

TUESDAY, MARCH 26, 2020

Pursuant to law, the Board of Commissioners called an Emergency Meeting on Thursday, March 26, 2020 at 1:30 p.m. in the Board of Commissioner's Room and were called to order by the Chairperson.

Pledge of Allegiance

Invocation

PRESENT: Margaret Batzer, Mark Bergstrom (via phone), Jeff Dontz, Karen Goodman, Pauline Jaquish, Gene Lagerquist (via phone) and Richard Schmidt (via phone)

ABSENT: None

Chairman Dontz announced that this Emergency Meeting was called due to the process of policies being developed and implemented, the County Board needed to meet to take action to implement these policies and procedures. The County Board is operating remotely and electronically under Executive Orders #2020-15 and #2020-21 issued by Governor Gretchen Whitmer. This Emergency Meeting was requested by five (5) County Commissioners (over 2/3 of the Board) and with an 18 hour notice being posted.

APPROVE EMERGENCY MEETING AGENDA

Moved by Goodman, seconded by Bergstrom to approve the Emergency Meeting Agenda.

Motion Carried

+++++

PUBLIC COMMENT

No Public Comment in person or on-line.

REVIEW AND CONSIDERATION TO APPROVE THE HEALTHY WORKPLACE

CAUTIONARY PERIOD POLICY

**HEALTHY WORKPLACE CAUTIONARY PERIOD
Adopted by the Board of Commissioners on March 26, 2020**

For the duration of a Healthy Workplace Cautionary Period, such special discretionary policies shall (to the extent such policies do not violate State or Federal law) take precedence over any existent conflicting employer practices polices or directives. Such special discretionary policies may include, but are not limited to:

1. During a Healthy Workplace Cautionary Period, the County may implement (in an expedited manner):
 - A. Policies or measures to protect staff, the public or promote social distancing in order to limit the number of persons concentrated in the workplace.

TUESDAY, MARCH 26, 2020

- B. Policies for completing timesheets, call-in and notice requirements, or the requirement and timing for medical certifications both necessary to justify an absence or authorize a return to work.
 - C. Consider and approve flexible work schedules, job sharing, or FMLA to assist employees in meeting the medical needs of family members.
2. During a Healthy Workplace Cautionary Period, employees may be instructed not to report to work if the Department Head/Elected Official (or designee) reasonably believes the employee has been exposed to, or infected with, a severe communicable disease. Symptoms of a severe communicable disease include, for example, coughing, sneezing, fever, diarrhea, nausea, etc.
- A. The employee may not report to work until they are free of fever (less than medically recommended 100.4 degrees) and free of any other symptoms (coughing, sneezing) for at least 72 hours prior to the start of their shift, without the use of fever-reducing or other symptom altering medicines (cough suppressants) and/or they are released by a healthcare provider, whichever is deemed necessary by the Department Head/Elected Official (or designee).

3. CRITICAL POSITIONS

- A. During a Healthy Workplace Cautionary Period, employees assigned to a critical position will be required to work as directed.
 - i. An employee assigned to a critical position who fails to report to work as directed (unless the absence is excused by operation or law or authorization of the employer), may be subject to potential disciplinary action up to and including termination. The level of discipline and any mitigating circumstances underlying an unauthorized absence will be reviewed on a case-by-case basis.
 - ii. An employee assigned to a critical position may have previously granted authorizations for vacation, compensatory time, leave of absences (other than for legally required sick or family leave purposes), flexible scheduling, training, conferences, etc. rescinded with minimal notice.
- B. During a Healthy Workplace Cautionary Period, employees assigned to a critical position may be required to:
 - i. Change their work schedules and/or hours of work with minimal notice.
 - ii. Report for work with minimal notice.
 - iii. Telecommute with minimal notice.
 - iv. Work overtime with minimal notice.
 - v. Complete special duties with minimal notice.
 - vi. Work at alternate work locations with minimal notice.
- C. A Department Head/Elected Official (or designee) may authorize a request for Healthy Workplace Leave for employees assigned to critical positions who are directed to report to work. This may include a certification from the employee's health care provider or public health body that the employee has been infected with a severe communicable disease, is reasonably likely to spread a severe communicable disease to coworkers or residents through the performance of the employee's regular job duties, and/or is unable to perform the essential functions of his/her job without possible harm to himself/herself or others.

TUESDAY, MARCH 26, 2020

4. ESSENTIAL POSITIONS

- A. All Department Head/Elected Official (or designee) is determined as essential staff in fulfilling and maintaining the operation of their department and the county system. Each Department Head/Elected Official (or designee) will provide detailed information to the Administrators office providing outline of actions being implemented to assure county business continue to be accessible to the public, and function to meet needs.
- B. During a Healthy Workplace Cautionary Period, employees assigned to essential positions must continue to be available for work as determined by their Department Head/Elected Official (or designee) and will be provided further guidance by their Department Head/Elected Official (or designee).
- C. If an essential employee is required to report to their place of work or perform work remotely, they shall be required to work as directed.
 - i. An employee assigned to an essential position who fails to report to work as directed (unless the absence is excused by operation or law or authorization of the employer), may be subject to potential disciplinary action up to and including termination. The level of discipline and any mitigating circumstances underlying an unauthorized absence will be reviewed on a case-by-case basis.
- D. Employees assigned to essential positions may be required to:
 - i. Change their work schedules and/or hours of work with minimal notice.
 - ii. Report for work with minimal notice.
 - iii. Telecommute with minimal notice.
 - iv. Work overtime with minimal notice.
 - v. Complete special duties with minimal notice.
 - vi. Work at alternate work locations with minimal notice.
- E. A Department Head/Elected Official (or designee) may authorize a request for Healthy Workplace Leave for employees assigned to essential positions who are directed to report to work. This may include a certification from the employee's health care provider or public health entities, that the employee has been infected with a severe communicable disease, is reasonably likely to spread a severe communicable disease to coworkers or residents through the performance of the employee's regular job duties, and/or is unable to perform the essential functions of his/her job without possible harm to himself/herself or others.

5. NON-ESSENTIAL/NON-CRITICAL POSITIONS:

- A. During a Healthy Workplace Cautionary Period, employees assigned to a nonessential/non-critical position may be instructed not to report to work until contacted by their Department Head/Elected Official (or designee) with further directions.
- B. Depending on the nature and severity of the situation, a Department Head/Elected Official (or designee) may authorize a request for Healthy Workplace Leave for employees assigned to on-essential/non-critical position.
- C. All leave requests will follow policy and any union contract guidelines suitable to the situation.

TUESDAY, MARCH 26, 2020

Moved by Schmidt, seconded by Bergstrom to adopt the above Healthy Workplace
Cautionary Period Policy to parallel the current COVID-19 Pandemic State of Emergency.

YEAS: 7 Batzer, Bergstrom, Dontz, Goodman, Jaquish, Lagerquist, Schmidt
NAYS: 0 None

Motion Carried

+++++

**CONSIDERATION OF AUTHORIZING THE COUNTY BOARD CHAIR OR THE
COUNTY ADMINISTRATOR/CONTROLLER, WHEN UNDER A DECLARED
STATE OF EMERGENCY, THE APPROVAL TO SIGN BILLS UP TO A
SPECIFIED AMOUNT**

Moved by Goodman, seconded by Jaquish to authorize the County Administrator/Controller
to pay the monthly appropriations up to an amount of \$2 million, when under a declared
State of Emergency.

YEAS: 7 Bergstrom, Dontz, Goodman, Jaquish, Lagerquist, Schmidt, Batzer
NAYS: 0 None

Motion Carried

+++++

PUBLIC COMMENT

No Public Comment in person or on-line.

Adjourn at the Call of the Chair at 1:46 p.m.

_____ Clerk