

**EMERGENCY MEETING
FRIDAY, MARCH 13, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO**

The Pickaway County Board of Commissioners met in Regular Session in their office located at 139 West Franklin Street, Circleville, Ohio, on Friday, March 13, 2020, with the following members present: Mr. Harold R. Henson, Mr. Brian S. Stewart, and Mr. Jay H. Wippel. April Dengler, County Administrator, Darrin Flick, EMA Director and Tom Swisher, Deputy EMA Director was also in attendance.

**In the Matter of
Pickaway County and COVID 19:**

Commissioner Stewart opened the meeting with concerns of staff getting questions and emails are coming in with questions and worries. If offices opt to close to the public Commissioner Stewart assumed the Courthouse would still remain open for employee to work. Mr. Flick stated that EMA would provide what is needed to keep offices open. Maintenance is having the custodial crew perform thorough cleaning. Mr. Flick feels that if you give the offices the chance, they may come up with creative ways for the offices to adapt and keep employees safe. Commissioner Stewart does not feel that the Commissioners can come up with one way that will work for every office to function, but whatever offices decide to utilize, it needs to be consistent. Each office is responsible for their effectiveness. Sheriff is in agreement that if the courts do not hold court and offices close, they will still continue to provide security so that the building will remain open.

Commissioner Stewart asked what can the county do to help, such as installing additional hand sanitizers at entryways and Ms. Dengler informed the Commissioners that Jon Brown, Maintenance Supervisor had ordered ingredients to make 10 gallons of hand sanitizer and small bottles to set out to be utilized. Commissioner Stewart requested for a conference phone line be set up for any department heads to call if they are not comfortable attending the Department Head meeting scheduled for Tuesday, March 17th. Ms. Dengler will see that one is set that up by Tuesday. Mr. Flick explained that Mr. Brown will speak about sanitizing and cleaning, Robert Adkins will speak about IT and Berger Ohio Health will all speak Tuesday's meeting to educate in their areas of expertise. The Commissioners request that they are informed of any office closures or hour changes and will ask the department to inform them as soon as they decide to do so and how long. The Commissioners do not give the approval, it is up to a department to make that choice. The Commissioners stressed that an office cannot be closed until June, so an office will need to set something in place for the office to function.

Commissioner Stewart asked if COVID-19 testing sites were required to be set up and Mr. Flick read that triage settings are being set up to evaluate before forwarding to a hospital. Commissioner Stewart asked if we have the space to set up a triage if needed and if so, where. Steven Collins, The Herald, suggested that Community Methodist received the cots from the Red Cross when they were getting rid of them a year ago and may want to reach out to them regarding use if needed. The Commissioners encourage any suggestions for the county to help and help guide the community, and to keep meeting to evaluate the situation and keep up to date. The discussion went on to staff leave and pay. If an employee is needing to stay home, the use of sick time, vacation pay and comp time can be use to ensure the employee is receiving wages. If someone is mandated while awaiting testing results it could be administrative leave. CORSA is saying that if a person is home or taking care of a person sick, they can use their sick time, comp time or vacation. If a person tests positive they may be eligible for administrative leave. A Pickaway County employee self-quarantined their self for a few days and used sick leave until results of a person they had been in contact with came back as negative for the COVID-19 virus. Questions were asked if an office decides to shut their office and the rest of the offices remain open how do the employees get paid and it was asked if it would be looked at as the same as a level three snow emergency regarding pay. These are questions that will be asked of legal council before Tuesdays meeting. Ms. Dengler explained that another county is implementing 50% pay or minimum wage rates. Mr. Flick suggest that confidence for our government needs to be stronger than ever and if we need to take extra steps, be a little flexible and think outside the box of what we normally do to show the public that we are an functioning government and working together.

Commissioner Stewart addressed the school closures and employees that have to provide daycare for the next week. Can there be flexibility with the kind of leave that can be used for a parent that needs to stay home to take care of a child? Ms. Dengler explained that it would be up to their department head. Ms. Dengler has received calls asking what to do if an individual need to stay home and she suggested it to be the same as a snow day and use comp time or vacation. The Commissioners asked if there is something that can compel departments to keep an office open, but to adjust staff to have an employee or two that rotate working the open office. We need to send a message to the departments that county government is open but with educed staff. The Commissioners will work a press release to the public once finalized what county government and elected office are going to do with changes and what are their expectations. A notice will be

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issued informing the community and other offices to conduct business by email or phone versus in person to keep the public and employees safe during this time. Commissioner Stewart asked Ms. Dengler and Mr. Rogols to contact Joy Ewing, JFS Director to gather information on her office and ways for her office accommodate the public. Mr. Flick asked if there is was ways to utilize one employee to perform an additional employees' position while that individual was out of the office. The Commissioners are open to ideas and plans from the department heads at Tuesday's meeting. The Commissioners have concerns that if the numbers remain the same after three weeks of schools being closed people may no longer take it seriously and will return to work, school and events and then may see a rise in those that contract the virus. Mr. Flick is working on a press release to help get information out to the community and individuals that may not have access to social media or television. Commissioner Stewart asked Ms. Dengler and Mr. Rogols to gather additional information for Tuesday's meeting. Mr. Rogols requested that a sign-in log start Monday at each office at the courthouse for non-employees to sign in when entering the courthouse. The Commissioners agreed to have courthouse visitors sign in at the front desk with security when entering the building and list the office they will be visiting. The Commissioners, Ms. Dengler and Mr. Flick will prepare for the meeting scheduled with the department heads on Tuesday, March 17, 2020.

With there being no further business brought before the Board, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to adjourn. Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Wippel, yes; Commissioner Henson, yes. Voting No: None. Motion carried.

Harold R. Henson, President

Brian S. Stewart, Vice President

Jay H. Wippel, Commissioner
BOARD OF COUNTY COMMISSIONERS
PICKAWAY COUNTY, OHIO

Attest: Angela Karr, Clerk