



AGENDA

PINE COUNTY BOARD OF COMMISSIONERS SPECIAL MEETING

District 1	Commissioner Hallan
District 2	Commissioner Mohr
District 3	Commissioner Chaffee
District 4	Commissioner Mikrot
District 5	Commissioner Ludwig

Tuesday, March 31, 2020, 10:00 a.m.

The Governor of the State of Minnesota has issued Executive Order 20-01 Declaring a Peacetime Emergency and Coordinating Minnesota's Strategy to Protect Minnesotans from COVID-19.

On March 24, 2020 the Pine County Board of Commissioners declared a local emergency for Pine County. Based on these conditions, the Chair of the Pine County Board of Commissioners has determined that the requirements of Minnesota Statute 12D.021, Subd. (1) have been met and it is not practical or prudent for members of the county board to meet in person. Members of the county board will join the meeting remotely.

The public is invited to join the meeting remotely: by phone by calling 1-650-215-5226, meeting number (access code): 145 539 412, or via Webex by clicking the link on the county website (www.co.pine.mn.us).

1. Call meeting to order

2. Pledge of Allegiance

3. Situation Update Public Health

Community Health Administrator Samantha Lo will update the county board on the current public health situation.

4. Emergency Management Update

Sheriff Nelson and/or Emergency Management Coordinator Denise Baran will update the county board on the current emergency management situation.

5. County Service Delivery and Deployment/Status of County Staff

- a. Health and Human Services
- b. Highway
- c. Auditor/Treasurer
- d. Probation
- e. Sheriff
- f. Attorney
- g. Human Resources
- h. Information Technology

6. Pine County Interim Policy on Operations During COVID-19 Pandemic

7. County Board Discussion/Direction on any Other Matter Related to Responding to the Current Public Health Emergency

8. Adjourn

The next regular meeting of the Pine County Board of Commissioners is scheduled for April 7, 2020, 10 a.m., Board Room, Pine County Courthouse, Pine City.

Pine County Interim Policy on Operations During COVID -19 Pandemic

On March 25, 2020 Governor Walz issued Executive Order 2020-20 directing Minnesotans to Stay at Home. The Order directs all persons in the state to stay at home except to engage in essential activities and critical sector work.

Pine County's intent is to minimize all unnecessary work during the period of the Order, March 30, 2020 to April 10, 2020, by implementing the following guidelines:

1. Department heads will determine which employees need to continue to report to the work site. All employees who are required to report to work will continue to do so. Some employees will be directed not to report to work or to report to work on a less frequent basis.
2. All employees who are working from home will continue to do so unless directed otherwise by their department head.
3. Benefit eligible employees who cannot work from home and who are directed not to report to work, or who are working less than their regular schedule of hours, may use compensated or uncompensated absences to account for the balance of their work week as follows:
 - a. March 28-March 31, 2020: employees can use any accrued compensated absence (PTO, sick, vacation, personal days, catastrophic sick) or unpaid leave.
 - b. April 1-April 10, 2020: Eligible employees can use up to two (2) weeks of paid sick time provided under the Families First Coronavirus Response Act (FFCRA). As allowed under the Act, the county is excluding health care workers and emergency responders. Sick time used under FFCRA is not counted against any of the employees' accrued time off balances.
 - c. If the situation continues after April 10, 2020: During the period April 11-April 30, 2020 employees may use any remaining FFCRA sick leave, any compensated absence, or unpaid. Employees may also use advanced leave under the interim policy implemented March 13, 2020.
 - d. The county contribution to health insurance will be maintained through April 30, 2020 regardless of the employee's use of compensated/uncompensated absence.
 - e. An employee may use a combination of compensated/uncompensated time, but may not exceed the number of hours regularly worked.
 - f. If applicable, seniority will continue to accrue during this period as if working regular hours.



David J. Minke
County Administrator

Approved: March 26, 2020