

April 6, 2020

9:00

Reconvene. Rein, Hammeke, and Lewis present.  
Call to Order. Flag Salute.

Department Head Meeting. Present: Bruce Gatterman, District Judge; Doug McNett, PNCO Attorney; Joel Davis, Public Information Officer; Tami Keenan, PNCO Treasurer; Dolores Wren, PNCO Register of Deeds; Tina Keeler, PNCO Appraiser; Tim Taylor, Custodian; Cheryl Hoberecht, PNCO Health Department Director; Kyle Grant, PNCO Extension; Joining via Zoom: Gale Antenen, CC/JJA Director; Scott King, PNCO Sheriff.

Discussion of updating PNCO Courthouse public hours of operation to better fit needs of taking care of business with consideration of employee health needs.

Doug McNett, PNCO Attorney, stated that the Attorney's office is looking to mirror the district court hours, which would be Monday thru Thursday 9:30-11:30 & 1:30-4:30, closed on Fridays. This would create a lunch break for the smaller offices to allow those on duty time to eat and take care of personal business. He also suggested the alternative of closing on Wednesdays.

Tami Keenan, PNCO Treasurer, noted that the Treasurer's office can make it work with reduced hours.

Commissioner Lewis questioned what would be gained by being closed?

Commissioner Rein noted that safety has dictated split staffing and the reduced workload begs the question of the need to look at hours of operation to better fit the needs of split staffing.

Doug McNett suggested having departments keep track of traffic. The Attorney's Office has not been overly busy, even with taking the overflow calls for the Health Department.

Tami Keenan reported that the Treasurer's Office was busy last Friday with over 15 calls, mail, and dropbox business.

Tina Keeler, PNCO Appraiser, reported the Appraiser's Office had been working fine with split staffing.

Dolores Wren, PNCO Register of Deeds, reported that the ROD was busy due to the amount of research the staff has been doing for customers who were being discouraged from coming to the office to do it themselves...but assured the commissioners that they could make it work. She also noted that the ROD does charge for the added research.

Commissioner Lewis agrees with changing hours to meet needs. But feels Staying open on Fridays would provide a benefit. It appears as though split staffing teams are working ok.

Dolores Wren stated that she realizes that we are essential employees, but is concerned that without proper handling of staffing, a department could be completely shut down because of infected employees.

Tami Keenan prefers a five-day workweek with shortened hours.

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Commissioner Rein reiterated that obviously the whole world is upside down, but we want to make sure that we can provide services continually and safely and provide a consistent message in doing so.

Commissioner Lewis sees no problem in shortening the day...if department heads feel workload doesn't require employees, then they can be sent home.

Judge Gatterman noted that the Supreme Court has extended the current plan 2 weeks (until April 17th), but identified some things that can be done remotely.

Cheryl Hoberrecht, PNCO Health Department Director, stated that there have been COVID-19 test results coming back in for Pawnee County...so far all 11 have been negative.

Kyle Grant, PNCO Extension, reported that ALL Extension/4-H programs have been shut down completely until May 17th, but that may be extended.

Gale Antenen, CC/JJA Director, has service calls going to Samantha and Talia. Jesse goes into the office periodically to do vouchers and other essentials.

Scott King, PNCO Sheriff, reminded everyone that crime doesn't stop. Example given: the PNCO Sheriff Dept had assisted Thomas County in recovering a stolen vehicle over the weekend.

By consensus of Department Heads, the Courthouse hours of operation are to be set at Monday thru Friday, 9:30-11:30 & 1:30-4:30. The Health Department will continue to maintain its regular hours throughout the crisis. Joel will put it up on the website and post to Facebook.

Cheryl noted that the PPE from the State has been delivered...but not yet inventoried. Emergency Manager Mark Wagner told her to split it up as needed. Separate entities have reported that they are ok on supplies at present.

Commissioner Hammeke reported that all is quiet in the Western part of the County. Schools have begun operating remotely.

10:30 Review vouchers and sign checks.

Camp Pawnee - Building closed, camp open.

10:45 Doug McNett, PNCO Attorney, stated that the Zoom "waiting room" privacy controls are HIPPA compliant. Doug has a license for Zoom which protects the user.

11:00 Local Emergency Preparedness Committee (LEPC)

Members present: Doug McNett; Cheryl Hoberrecht; Amanda Lakin;

Members present through Zoom: Mark Wagner; Brian Stahlecker; Lisa Dipman; Bryce Wachs; Scott King; Diversicare; Heart of Kansas; Wayne Gore; Nurse Cindi Smith; Brad Eilts; Cheryl Hoberrecht; Kendall Lothman; Dustin Thacker; Laura Smith; Kara Lawrence, Chief Orth;

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Commissioner Rein: PNCO is still open for business with restricted access and reduced hours.

Cheryl Hoberrecht, PNCO Health Department, there have been no positive COVID-19 tests in PNCO. Test results have been slow, but seem to be speeding up. The Health Dept is still doing follow up on the people who had traveled...the time frame has released some of the people on the 14-day quarantines. The Health Dept has received PPE from the State of Kansas and can distribute as needed. There have been some questions regarding public parks and whether citizens are maintaining recommended social distancing practices while there.

Commissioner Hammeke reported on USD #496 getting started back to school. Teachers have access to buildings if needed. Learning is happening remotely. The Café in Rozel has been closed as owners have retired. COOPs have restricted access for business only. He noted seeing people walking and biking, not much park traffic.

Lisa Dipman, LSH, has been working with new CDC guidelines regarding masks. 26 new MHDD started today. Staff is encouraged to wear masks...might be made mandatory later. Looking for a group to donate cloth masks and supplies.

Scott King, PNCO Sheriff asked Wayne Gore, DOC, about inmates moving to LJCF. Wayne noted that those inmates are part of the quarantine program. KU Med has oversight. Inmates are in isolation and there are no positive cases as of yet. Scott asked if this information had been put in the paper...Wayne replied that he understood that the Press Release had been made, but was unsure as to the printing of it.

Wayne Gore, DOC, reported that all there are well. Lansing has one positive case. They are following KDHE & KU Med guidelines. They have active screening of staff through questionnaires and temperatures are taken every morning. The DOC is pulling PPE supplies from Topeka, not local sources.

Bryce Wachs, USD#495 Superintendent, reported that Thursday and Friday students were able to pick up their belongings that were left at school. All but 40-50 had done so. Also, the district had averaged 330 meals/day delivered via their 4 sites. Distance learning is underway. Bryce was asked about parents being allowed to pick up meals. The district is working on the logistics of the process to ensure that the system was set up to work...sufficient auditing should be in place in the next 3-4 days.

Laura Smith, Country Living, continues to follow guidelines. No visitors. They have discontinued visitors from outside agencies...trying to keep as closed as possible

Brad Eilts, Larned City Manager, things are working. They are stressing non-interaction between teams. Parks haven't been closed. He has checked twice per day and has not noticed any alarming activity. City council meets tonight.

Kara Lawrence, EMS, has stopped foot traffic into the office. Deliveries occur in the bay. They have restricted employee's travel and are considering reducing current part-time employees to reduce cross contamination. They are trying to stay up on medications and have reached out to the State to possibly extend some of the expiration dates.

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Heather at Heart of Kansas wants to reiterate that they are open. They have been shifting both medical and behavioral patients to tele-health.

Dustin Thacker, PVCH, has gone to ZERO visitors. Employees in direct contact with patients are directed to wear surgical masks.

Cheryl Hoberecht, PNCO Health Dept, reminded all that N95 masks must be fit for the wearer. At present, the PNCO Health Dept does not have equipment to test N95 masks.

Mark Wagner, PNCO Emergency Manager. If equipment is needed, put in a request with the Health Department. Country Living asked about the availability of gowns. Mark said that more could be ordered, although it might take a little time to receive them.

11:35 LEPC Meeting Concluded.

11:45 Discussion with Doug McNett regarding wording of Vacation Cap policy.

12:00 Cheryl reported that the Health Department had received a new "distance" thermometer.

**Motion. Commissioner Hammeke moved to change the Pawnee County Courthouse's public hours to 9:30-11:30 & 1:30 to 4:30, Monday-Friday, not to supersede any earlier directives. Commissioner Lewis seconded. Motion carried unanimously.**

**Motion: Commissioner Lewis moved that in addition to precautions already in place, employees and anyone entering the Courthouse will have temperature taken by designated staff before entering their office. Commissioner Hammeke seconded. Motion carried unanimously.**

12:25 Commissioner Rein and County Attorney, Doug McNett, reported on a conversation with Shea at Hays Med regarding the filing of paperwork to get an advance on Medicare payment to assist hospitals during this crisis. PVCH financials are in good shape...this is just precautionary.

12:30 Adjourned.



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

 Ruth Searight by ~~Sebecca Searight~~

Attest: Deputy  
County Clerk