

Commissioners' Journal
March 13, 2020

The Geauga County Board of Commissioners met in emergency session on March 12, 2020 at 2:30 p.m. in the Commissioners' meeting room located at 470 Center Street, Building #8 in Chardon, Ohio.

It is declared and determined that all formal actions of the Board of County Commissioners concerning and relating to the adoption of all resolutions that were adopted in this meeting, and that all deliberations of the Board of County Commissioners that resulted in such formal action were open to the public and were in compliance with all legal requirements, including section 121.22 of the Ohio Revised Code.

The President of the Board, Timothy C. Lennon opened the meeting at 2:37 p.m. by leading the Board and audience in reciting the Pledge of Allegiance.

Reverend Dean Carlow provided an opening prayer, from Thomas Jefferson's prayer for the nation.

Commissioner Lennon thanked everyone for being there, that the Board wanted to meet again and go over the changes in the last several hours.

County Administrator Gerard Morgan explained that they talked yesterday about looking into how they were going to handle employees that needed to take time off with the schools closing, what other counties were doing, what CCAO and CORSA is recommending. One other thing brought up was about declaring a state of emergency, currently there is no need for us to do that, the only reason would be to remove the \$50,000.00 bid threshold and we don't want to cause any more panic within the county.

Mr. Lennon asked for confirmation that there was no confirmed case in Geauga County yet.

Health Commissioner Tom Quade stated that as you watch the numbers go up, it is a reflection of what is, as to what is becoming, as the testing happens the numbers will go up, adding that the virus is in the community. Mr. Quade said basic hygiene is critical and if we do have a confirmed case they would know within 5 minutes. Mr. Quade explained that the testing was limited, two private labs have developed a test, they include Lab Corp and Quest. Mr. Quade stated that the state now has two more tests available to use. Mr. Quade noted that we don't know what the denominator is, we don't know how many have it, there needs to be data to generate information. Mr. Quade has an additional 1200 kits to do testing. If we identify someone at risk they would be quarantined for 14 days, we will monitor temperature. If you are experiencing symptoms, please contact your doctor, they will start with eliminating the flu, strep and then to confirm the COVID 19, and you can obtain these through private labs. Most testing is going through private sector, the ones being tested by the state are the very ill, mainly in nursing homes compromised and have a respiratory disease.

Mr. Quade explained that difference between being quarantined is staying home for 2 weeks so you are not spreading in the community and stay away from the rest of the people in your family. Mr. Quade stated that being isolated is that, no contact. Mr. Quade explained that people are generally very good and don't think they would need assistance from law enforcement.

Commissioner Lennon noted that townships are also looking for guidance on a policy.

Mr. Morgan explained the proposed policy; if someone contracts the disease or has been ordered to self-quarantine, it would fall under standard FMLA. Mr. Morgan stated that in regards to the school closing we ask that you look to what you would normally do for spring break or during the summer, if you are unable to do that the employee would need to have a discussion with the Director or Supervisor to adjust schedules, but that they would permit employees to be able to use sick time. Adjust different start and end times.

Mr. Morgan stated that the County is operating as business as usual.

Mr. Morgan added that the suggested policy can be reviewed and adjusted due to the fluid situation of the corona virus. Mr. Morgan stated that senior centers due to age are at a higher risk so those will be closed. Mr. Lennon inquired about the forms of communication that are being used to get information out. Mr. Morgan stated that Mr. Quade has been getting information out, there hasn't been any additional need but will use whatever means necessary to

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get information out, via press, email, phone calls.

Lorrie Benza expressed that the same things that the county is experiencing, the Townships are also experiencing. Ms. Benza stated that good planning is better than being reactive. Ms. Benza will continue to send out memos to keep the information shared. Mr. Quade asked Mr. Morgan to review lists so they are not missing anyone that may need to be included. Mr. Quade announced that two hours ago there was 5 cases and they just updated at 2:00 p.m. and there are now 13 confirmed cases in the state.

Mr. Lennon asked if the Board needed to take formal action on a policy. Prosecutor Jim Flaiz expressed that they had been drafting a policy all day but the final version has not been reviewed or approved by their office. Mr. Morgan stated that in the last hour there had been a few changes made. Mr. Lennon asked the Prosecutor's Office to review the final version before the Board takes any action to approve it. Mr. Morgan added that they could wait to approve if needed on Tuesday, during regular session.

Commissioner Dvorak asked the question about if an employee is confirmed with COVID19, what the written plan is to handle that, the essential role of that employee. Director of Emergency Services Roger Peterson explained that there are plans in place for each department. Mr. Morgan noted that we have a Continuity of Operations Plan that can be activated if needed. Mr. Dvorak expressed that each department works differently and those plans need to be adjusted accordingly. Mr. Quade briefly spoke about the contact tracing and putting too much detail on a plan is going to be difficult. Mr. Peterson noted that several weeks ago that they started making sure the COOP plan was up to date.

Employee Celesta Mullins inquired about how they would handle the response of being with the public all day. Mr. Quade added that contact tracing for fourteen days is tough to even remember, and that minimal interaction is much less than being a room with someone for several hours.

Mr. Morgan brought up the 200 hour vacation limit, adding that if we start needing to have employees here that are up against the 200 hour mark, we are asking to extend that through the end of May. Human Resources Administrator Kathy Hostutler added that there are currently 30 employees that are close to that 200 mark. Mr. Lennon inquired if there had been any updates from CORSA, to which the last thing provided was a guideline for time off for employees, noting that there had been a few updates from CEBCO about the virus itself. There was a brief discussion about the copays being waived on any testing that would be done. Ms. Mullins asked for clarification on employees using time for caring for their children, to which Mr. Morgan noted that it was up to the Elected Official and the employee.

Mr. Lennon inquired about the policy, to which Mr. Flaiz noted that they were approving it as to Form and this policy will be effective for the Commissioners hiring authority. The policy that was drafted by Ms. LaChapelle and himself today his office will be adopting, and those can be sent to the other Elected Officials so they can determine which policy they want to adopt for their employees.

COMMISSIONERS' OFFICE – TEMPORARY EMPLOYEE LEAVE POLICY DUE TO CORONA VIRUS (COVID-19) PANDEMIC

Motion: by Commissioner Dvorak, seconded by Commissioner Spidalieri to approve the Temporary Employee Leave Policy Due to Corona Virus (COVID-19) Pandemic to be effective March 13, 2020.

<i>Roll Call Vote:</i>	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Lennon</i>	<i>Aye</i>

Mr. Lennon asked for any additional questions, to which Ms. Mullins inquired about cleaning supplies from the Maintenance department. Director of Maintenance Glen Vernick explained that they are still working to get an order placed for additional items. Mr. Lennon suggested and encouraged the departments take responsibility for their areas, including their work stations and pens. Mr. Vernick added that they had a crew coming in that weekend to do heavy cleaning in the offices. Mr. Lennon stated that the Board is going to be available to respond as needed, but this is going to take a group effort to keep the public informed but calm and not creating a huge

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sense of urgency if it's not there yet.

Mr. Morgan asked the Board to approve the temporary maximum accrual on vacation time for employees.

COMMISSIONERS' OFFICE – TEMPORARILY WAIVE MAXIMUM VACATION ACCRUAL THROUGH MAY 31, 2020

Motion: by Commissioner Dvorak, seconded by Commissioner Spidalieri to temporarily waive the maximum vacation accrual of two hundred hours for employees required to remain at work to perform essential job duties during this State of Emergency and authorized by the Department Director. Normal vacation accrual policy will resume on May 31, 2020.

<i>Roll Call Vote:</i>	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Lennon</i>	<i>Aye</i>

BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD

Motion: by Commissioner Dvorak, seconded by Commissioner Spidalieri to adjourn the meeting at 3:10 p.m.

Geauga County Board of Commissioners

Timothy C. Lennon

Ralph Spidalieri

James W. Dvorak

Christine Blair, Commissioners' Clerk

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