



CARVER COUNTY *minnesota*

Carver County Board of Commissioners
March 31, 2020
Special Session

Under Minnesota Statute 13D.021 the County Board has made a determination that an in-person meeting is not practical or prudent because of a health pandemic and an emergency has been declared under chapter 12.

The physical meeting location (Board Room) is closed because it is not feasible to be open due to the health pandemic. This meeting will be conducted via video teleconference due to COVID-19 concerns. Individuals who wish to provide public comments related to the meeting can do so at: admin-contact@co.carver.mn.us

**The meeting will be webcast live at:
<https://www.youtube.com/user/CarverCountyMN/live>**

Commissioners Degler will be attending the meeting in person. Commissioners Ische, Maluchnik, Lynch, and Workman’s attendance at the special meeting location is not feasible due to the health pandemic.

- 9:00 a.m. 1. a) **CONVENE**
 b) **Pledge of allegiance**
- 2. Agenda review and adoption
- 3. Approve minutes of March 24, 2020, Regular Session..... 1-2
- 4. Community Announcements
- 9:05 a.m. 5. **CULTURE: Provide organizational culture fostering accountability to achieve goal and sustain trust/confidence in County government**
- 5.1 **Closed Session** for Labor Negotiation Strategy3
- 5.2 County Policy Addressing Employee Benefits During Public Health
 Emergency.....4
- 9:45 a.m. **ADJOURN SPECIAL SESSION**

David Hemze
County Administrator

UPCOMING MEETINGS

- April 7, 2020 9:00 a.m. Board Meeting
- April 14, 2020 No Meeting
- April 21, 2020 4:00 p.m. Board Meeting

A Special Session of the Carver County Board of Commissioners was conducted via video teleconference due to COVID-19 concerns. Vice Chair Gayle Degler convened the session at 9:00 a.m.

Members present: Gayle Degler, Vice Chair, (present in County Board Room), James Ische, Randy Maluchnik, Tim Lynch and Tom Workman (present via video teleconference).

Members absent: None.

Vice Chair Degler, on behalf of the County Board, extended to all County residents their thoughts and concerns as they traveled through these difficult times to defeat COVID-19. He recognized public sector employees and their efforts to manage this crisis. Degler stressed everything in their power was being done to allocate resources. He clarified, with the Government Center closed, he was speaking from the County Board Room and Commissioners Ische, Lynch, Maluchnik and Workman were participating via teleconference. He pointed out the email address for members of the public to provide public comments related to the meeting.

Ische moved, Maluchnik seconded, to approve the agenda. On a roll call vote, Degler, Ische, Maluchnik, Lynch, Workman voted aye. Motion carried unanimously.

Lynch moved, Ische seconded, to approve the minutes of the March 17, 2020, Regular Session. On a roll call vote, Ische, Degler, Lynch, Maluchnik, Workman voted aye. Motion carried unanimously.

David Hemze, Administrator, appeared before the Board for an update on the County's response to COVID-19. He recognized the outstanding work being done by the employees to protect residents and noted the County's Emergency Operation Center was activated on March 6th. He explained this was done to coordinate activities in response to COVID-19 and since that time, they have been holding weekly teleconferences to coordinate efforts with cities, schools, townships and other community partners.

He stated the County has implemented a plan to socially distance staff with over 50% of employees fully or partially teleworking. Hemze pointed out walk up public services have been closed through March 27th. He indicated he was now recommending that be extended to April 12th and inquired if the Board was comfortable with that. The Board expressed consensus to extend the closure to April 12th.

Hemze indicated they would continue to collect data and make a decision on extending that closing in the future. He also pointed out information was available on the County's website.

Dr. Richard Scott, Health & Human Services, stated their overall motto continues to be facts not fear and prepared not scared. He reviewed the number of confirmed cases in the County and Statewide. He indicated they are continuing to isolate individuals with symptoms and quarantine those exposed. Scott stated they have expanded community mitigation strategies with closing of schools, many businesses and suspending public walk up services. He added they continue to expand social

distancing with tele-health, virtual meetings and compliance with the six-foot rule, as well as increased cleaning procedures.

He indicated they are between the community mitigation and pandemic management phase and they wanted to be a step ahead to flatten the curve. He indicated they need to continue with containment and ramp up pandemic management strategies that included management of scarce resources and coordinating access and utilization of essential services. Scott recognized the need to continue to promote healthy living and need to communicate. He stated they continue daily briefings and they have expanded the incident command structure. Scott stated they are in the processing of launching the Public Health and Human Services Branch under the structure and highlighted what each branch would address.

Scott clarified they are continuing to recommend that residents maintain social distancing, continue with cleaning procedures, to wash their hands before and after engaging in any activity and avoid touching their face. He acknowledged there are other probably other cases not yet confirmed and the treatment is supportive care at home and to self-isolate. If symptoms get worse, he encouraged residents to contact their health care provider. Scott stated the latest information was also available on the County's website.

Hemze apologized for some of today's technical difficulties but recognized the need to hold special meetings like these via teleconference. He clarified however they were following the law related to open meetings.

Lynch moved, Workman seconded, to adjourn the Special Session at 9:29 a.m. On a roll call vote, Degler, Ische, Lynch, Maluchnik, Workman voted aye. Motion carried unanimously.

David Hemze
County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

County Policy Addressing Employee Benefits During Public Health Emergency

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="3/31/2020"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division ..."/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="5"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Di..."/>	
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government"/>	

BACKGROUND/JUSTIFICATION:

- Responsive to the public health emergency of pandemic COVID-19 illness, Employee Relations has developed County Policies that address employee paid leave accruals and compensation in a manner that supports individuals to follow current guidance from public health officials.
- The spread of COVID-19 presents a serious threat for the Carver County community, especially our most vulnerable members, as well as for County staff working to continue delivering critical services to the community under these extraordinary circumstances.
- If employees come to work because of lack of available paid leave or due to fear of loss of critical health insurance coverage, there is greater potential for further spreading the COVID-19 virus to the workforce and community.
- Minnesota Department of Health guidance recommends people stay home if they are feeling sick, especially when experiencing influenza-like or respiratory symptoms. In addition, employees may be unable to work for other reasons directly related to the public health emergency, including but not limited to situations when they are subject to quarantine or isolation restrictions, when caring for an ill family member, as a result of emergency school or daycare closures, or in certain limited situations due to temporary county workplace closures necessary to prevent the spread of COVID-19 and to allow the county to revise service delivery procedures responsive to the public health emergency situation.

Employee Benefit Policies presented for Board approval include:

- Advancement of PTO** – This temporary policy permits eligible non-bargaining employees to enter into a negative leave balance of up to 80 hours for reasons related to the public health emergency. The policy also specifies the terms of repayment for the advancement of hours with future accruals, or by repayment of the dollar value at time of job change or separation from employment.
- COVID-19 Leave** – This temporary policy provides eligible non-bargaining employees with a temporary COVID-19 paid leave bank to be used for qualifying situations related to the public health emergency. The availability of COVID-19 leave supports employee compliance with public health authority guidance regarding best practices to reduce the spread of COVID-19 illness, and minimizes County workforce disruption so that the County maintains its ability to continue effective public service delivery, through the development of updated and modified service approaches, during the current emergency situation.

It is recommended that the Board provide the County Administrator or his designee the authority to activate these policies consistent with a public health emergency declaration by the World Health Organization, Centers for Disease Control, or by the Minnesota Department of Health or other local Public Health authority and to deactivate these policies consistent with circumstances warranting deactivation.

ACTION REQUESTED:

Motion to approve the County Employee Benefit Policies as presented by Employee Relations, addressing employee paid leave accruals and compensation during a public health emergency with effective date of the County Policies retroactive to the beginning of the current pay period, March 30, 2020. As outlined in the policies, authority is delegated to the County Administrator or designee to activate the policies consistent with an applicable public health emergency declaration, and to deactivate the policies when a determination has been made that risks have sufficiently decreased or other conditions have changed so as to warrant inactivation of the policies.

FISCAL IMPACT: <input type="text" value="Other"/>	FUNDING
If "Other", specify: <input type="text"/>	County Dollars = <input type="text"/>
FTE IMPACT: <input type="text" value="None"/>	Total <input type="text" value="\$0.00"/>
<input checked="" type="checkbox"/> Insert additional funding source	

Related Financial/FTE Comments:

The County will incur incremental overtime costs and revenue loss when employees are unable to work due to COVID-19. The actual budget impact can not be reasonably projected at this time due to too many unknown variables including which staff, how many staff and for how many days will staff miss work due to COVID-19. Finance and Division staff will monitor the actual budget impact and keep the Board informed as part of our normal quarterly review process.