

March 19, 2020

Minutes taken by Kathleen Foster

- 9:03 Reconvene. Rein, Hammeke, and Lewis present.
Call to Order Special Meeting.
- 9:04 Department Head meeting for update regarding status of Coronavirus in Pawnee County and update of procedures to limit exposure to COVID-19.
Present: Scott King, PNCO Sheriff, Kendal Lothman PNCO IOSO, Tami Keenan, PNCO Treasurer, Kurt Demel, PNCO Road & Bridge, Kyle Grant, PNCO Extension Office, Kevin Holt, PNCO Clerk's Office, Veronica Coons, Great Bend Tribune, Doug McNett, PNCO Attorney, Delores Wren, PNCO Register of Deeds, Cheryl Hoberecht, PNCO Health Department Director, Amanda Lakin, PNCO Health Department, Tina Keeler, PNCO Appraiser, Tim Taylor, Custodian Courthouse.

Rein announced directive to limit exposure to virus.

Lock Court House doors – limiting public access to Courthouse, staff continue to work. Each department has guidelines to conduct business electronically rather than in person, if business cannot be conducted electronically, then walk down to court house doors and ask individual a series of questions provided by County Health Department to ascertain possibility of individual being coronavirus positive. If individual is apparently healthy and symptom free, courthouse staff will escort individual to office. One person enters at a time.

Court appearances will be rescheduled for later time with the exception of Federally mandated hearing of specific areas.

Courthouse door on the south side is the only door public will have access to if need to enter to do business in person. A list of phone numbers to contact each Courthouse office will be on Courthouse door with the instruction to call department for transactions.

Decision to hold Monday meeting in the first floor conference room. Public to use south door, will follow agenda as prudent.

Request from Commissioners to Kevin Holt to prepare and post on the courthouse doors, directions to the public to call department with which they want to conduct business.

Directive to Tim Taylor, Courthouse custodian, to make arrangements with Post Office to pick up mail and disseminate to appropriate department offices.
Notify UPS and FEDEX to call Tim when dropping off a delivery.

Cheryl Hoberecht, County Health Department passed out questions for each office to ask before letting people into court house.

Also use questions each morning with office employees regarding state of health and health of family members. Each office will need instruction of using the questions each day. Ask these questions every morning:

Continued

March 19, 2020 Continued

Have you traveled? If so, where? Any international travel, travel to and from California, Washington State, Florida, New York, Cruise Ships, river Boats, Colorado Counties of Eagle, Summit, Pitkin, Gunnison or mandated quarantine.

Are you running a fever over 100-degree F?

Are you showing signs of lower respiratory illness (cough, shortness of breath?) If answer yes, employee to contact Primary Care Prover or Pawnee County Health Department.

Discussion continued addressing topics of volume in offices once crisis passes, update on how State Hospital and PVCH are and will provide medical assistance to patients. State Medical Assets are hopefully coming to assist with State Hospital patients in need of medical assistance.

Discussion on providing paid leave for staff members or accommodating work from home.

Discussion of reorganization of courthouse responsibilities: Mail delivery – Tim Taylor to pick up and distribute mail, contact UPS and FedEx regarding deliveries, designate staff to cover duties of staff members working from home, assign work to individuals working from, use of electronics between departments and employees at home when safe and appropriate. Discussion of what type of work individuals can successfully engage and complete from home. Use caution regarding sensitive information. Do not breach the firewall. Do not proceed with use of electronic dissemination of information; caution in loading information on computers. Must receive permission from Commissioners before engaging in programs susceptible to breach of confidentiality.

Department heads must be vigilant in monitoring health of staff asking each morning the above questions receiving from Cheryl Hoberecht regarding travel and health.

Use Email for communication between departments within the courthouse to avoid person to person exposure.

Commissioners and others Continue to work towards developing a policy to disseminate to court house staff regarding policies and standards for limiting exposure of coronavirus.

Doug McNett, County Attorney, will draft a policy to present to the Commissioners as soon as possible.

9:45 Cheryl Hoberecht, Amanda Lakin, Health Department presented KDHE Mandate – new issues for quarantine and isolation of travelers, close contacts and those being tested.

Discussion with Commissioners regarding Pawnee County update regarding COVID-19.

Continued

March 19, 2020 Continued

- 9:55 Kurt Demel, Road and Bridge, present payroll change notice. Request to make sure that clerk's office is aware of changes. **Motion: Lewis moved to accept payroll change notices for Road and Bridge Dept., July 7, 2019, September 14, 2019, July 28, 2019 as presented. Hammeke seconded. Motion passed.**
- Motion, Lewis, move to accept payroll change notices for Road and Bridge Dept., February 24, 2020, January 24, 2020, January 24, 2020 as presented. Hammeke seconded. Motion passed.**
- 10:00 Signed by Commissioners. Presented to Clerk's office to process.
- Cheryl Hoberecht and Amanda Lakin, County Health Department, present for a webinar from KDHE, Lee Norman, MD,
- Norman presents recent development report: school closures, non-essential state employees on administrative leave starting Monday for two weeks,
- KDHE will only approve COVID-19 testing requests from health care providers and local health dept. Will refer individuals to see health care provider.
- Updated progress regarding labs available in the state for processing tests. More labs may be available soon.
- Dr. Farah Amen presented Situation Around the World updates.
- In Kansas, Johnson County was placed on community transmission status. Increase in numbers of individuals in Johnson County testing positive.
- KDHE presented information of new testing approval form, and new delivery procedures using FAX to KDHE.
- Doug McNett presented draft of Resolution 2020-R-003 to Commissioners for review and editing.
- Resolution: information concerning access to the courthouse during public health emergency.
- 11:01 **Motion: Lewis moved to accept 2020-R-003 Resolution concerning access to courthouse during public health emergency as presented effective immediately until further notice. Hammeke seconded. Motion passed.** Aimee Norris, Count Clerk Deputy, attests.
- Rein directed court house doors to be locked immediately. Signs to be posted regarding public access.
- Scott King, Sheriff, called to communicate he had been in contact with Mark Wagner, Emergency Manger, regarding updated policy. Also offered his department staff to assist health department.

Continued

March 19, 2020 Continued

- 11:19 Melanie Urban on speaker phone to clarify policy of obtaining administrative leave of staff. Do they need to see medical provider to obtain documentation? Commissioners responded that the requirement was for high risk only.
Urban provided update on State Hospital situation and update on conversation she has had this morning with directors of nursing and care homes.
- 11:30 Discussion with Doug McNett regarding language for Resolution No 2020-R-004.
- 11:32 Discussion regarding LEPC meeting scheduled for Monday. Providing access to Courthouse and providing appropriate distance in seating following 6' social distancing regulation.
- 11:35 Julie Cowell, Magistrate Judge, update on court proceedings.
- 11:36 Hammeke suggested that the monthly PVCH report scheduled for next Monday be sent via email.
- 11:37 Tina Keeler, Appraiser, to discuss updated change in Oil Values as of July 1st. Document received from David Harper, State Director of Property Valuation, Topeka, regarding 2020 General Kansas Crude Oil Price Schedule. Pawnee County will have lower valuation. Discussion of ramifications to Pawnee County.
- Tammy Keeler, shared other office business regarding values hearings, working from home accessing information electronically. Commissioners cautioned proceeding with downloading confidential information. Concern regarding breach of security wall.
- 12:00 Review of language in Resolution 2020-R-004 – A Resolution Concerning Administrative Leave during the COVID-19 Coronavirus Health Emergency.
- 12:01 Question about Open Meeting Act
- 12:06 Lewis contacted Cheryl Hobercht, Health Department, to confirm that the Pawnee County Health Department released Notice of KDHE procedures regarding COVID-19 in conjunction with Pawnee County Health Department guidance.
- 12:12 **Motion: Lewis moved to accept Resolution 2020-R-004 regarding Administrative Leave as result of COVID-19 be approved as presented and to be effective immediately. Hammeke seconded. Motion carried.** Attest: Kevin Holt, Clerk's Office.
- 12:20 Lewis checked with Cheryl Hobercht, Pawnee County Health Department, following KDHE mandate regarding social distancing as applies to Kansas Open Meeting Act.
Doug McNett advised that KOMA is not making exceptions.

Continued

March 19, 2020 Continued

12:25 Commissioners discussed how to implement the rulings of KDHE and how to use the questions supplied by Cheryl Hoberecht, Health Department, to assure safety of individuals attending the meeting for O and Toles Road Drainage Project. Questions will be asked of each individual.

Regarding the LEPC meeting, Commissioners, with the guidance of the Pawnee County Health Department following KDHE guidelines, will precede with scheduled meeting. The meeting will be held in the first floor conference room via video conference.

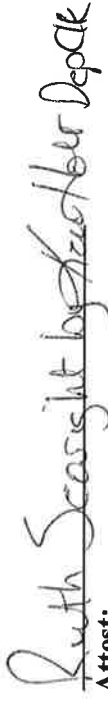
Motion: Lewis moved to notify that Pawnee County Health Department and Pawnee County Commissioners/Pawnee County Board of Health are following all KDHE guidelines and protocols regarding and as set for COVID-19 pandemic. Hammeke seconded. Motion passed.

Motion: Lewis moved to notify that Resolution 2020-R-004 applies to all Pawnee County property: Including Pawnee County Annex and Pawnee County Road and Bridge Facility. Hammeke seconded. Motion passed.

12:40 Adjourned.



**For the Board:
Chair, Board of Commissioners**



**Attest:
County Clerk**