

**Meeting Minutes of  
Lincoln County Administrative and Legislative Committee  
Monday, April 6, 2020 at 8:00 a.m.**

**Via Teleconference**

**MEMBERS PRESENT (in person):** Bob Lee, Robert Weaver, Calvin Callahan

**MEMBERS PRESENT (via teleconference):** Julie Allen, Hans Breitenmoser, Greta Rusch, Paul Gilk

**MEMBERS ABSENT:**

**VISITORS (in person):** Jason Hake, N.L.Bergstrom

**VISITORS (via teleconference):** John Hanz, Rick Wulf, Dan Leydet, September Murphy, Sam Venske, Galen Bayne-Allison, Elizabeth Peronto, Dean Bowe, Mike Huth, Diana Petruzates, Marie Peterson, Becky Byer, Pam Schotz, Nate Walrath, Ken Schneider

1. Call meeting to order.

Meeting called to order at 8:00 AM by Chair Lee. Members were present by roll call; visitors (via teleconference) by self-report.

2. Approve Personnel Policy Appendix C – Families First Coronavirus Response Act

Hake gave a brief overview of the new benefits provided under FFCRA. Appendix C Incorporates the new law into the Personnel Policy for the duration of the law (3/13/20 – 12/31/20). He also clarified that FFCRA benefits are not available to “emergency responders”. Based on the US Dept of Labor definitions, in Lincoln County, emergency responders include law enforcement officers (Sheriff’s Office except for clerical), correctional institution personnel (all LISO staff), nurses, public health personnel, emergency management personnel, 911 operators, public works personnel (Solid Waste Dept and Hwy Dept), persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency as well as individuals who work for such facilities employing these individuals and whose work is essential to maintain the operation of the facility (Maintenance Dept).

Callahan/Breitenmoser to adopt Appendix C (to the county Personnel Policy) with the Lincoln County-specific emergency responder designations. Motion carried on a voice vote with no dissenters.

3. Budget Management During COVID-19 Pandemic

- a. Hiring Freeze Except for Essential Service Positions Approved by A & L Committee on 3/23/20
- b. Moratorium on Non-Essential Purchasing Approved by A & L committee on 3/23/20
- c. Consider Reduction in Staffing

a & b Hake reviewed the already approved hiring freeze and moratorium on non-essential purchasing along with the reasons for these measures. He also reiterated his concerns about

the impact the pandemic will have on sales tax revenue, outside (jail) housing revenue and state/federal reimbursement for services.

c Hake also explained that at present, the county has employees (i) continuing to work full-time or more; (ii) working from home likely at less than full-time given the reduced demand for service under the Safer at Home order; (iii) not working but continuing to be paid as though they were working. He laid-out a range of possible options for managing budget shortfalls (in addition to the hiring freeze and purchasing moratorium) including:

- Doing nothing and hoping for the best in terms of balancing the 2020 budget
- Paying employees continuing to work some type of bonus pay
- Requiring employees not actively working to use PTO benefits to cover time not worked
- Furloughing/laying-off non-essential employees but continuing their health insurance coverage

Hake explained that other counties are doing these things. Committee members voiced a variety of concerns for employees as well as budget management.

Callahan/Weaver to authorize the Administrative Coordinator to work with department heads to define essential vs non-essential workers and workloads within departments. Motion carried on a voice vote with no dissents.

#### 4. County Board Organizational Meeting Issues

- a. Secret Ballots for County Board Chair and Vice Chair – procedure
- b. Non-Secret Ballot for Elective Committees – procedure
- c. Seating for In-Person Meeting
- d. Other Concerns

Hake explained that in anticipation of the required organizational meeting on 4/21, that he and Bergstrom had identified some of the practical/legal issues associated with holding the meeting. He reported County Boards in the state considering holding an organizational meeting only to maintain the status quo until an in-person organizational meeting can be held. In response to Callahan's concern about the impact of 'delays' in the April 7 election, Bergstrom clarified that current board member terms continue until midnight on April 20. Committee members voiced support for this approach. Committee directed Bergstrom to draft a resolution for Chair Lee's signature (for the April 21 meeting) to effectuate this approach – specifically (i) continuing the current board chair and vice-chair until an in-person organizational meeting can be held; (ii) continuing committee assignments (with new members to have the same assignments as their predecessor) until an in-person organizational meeting can be held.

Allen/Breitenmoser to proceed with a tele-conference organizational meeting to consider a resolution to maintain the status-quo (outlined above) until an in-person organizational meeting can be held. Motion carried on a voice vote with no dissenters.

#### 5. April County Board Meeting Agenda Items

Hake asked what, if any, other business should be taken up at the April meeting.

There was discussion about how much business should be conducted by the County Board given the Safer at Home Order which could limit public (and employee) attendance. The consensus was that County Board and committee business should be limited to essential business and crisis-response type issues at this time; therefore, only the resolution continuing the board organization (until an in-person organizational meeting can be held) will be considered at the April 21 board meeting.

6. Set Next Meeting

The committee will meet via teleconference at 8 AM on Monday, April 21, 2020.

7. Adjourn

Weaver/Callahan to adjourn. Motion carried on a voice vote without dissent.

Minutes prepared by Jason Hake, Administrative Coordinator