



**BOARD AGENDA
EMERGENCY MEETING**

Christine Husom, District 1
Darek Vetsch, District 2
Mark Daleiden, District 3
Michael Potter, District 4
Charles Borrell, District 5

BOARD OF WRIGHT COUNTY COMMISSIONERS

MARCH 20, 2020

10:00 AM

MEETING LOCATION: COUNTY BOARD ROOM

I. 10:00 A.M. PLEDGE OF ALLEGIANCE

**II. 10:01 A.M. COMMITTEE OF THE WHOLE/CONTINUITY OF OPERATIONS
PLAN RECOMMENDATIONS**

III. ** COMMITTEE MINUTES

Committee Of The Whole Emergency Meeting Minutes (3-19-20) As Amended

Documents:

[3-19-20 COMMITTEE OF THE WHOLE MINUTES EMERGENCY MEETING
AND ATTACHMENTS.PDF](#)

IV. * COVID-19 RESPONSE GRANT AWARD (LEE KELLY)

Documents:

[COVID-19 RESPONSE GRANT AWARD.PDF](#)

V. ADJOURNMENT

VI. NOTE:

- * Petitioned Onto The Agenda
- ** Reviewed And Approved At The Board Meeting



COMMITTEE MEETING MINUTES

COMMITTEE OF THE WHOLE

MARCH 19, 2020

Christine Husom	District 1
Darek Vetsch	District 2
Mark Daleiden	District 3
Michael Potter	District 4
Charles Borrell	District 5

DATE APPROVED: MARCH 20, 2020

Members Present: Borrell (via telephone), Daleiden, Husom, Potter, and Vetsch

Members Absent:

Staff Present: Aanerud, Aronson, Asleson, Athman, T. Dahl, Feddema, Fomby, Goodrum Schwartz (by telephone), Grosshuesch, S. Hansen, Hawkins, Hiivala, Holler, S. Johnson, L. Kelly, T. Kelly, Kryzer (by telephone), Lemieux, MacMillan, Mattice, Nathe, Partlow, Pawelk, Pickard, Rasmuson, S. Riley, M. Treichler, Vaith, Vergin, West, Wilczek

Others Present:

I. REVIEW OF COOP (CONTINUITY OF OPERATIONS PLAN) INFORMATION

Lee Kelly, County Administrator, distributed a memo to the County Commissioners dated 3-19-20 regarding "COOP Meeting 03/18/20 Recommendations" (see attached). Kelly said some of the action items in the memo have been implemented already, such as closing the public counters at the Government Center, limiting the number of employees working on site, and suspending nonessential out-of-state travel.

Kelly said staff is utilizing social distancing of six feet between people in meetings, and some employees are allowed to work remotely to get as many people out of the workplace as possible. The COOP plan states that County policy is to pay employees whether they are working at home or at a County facility. Kelly's recommendation is to have the public areas closed until 4-01-20, or perhaps 4-03-20, which is the end of the next pay period. The situation continues to evolve rapidly. Discussions will continue regarding logistics such as whether to have weekly Board meetings or as legislative changes occur.

Christine Husom, County Board Chair, said employees will track their work time at offsite locations on their timesheets. There is potential for reimbursement. Kelly said there is no information about reimbursement yet, but documentation of employee remote work hours will be necessary to obtain those funds should they become available.

Darek Vetsch, County Commissioner, said he agrees with limiting public access to County facilities and allowing some employees to work at home until 4-3-20. This will allow Department Heads to draft long-term plans and determine employee workloads. Vetsch proposed holding a County Board meeting on Tuesday, 3-24-20 as planned, and adding a Committee Of The Whole meeting on Thursday, 3-26-20 to discuss expectations for the following week.

Mark Daleiden, County Commissioner, said there may be employees who will not be able to come back to work because of family or personal health concerns. He asked for estimates regarding how many employees might be in that situation. Husom said that information would allow Department Heads to adjust workloads. Kelly said lots of Departments are rotating staff. Alan Wilczek, Facilities Services Director, clarified that not all employees at home can work remotely, due either to the nature of their duties or perhaps because they are without the necessary technology. Vetsch said the goal was to be able to have employees complete training videos by next week, if possible.

Schawn Johnson, Human Resources Director, said a few minutes before this meeting, he received news that the Senate has passed a "Families First Corona Virus Response Act" (FFCRA). The FFCRA expands Family Medical Leave Act (FMLA) coverage to anyone with the Coronavirus, which allows them twelve weeks of protected leave. Also embedded in the FFCRA is the "Emergency Sick Leave Act." This Act puts the onus back on employers to pay sick leave to anyone in several situations, including someone with the Coronavirus, or who is a caregiver for a family member with the virus, is experiencing symptoms, or has been advised to self-quarantine or has been ordered to quarantine due to COVID-19, among other scenarios. Johnson recommended staying with the status quo for the time being to see what the State and Federal Governments are going to do.

Matthew Fomby, Information Technology (IT) Director, said Virtual Private Networks (VPN) has so far been limited to employees with laptops. VPNs can now be added to employees with desktop PCs and relocated to their homes. Almost everyone in the County has access to Linked In Learning (online training). He is compiling a list of training sessions that could be done remotely. After 4-03-20, IT staff could start relocating PCs and monitors to employees' homes.

Kelly asked Jami Goodrum Schwartz, Health & Human Services Director, whether there will be a Health & Human Services (HHS) Board Meeting on Monday, 3-23-20. Goodrum Schwartz said there were consent items that could be moved to the County Board meeting on Tuesday, 3-24-20. There was consensus among the County Board to do so.

Wilczek asked for direction regarding whether after-hours meetings in County conference rooms will be canceled. The intention is to instruct maintenance staff to lock the exterior doors at 5:00 P.M. Goodrum Schwartz said her staff has canceled public meetings. The consensus was to work with each department and decide on a case-by-case basis. Wilczek said the doors will be locked at 5 P.M. Department Heads can work with Deb Schreiner, Administrative Specialist, or him.

Sean Riley, Planning & Zoning Administrator, said the next Planning Commission Board of Adjustment meeting has been canceled. Tony Rasmuson, County Assessor, said notifications of value will be sent out next week. There are meetings scheduled in April that will likely need to be canceled. He is waiting for direction from the Department of Revenue regarding individual districts holding their local Boards of Appeal and Equalization meetings. The statute says that local meetings have to be held from April 1 through May 31st. The County Board of Equalization meeting in June may have to be extended as well. Rasmuson does not want his appraisers to do physical reviews of properties at this time and will find a way to work through that situation.

Charles Borrell, County Commissioner, said the County should continue to provide services. He asked whether County employees who could not work from home would be eligible for unemployment benefits if the pandemic continues for a long time. Kelly said if there is no work available for them to do, employees would be eligible for unemployment benefits. At this time, the County is compensating staff for working whether they are onsite or remote. He commended the Board for moving forward with the work-from-home strategy.

Recommendations:

- 1. Extend the current employee compensation plan to 4-04-20, which allows employees to work from home.**
- 2. Department Heads will provide an estimate of the number of employees who will not physically able to return to work after 4-04-20 due to the impacts of COVID 19.**
- 3. Place 3-23-20 Health & Human Services Consent Agenda Items on the 3-24-20 County Board Agenda.**
- 4. Schedule a Committee Of The Whole regarding COVID 19 strategies on 3-26-20 at 10 A.M.**
- 5. Determine how many employees have no access to the Internet or computer at home.**

Minutes submitted by Deb Schreiner, Administrative Specialist



**Administration
Department**

**Lee R. Kelly
County Administrator**

10 2nd St. NW, Room 235
Buffalo, MN 55313

Ph: (763) 682-7377
Fax: (763) 682-6178

Lee.Kelly@co.wright.mn.us
www.co.wright.mn.us

3/19/2020

To: Commissioners

From: Lee Kelly, County Administrator

RE: COOP meeting 03/18/2020 recommendations

The Continuity of Operations (COOP) committee met on 3/18/2020 to discuss continuing operations considering the COVID-19 outbreak. This meeting was well attended by department heads, managers and supervisors.

As of this date the Governor and the County Board have declared a state of emergency. In accordance with recommendations from public health, emergency management, and the Administration department, actions were initiated based on the guidance of the COOP plan. Specifically, the influenza-based guidance sections starting on page 3.

The topics discussed from this section included:

Travel Considerations

- Non-essential and out of state travel for work has been suspended

Employee Health and Safety.

- To protect the health of both employees and our constituents we continue to promote and implement social distancing methodology as listed in the COOP plan.
 - Maintaining 6 feet between staff during meetings
 - Allowing employees to work remotely whenever possible. This was a key directive of this meeting. Departments have been tasked with having as many staff work offsite as possible.
 - Limit the number of persons entering our workplace through the closing of public counters.
 - Departments have developed plans for providing priority services and the staffing needed to carry them out. A summary of these actions will be gathered prior to the COTW on 3/19.
- **Compensation and Payroll**
 - As a stated COOP policy, the County will continue to pay employees who work as assigned or on paid leave.
 - The directive was to pay employees their full compensation regardless of work location.
 - Employees are to track time worked in offsite locations in the COVID-19 line on the timesheets. Further guidance will be issued on this item.



COVID-19 Response Grant Award Cover Sheet

This is to notify you of your Community Health Board's COVID-19 Response Funding award.

DATE: March 20, 2020

CONTACT FOR CHB: Sarah Grosshuesch, CHS Administrator
Wright County Community Health Board
1004 Commercial Drive
Buffalo, MN 55313-1736

CONTACT FOR MDH: DeeAnn Finley, Community Health Division (deeann.finley@state.mn.us or 651-201-4551)

Grantee SWIFT Information	Grant Agreement Information	Funding Information
Name of MDH Grantee: Wright County Community Health Board	Grant Project Agreement Number: NA	Total COVID-19 Funds: \$147,695.00
Address of Grantee: 1004 Commercial Drive Buffalo, MN 55313-1736		
Grantee SWIFT Vendor Number: 0000197323	Period of Performance Start Date: March 3, 2020	Total State Funds: \$147,695.00
SWIFT Vendor Location Code: 001	Period of Performance End Date: February 1, 2021	Total Federal Grant Funds: \$0.00
SWIFT DBA/Fiscal Host: WRIGHT COUNTY COUNTY AUDITOR/TREASURER		
Remit Address: 10 2ND ST NW, ROOM 230, BUFFALO		

Minnesota Department of Health
PO Box 64975
St. Paul, MN 55164-0975
www.health.state.mn.us