

**Morrow County Board of Commissioners Emergency Meeting Minutes
March 19, 2020
Bartholomew Building Upper Conference Room
Heppner, Oregon**

Present

Chair Melissa Lindsay
Commissioner Don Russell
Darrell J. Green, Administrator
Justin Nelson, County Counsel
Roberta Lutchter, Executive Assistant
Ivy Adams, Civil Sergeant
Undersheriff John Bowles
Comm. Lt. Kristen Bowles
Bobbi Childers, Clerk
Karmen Carlson, HR Director
Ronda Fox, Finance Mgmt. Asst.
Mike Gorman, Assessor/Tax Collector
Gayle Gutierrez, Treasurer
Operations Lt. Terry Harper

Katie Imes, The Loop
Ann Jones, Fair Office
Christy Kenny, Juvenile Director
Kate Knop, Finance Director
Melissa Ross, Admin Lt./Public Info Officer
Matt Scrivner, Public Works Director
Dave Sykes, Heppner Gazette-Times
Via Phone
Commissioner Jim Doherty
Stephanie Case, Interim Planning Director
Glen Diehl, Justice of the Peace
Steve Haddock, Surveyor
Linda Skendzel, Veterans Office

Call to Order & Pledge of Allegiance: 9:03 a.m.

City & Citizen Comments: None

Open Agenda: No items

County Facilities

- Mr. Gorman said his staff members were concerned the exterior doors to the Courthouse remained unlocked due to State Circuit Court still being open. Mr. Green said he planned to talk later today to Roy Blaine, Trial Court Administrator. Mr. Nelson said the personnel were encouraging people to make appointments but if they have to come in, they were meeting them at the door and escorting them to the Circuit Court Office upstairs.
- Mr. Green asked about using Court Security to monitor the entrance at the Courthouse while it remained unlocked. Lt. Harper said the Court Security Deputies at high-risk have been removed from those duties. Having Court Security there now would mean using full-time staff at regular rates, which should at the County's expense and not incumbent on Court Security. He said School Resource Officers (SROs) are currently assigned there and the only people coming to the Circuit Court are those needing to file paperwork at the window on emergent matters. Commissioner Russell said it made sense to assign SROs to the Courthouse since schools have been closed. Mr. Green said a solution will be found to work toward locking the Courthouse. Commissioner Doherty said in light of the emergency declaration, the County's needs should come first.

County Employees

- Mr. Green recapped what's taken place already – the County allowed some flexibility for employees taking care of children at home: they can now use sick leave and other paid time off. He said departments need to work toward ways to follow the recommendations from the CDC (Centers for Disease Control) and Public Health to create social distancing

in the workplace. He said flex time and shift work can be discussed. The situation is extremely fluid and solutions might be different from department to department.

- Chair Lindsay asked if current policy allowed for flex time; Ms. Carlson said it does. Mr. Gorman expressed skepticism that flex time could work in customer-service offices.
- Chair Lindsay said policy is in place, so the direction is for the departments to work through this option. If it doesn't work, we'll discuss it again next Tuesday. She asked Ms. Smith to send the current Public Health recommendations to each department and for Ms. Carlson to send the policy she cited to the departments.
- Mr. Green said he and Ms. Carlson would be the contacts for flex scheduling and to please send their ideas to both of them. He said there might be a process to work through, from a union standpoint.
- Discussion took place on ideas for employees when duties are altered, such as web trainings and other projects that have been on the back-burner in departments. He said some employees might have less to do but to contact him to discuss options.
- Mr. Green said he was working with Jordan Standley on working remotely but they needed more time to address some of the issues.

Time off and use of Sick Leave, etc.

- Mr. Green said in looking at what other counties are doing, he found a variety of ideas. He said he and Ms. Carlson needed additional time to explore options. Whatever the County determines, there will be exceptions due to the uniqueness of each department so it's important for everyone to understand that nothing can capture every situation. He said things need to be sent to him and Ms. Carlson for review.
- Ms. Carlson reviewed current policy: Anyone in management of the County, if concerned, has the right to send someone home if that employee is endangering other employees. The employee would use his/her own paid time off and the County would pay for physician certification because the employee can't return until released by a physician. When all of the employee's leave times have been exhausted, hardship requests can be made. After that, FMLA kicks in to protect his/her job.
- Discussion took place about limiting travel by employees. Mr. Green asked for time to seek professional legal advice and guidance from CIS in order to vet the questions raised.
- The Commissioners agreed to tentatively have travel recommendations for next Tuesday's meeting.
- In discussing physician certification to return to work, Ms. Carlson referenced the AFSCME Collective Bargaining Agreement, Article 10.3 and Morrow County Personnel Policy, Section 8.3 Sick Leave, C. She said these were broad statements that give the County the ability to keep other employees safe.

County Messaging & County Website

- Common messaging is taking place through the coordinated efforts of the Administrator, Mr. Green, and the Public Information Officer, Lt. Melissa Ross.

Morrow County Government Command Center

Commissioner Russell moved to comprise the Morrow County Government Command Center as follows: Emergency Manager, Public Health Director, Chair of the Board of Commissioners,

County Administrator and County Counsel, as needed. Commissioner Doherty seconded. Unanimous approval.

- The Commissioners decided not to establish liaisons to departments and reiterated the authority of the Administrator to run the County. They said they continue to remain accessible to anyone and available to Mr. Green if he needed assistance.

Regional Solutions/Business Oregon Economic Recovery Committee

Chair Lindsay moved to have Commissioner Russell represent Morrow County on the Business Oregon/Regional Solutions committee, knowing it will be fluid; and Commissioner Doherty as the National Association of Counties' liaison on the federal level and the Association of Oregon Counties' liaison on the state level. Commissioner Doherty seconded. Unanimous approval.

Next Meeting

- Tuesday, March 24th, 1:30 p.m.

Meeting Arrangements

- Meetings will be held by electronic means as much as possible, versus in-person.
- Mr. Nelson discussed how the emergency declaration impacts public meetings - emergency meetings can be held on shorter notice and the number of staff in attendance can be limited. However, he did not think there could be a limit on members of the public in attendance. He also said if meetings are held electronically, there still needs to be a place for the public to attend and make comment.

Adjourned: 10:45 a.m.