close the HSC to the public during the COVID-19 pandemic. Roll call vote. (MCU)

REVISED TEMPORARY EMPLOYMENT PRACTICES AND POLICIES IN RESPONSE TO THE NOVEL CORONAVIRUS (COVID-19) PANDEMIC (INCLUDES PROVISIONS FROM THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)) – Noelle McLatchie, Human Resources Generalist, reported on changes. Alissa Wignall, Internal Operations and Human Resources Director, reported the start date is March 15 to coincide with the pay period; she requested approval. Heddens moved, Olson seconded the approval of the Revised Temporary Employment Practices and Policies in Response to the Novel Coronavirus (COVID-19) Pandemic (includes provisions from the FFCRA). Roll call vote. (MCU)

STORY COUNTY TELEWORK AGREEMENT – Noelle McLatchie, Human Resources Generalist, reported on the employee agreement. Discussion took place. Olson moved, Heddens seconded the approval of the Story County Telework Agreement. Roll call vote. (MCU)

TEMPORARY INCREASE TO VACATION ACCRUALS – Alissa Wignall, Internal Operations and Human Resources Director, reported on temporarily increasing the maximum accrual amounts for vacation leave due to COVID-19 pandemic. Discussion took place. Joby Brogden, Facilities Management Director, asked if this would be effective in the current pay period. Wignall stated yes. Heddens moved, Olson seconded the approval of Temporary Increase to Vacation Accruals as presented. Roll call vote. (MCU)

AMENDMENTS TO THE CONTINUITY OF OPERATIONS PLAN/CONTINUITY OF GOVERNMENT (COOP/COG) PLAN STORY COUNTY, IOWA (PORTIONS OF THE PLAN CONSIDERED CONFIDENTIAL UNDER CODE OF IOWA §21.5(k)) – Leanne Harter, County Outreach and Special Projects Manager, reported on updating certain sections. Murken asked for questions. The Board had no questions. Olson moved, Heddens seconded the approval of amendments to the COOP/COG Plan, Story County, Iowa as presented. Roll call vote. (MCU)

ANY OTHER ACTIONS DEEMED NECESSARY BY THE BOARD OF SUPERVISORS – Murken stated COVID-19 numbers are increasing, Iowa has no shelter-in-place declaration, and the Board needs to consider action to keep employees safe while continuing services. Discussion took place about parameters and time period. Ethan Anderson, Assistant County Attorney, recommended any action include discretion. Additional discussion took place. Joby Brogden, Facilities Management Director, spoke about essential functions changing over time. Heddens stated this is an evolving situation and this needs to be recognized in policies. Heddens moved that in response to the COVID-19 pandemic and Story County's commitment to reduce the spread, Story County government continue to provide essential services but instruct Department Heads, and strongly recommend to Elected Officials, that they do the following: 1) send home all non-essential employees by 4:30 today, 3/27/20, with a return date of Monday, 4/13/20. Employees will be paid the regular rate of pay for this two-week period and may be asked to perform some work from home if needed. If at any point during this two-week period a shelter-in-place order is issued by the Governor of Iowa, employees not performing work will be required to use their COVID-19 leave. Any non-essential employees who are willing to help staff the Emergency Operations Center if they are needed will be considered essential for that function. 2) send home all essential employees who can work from home as soon as they are equipped to work at home electronically, either by the end of today, or if more time is needed, by the end of next Monday, 3/30/20. 3) instruct all essential employees who cannot perform essential functions from home to continue working in their workplace. Olson seconded with friendly amendment to insert a portion of the Treasurer's memo: employees are expected to stay at home and practice safe social distancing policies to ensure their ability to continue working in the future. Heddens seconded the amendment. Discussion took place. Roll call vote. Olson nay, Heddens nay, Murken nay. Amendment failed. Olson moved that employees are expected to stay home except for meeting basic essential needs and practice safe social distancing practices to ensure their ability to continue working in the future. Motion died for a lack of a second. Additional discussion took place. Olson moved that employees are expected to be available for work on short notice and to practice safe social distancing practices to ensure their ability to continue working in the future. Motion died for lack of a

second. Murken stated the Board is trying to get too much into a motion. Heddens moved that in response to the COVID-19 pandemic and Story County's commitment to reduce the spread, Story County government shall continue to provide essential services but instructs Department Heads and strongly recommends Elected Officials that they do the following: 1) send home all non-essential employees by 4:30 today, 3/27/20, with a return date of Monday, 4/13/20. Employees will be paid their regular rate of pay for this two-week period and may be asked to perform some work from home if needed. If at any point during this two-week period a shelter-in-place order is issued by the Governor of Iowa, employees not performing work will be required to use their COVID-19 leave. Any non-essential employees who are willing to help staff the Emergency Operations Center if they are needed will be considered essential for that function. 2) send home all essential employees who can work from home as soon as they are equipped to work at home electronically, either by the end of today, or, if more time is needed, by the end of next Monday, 3/30/20. 3) instruct all essential employees who cannot perform essential functions from home to continue working in their workplace. Olson seconded the motion. Olson asked Assistant County Attorney Ethan Anderson about adding administrative leave. Anderson stated clarifications in email to staff addressing the issue is sufficient. Ted Rasmusson asked about COOP/COG Management Team (CCMT) meetings, and other items. Connie Toresdahl, Sheriff's Office, asked about overtime pay. Additional discussion took place. Olson asked about giving input to Human Resources. Discussion took place. Roll call vote. (MCU)

OTHER REPORTS: Murken reported on changes to daily status reports and conference calls in meetings. Leanne Harter, County Outreach and Special Projects Manager, asked about Board meeting video. Olson stated videos are not high priority, and there may be other options. The Board concurred video can be discontinued for the time being. Olson asked if this can be noted on YouTube. Murken stated everyone needs to be careful on social media and only disseminate accurate and verified information.

PUBLIC COMMENT #1: Treasurer Ted Rasmusson clarified services shall be continued as possible, both in the office and remotely.

Heddens moved, Olson seconded to adjourn at 11:38 a.m. Roll call vote. (MCU)