

April 28, 2020

The regular meeting of the Otsego County Board of Commissioners was held remotely by Zoom in compliance with Governor Whitmer's Executive Order 2020-21. The meeting was called to order at 9:30 a.m. by Chairman Ken Borton. Invocation by Commissioner Ken Glasser, followed by the Pledge of Allegiance led by Ken Borton.

Roll Call:

Present: Julie Powers, Henry Mason, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown.

Commissioner Ken Glasser requested COVID-19 Policies and Procedures to be removed from the consent agenda and placed under new business as item C.

Consent Agenda:

Motion by Commissioner Ken Glasser, seconded by Commissioner Rob Pallarito, to approve the Regular minutes of March 20, 2020 with attachments. A motion to amend above motion by Commissioner Ken Glasser to amend the Regular minutes to read Commissioner Ken Glasser had a phone conference with Camp Grayling council not counsel. Vote on amendment: Ayes: Julie Powers, Henry Mason, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Ken Borton, Bruce Brown. Nays: None. Vote on amended motion: Ayes: Julie Powers, Henry Mason, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Ken Borton, Bruce Brown. Nays: None. Motion carried as amended. Commissioner Doug Johnson lost connection during roll call of the motion.

Committee Reports: None.

Administrator's Report:

Rachel Frisch thanked first responders, health care workers, small businesses, health department, local businesses and staff at the County for all of their hard work during COVID-19.

Special Presentations:

Lisa Peacock from Northwest Michigan Health Department reported on the COVID-19 pandemic.

Commissioner Doug Johnson rejoined the meeting at 9:54 a.m.

Jon Deming reported on EMS and Emergency Management; staff is still healing, 2 still in the hospital; ambulance runs are the same; contact with Health Department and the County; received first box of face shields from Ford Motor Company; food program for the Citizens through the School are going well.

Commissioner Ken Glasser lost connection to the meeting at 10:11 a.m.

Commissioner Ken Glasser rejoined the meeting at 10:12 a.m.

Matt Nowicki reported on the Sheriff's Department; operations have changed a bit, still taking in inmates at the jail a new process now before the intake.

Department Head Report:

Mark Reetz presented the 2020 Equalization report to the Board of Commissioners.

Motion by Commissioner Ken Glasser, seconded by Commissioner Rob Pallarito, to accept the 2020 Equalization Report.

Roll Call Vote:

Ayes: Julie Powers, Henry Mason, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown.

Nays: None. Motion carried.

City Liaison, Township & Village Representative:

Michelle Noirot reported on Bagley Township; the Township office is working split shifts, they continue to serve the citizens.

Mary Sanders reported on Hayes Township; meetings held by phone conference; Hayes Township cancelled the 2020 spring cleanup.

Correspondence: Commissioner Rob Pallarito received correspondence from Stephen Butka regarding the Justice Complex; Commissioner Ken Glasser received a letter from the DNR, AuSable river planning.

New Business:

Motion by Commissioner Duane Switalski, seconded by Commissioner Bruce Brown, to approve the March 31, 2020 Warrant in the amount of \$390,593.02 and four voided checks.

Roll Call Vote:

Ayes: Julie Powers, Henry Mason, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown.

Nays: None. Motion carried.

Motion by Commissioner Paul Liss, seconded by Commissioner Doug Johnson, to approve the April 7, 2020 Warrant in the amount of \$1,890,512.34 and one voided check.

Roll Call Vote:

Ayes: Julie Powers, Henry Mason, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown.

Nays: None. Motion carried.

Motion by Commissioner Julie Powers, seconded by Commissioner Rob Pallarito, to approve the April 14, 2020 Warrant in the amount of \$199,688.56 and three voided checks.

Roll Call Vote:

Ayes: Julie Powers, Henry Mason, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown.

Nays: None. Motion carried.

Motion by Commissioner Rob Pallarito, seconded by Commissioner Julie Powers, to approve the April 21, 2020 Warrant in the amount of \$200,280.70 and ten voided checks.

Roll Call Vote:

Ayes: Julie Powers, Henry Mason, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown.

Nays: None. Motion carried.

Motion by Commissioner Henry Mason, seconded by Commissioner Doug Johnson, to approve the April 28, 2020 Warrant in the amount of \$188,508.53.

Roll Call Vote:

Ayes: Julie Powers, Henry Mason, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown.

Nays: None. Motion carried.

Motion by Commissioner Ken Glasser, seconded by Commissioner Paul Liss, to approve COVID-19 Policies and Procedures.

Roll Call Vote:

Ayes: Julie Powers, Henry Mason, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown.

Nays: None. Motion carried. (see attached)

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Rob Pallarito virtually attended Otsego County task force drug meeting; Marines are in town at the bombing range.

Commissioner Paul Liss had no report.

Commissioner Henry Mason reported the Conservation District's tree sale is this Friday and Saturday May 1st & May 2nd.; Justice System complex millage.

Commissioner Bruce Brown had no report.

Commissioner Julie Powers thanked Suzy DeFeyter for her hard work.

Commissioner Ken Glasser had no report.

Commissioner Doug Johnson thanked Rachel and the Board for their hard work.

Commissioner Ken Borton virtually met with MAC Board with Governor Whitmer; a virtually meeting coming up with MAC and Senator Stamas.

Meeting adjourned at 11:00 a.m.

Kenneth C. Borton, Chairman

Susan I. DeFeyter, Otsego County Clerk



Board of Commissioners
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OTSEGO COUNTY WORK POLICY TO ADDRESS
GOVERNOR WHITMER'S EXECUTIVE ORDER 2020-21:
TEMPORARY REQUIREMENT TO SUSPEND ACTIVITIES
THAT ARE NOT NECESSARY TO SUSTAIN OR PROTECT LIFE
DATED March 23, 2020

In response to Governor Whitmer's Executive Order 2020-21 Stay-In-Place Order, the following Work From Home Policy will be in effect.

County offices will be staffed on a rotating basis with at least one employee in the office during normal department business hours, Monday through Friday, to monitor all phones, the employee's email, and other general matters. If a phone call or email is received that requires a working from home employee to respond, the office employee will contact that working from home employee. The employee at the office will be expected to also perform as much of their usual daily job to the extent possible.

Those employees not at the office, and not taking leave time, will be working from home. Employees working from home will be required to do the following:

- Be available by phone during normal business hours if the employee at the office receives a phone call or email that requires a working at home employee's response.
- Be available to come into the office if needed for an emergency matter. If the working at home employee is unable to come into the office when needed, that employee will be charged a personal day, vacation day, or unpaid leave day for that day.
- Perform usual daily job duties to the extent possible, including monitoring work-related emails for emergency matters.
- Complete assignments from his or her supervisor, which may include updating checklists, document preparation, organizational duties, and other projects or tasks.
- Review technical, professional, and leadership literature, and other materials relevant to the employee's specific responsibilities. The supervisor may designate specific reading requirements.
- Complete assigned on-line education classes.
- Remain at home and exercise proper social distancing to help combat the spread of the COVID-19 pandemic.
- Refrain from posting on social media during normal business hours.

Time reporting for Otsego County will be done individually by reporting your hours to your supervisor. Full-time employees will receive their regular hours of pay per day if they are working at home or in the office. If an employee working from home is unable to come to the office when needed, that employee must use paid or unpaid leave for the day. Part-time employees will be compensated for the number of hours worked from home or in the office.

"The mission of Otsego County Government is to provide effective services to our citizens in the most efficient manner to enhance the quality of life for all."

All work-from-home arrangements must be approved, in advance, by County Administration.

This policy will be reevaluated and modified as necessary to address the fluid situation caused by the COVID-19 pandemic.

Approved: March 23, 2020

Ken Borton, Chairman Otsego County Board of Commissioners

Douglas Johnson, Vice Chairman Otsego County Board of Commissioners

Rachel Frisch, Otsego County Administrator

"The mission of Otsego County Government is to provide effective services to our citizens in the most efficient manner to enhance the quality of life for all."



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MEMORANDUM

TO: Otsego County Employees
FROM: Trisha Adam, Human Resources
DATE: March 24, 2020
RE: COVID-19 Essential Staffing

In keeping with Governor Whitmer's Executive Order 2020-21 (COVID-19), we have worked with our County Management Team to determine minimal basic essential operation levels during this Stay In Place Executive Order.

From March 23, 2020 through April 6, 2020, which is subject to change, each department will staff to minimum staffing levels and provide telework opportunities were available. Employees not in the office on a particular day will be "on-call status" and will need to be available by phone and in person if needed during normal business hours. Pay and benefits will be maintained during this time. Please be aware that "on-call status" means that you must adhere to the guidelines set forth in the Work from Home Policy issued on 3-23-2020.

The expectation is that those on on-call and telework status take seriously the commitment the Board of Commissioners has demonstrated to their safety and that of their families through the continuance of wages by adhering to the guidelines of the Stay in Place order by staying home as well as adhering to CDC prevention guidelines.

We will continue to evaluate the situation and our service and staffing levels so changes may occur. We appreciate your dedication during this unprecedented time.



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FFCRA Exemption Election for Emergency Responders

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020. The Act allows an Employer to exempt Emergency Responders from the Act.

Otsego County and the Otsego County Sheriff elected to exempt Emergency Responders from the Act.

Doug Johnson, Vice-Chair
Board of Commissioners

3/31/20

Date

Sheriff Matthew J. Nowicki

4/2/20

Date

COVID – 19 Mandatory Guidelines for All Otsego County Employees (except Emergency Responders) Effective – April 1, 2020

Individual Diagnosed with COVID-19 – If an individual is diagnosed with COVID-19, he or she must report the diagnosis to his or her Department Head/Elected Official or Human Resources immediately and remain isolated for 14 days. The individual will participate in contact tracing activities with Public Health.

The individual must provide medical clearance to return to work.

Individual Symptomatic – If an individual has a fever, cough, and/or shortness of breath, they should stay home and contact their healthcare provider. He or she must report the symptoms to his or her Department Head/Elected Official or Human Resources.

The individual must provide medical clearance to return to work.

Potential Exposure – Any individual known to have been potentially exposed to the virus will be notified immediately by the Department of Public Health and given appropriate guidance.

Household Member Diagnosed or Symptomatic – Any individual with a household member diagnosed with COVID-19 will be contacted by Public Health and given appropriate guidance. An individual that has a household member that is symptomatic, should go into self-quarantine. The county will work with employees on a case-by-case basis to evaluate the option of working from home.

School Closed, No Sign of Illness at Home – The parent of an affected student may be given permission to work from home from his/her Department Head/Elected Official or Human Resources depending on the circumstances and available child-care alternatives.

Non-Essential Conferences, conventions, and off-site trainings – Employee shall cancel registrations and travel arrangements as soon as possible in order to maximize refund opportunities. Consideration will be given to emergency type trainings.

Travel – All non-essential travel must be avoided at this time especially travel to or from areas of known high outbreak ("Level 3" and "Level 2" locations per CDC designations). If an individual or household member does travel to or from a high outbreak area, they must inform Trisha Adam, Human Resources Director, in advance of travel by sending an email to her attention; upon the return of the individual or household member, the individual must be quarantined for 14 days.

If any of the above situations applies to you, please contact Trisha Adam in Human Resources to review your payroll/leave options.

***This is an evolving situation that may result in additional protocols and/or changes.**



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MEMORANDUM

TO: Otsego County Employees
FROM: Rachel Frisch, County Administration
DATE: April 2, 2020
RE: COVID-19 Staffing Update

As you know, Otsego County has made every effort to maintain our workforce during the unprecedented Stay at Home Order issued by Governor Whitmer on March 23, 2020. A State of Emergency has been declared at the national, state and local level. These are extraordinarily difficult times for all of us in the County, as employees, dedicated public servants and for our residents. We have reduced our onsite office staff for essential services as much as possible and have done our best to offer telework opportunities where available. We continue to appreciate the dedication and hard-working effort of all our employees during this very trying time.

The Board of Commissioners values your safety and that of your families and hopes to continue offering the continuance of wages during the Stay in Place order. Therefore, I am pleased to convey that the Board of Commissioners has decided to extend their commitment to keeping all employees on the payroll through April 30, 2020.

However, the Board of Commissioners is not able to do so indefinitely, as budgetary impacts must be considered.

Some contract requirements require notice of the possibility of layoffs. Therefore, this memo is notice that unfortunately, we may approach a point in time that there could be temporary layoffs. The reduced workload created by this Stay at Home order and the uncertainty of how long this pandemic will go on is necessitating very hard decisions. Fortunately, in response to this crisis, there are enhanced unemployment benefits available during the COVID-19 pandemic.

Please be assured that if temporary layoffs become necessary down the road, Otsego County will maintain your health coverage. You will be expected to pay your employee portion of your healthcare premium, but it will not be due until you are receiving your unemployment benefit payments.

We will continue to evaluate the situation and our service and staffing levels as things are continually changing. We appreciate your dedication during this unprecedented time.

Thank you



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MEMORANDUM

TO: Otsego County Management Team and Elected Officials

FROM: Trisha Adam, Human Resources

DATE: April 6, 2020

RE: Working in County Facilities under Executive Order 2020-21 and The Health Department of NW Michigan's Emergency Order 2020-1

This Memorandum provides continued information and additional guidance on COVID-19. The County continues to follow the guidance and protocols established by the CDC and public health officials. The Health Department of NW Michigan is our local leading authority on the community response including recommendations for employers which includes Otsego County.

Under Governor Whitmer's Executive Order 2020-21 (COVID-19), each department/court has designated critical infrastructure workers to perform essential functions whether in person or remotely. In keeping with Executive Order 2020-21 and the Health Department of NW Michigan Emergency Order 2020-1 issued yesterday, the below procedures shall be followed in order to maintain a safe work environment for those employees who perform in-person activities. Otsego County has already proactively implemented most of the requirements in the health department's emergency order, and we now must implement a formal screening program in all departments.

1. Continue to reiterate to employees to not report to work if they are sick. Employees should notify their supervisor if they feel sick and stay home. This reinforces prior guidance:
 - a. It is critical that employees do not report to work while they are experiencing respiratory symptom such as fever, cough, shortness of breath, sore throat, or vomiting/diarrhea. The Health Department of NW Michigan recommends that an employee remain at home until at least 72 hours after they are free of fever (100.4 degrees F or higher) without the use of fever-reducing medications and improved respiratory symptoms.
2. Develop and implement a daily screening program for staff performing in-person activities or working in County facilities. Even if there is only one person in a department on a given day, that person needs to answer the screening questions. Documentation must be maintained using the form provided by the Health Department and given to the Health Department and/or County Administration upon request.
 - a. Screening criteria must include the following:
 - i. Symptom check (fever, cough, shortness of breath, sore throat, or vomiting/diarrhea). On a daily basis, supervisors must inquire of each employee who reports to work this information.
 - b. A "yes" to any of the above screening questions requires the employee to be sent home and remain home until at least 72 hours after they are free of fever (100.4 degrees F) without the use of fever-reducing medications and improved respiratory symptoms.



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3. Continue to strictly manage and control social/physical distancing (at least 6 ft. spacing) for employees working alongside one another. Include the same standard for citizens who may be present (which should only be in outdoor locations).
4. Review this communication and your plan with your employees on a regular basis.

Additional Guidance for Employees with suspected or confirmed COVID-19

Employees with suspected or confirmed COVID-19 who have been under quarantine or home isolated can only return to work onsite after the following three (3) things have occurred:

- 72 hours free of fever (100.4 degrees F) without use of fever-reducing medication; and
- Respiratory symptoms and/or vomiting/diarrhea have improved; and
- At least 7 days have passed since symptoms first appeared and they have a return to work release.

In all cases, employees shall follow the guidance of their healthcare provider.

Families First Coronavirus Response Act

Effective, April 1 2020 - through December 31, 2020, the Families First Coronavirus Response Act (FFCRA) requires employers to provide their employees with sick leave (up to 80 hours depending on their normal work week) and expanded family and medical leave for specific reasons related to COVID-19 (see attached posting). To continue to maintain a safe workplace during this unprecedented time, for the remaining duration of the Shelter in Place Executive Order 2020-21, the County will pay the employee not only if they meet the specified reason as outlined in the FFCRA, but also if they are directed to not report to work by their supervisor because of symptoms and/or temperature. Such pay will be at their regular rate and will be deducted from the COVID-19 sick bank. Payroll staff have been given pay codes to use during this time for COVID-19 expense tracking purposes. Please contact Human Resources if you have any questions about the coding or application thereof.

Finally, our overriding objective is to maintain a safe workplace while providing essential public services to our community. We direct those practices recommended above in order to protect the health of our employees, visitors and others. Further, we expect you to follow the Shelter in Place and Health Department Emergency Order at your home as well to protect your families and our community.



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Emergency COVID-19 Sick Leave for Emergency Responders

Otsego County has excluded Emergency First Responders from the Families First Coronavirus Response Act and the Emergency Paid Sick Leave Act.

As a result, Otsego County has elected to establish by policy to provide emergency responders with up to 80 hours (pro-rated for part-time employees by their FTE) paid sick leave for the specified following COVID-19 related reasons:

- Emergency Responder is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
- Emergency Responder has been advised by a health care provider to self-quarantine related to COVID-19 under Emergency Responder guidelines.

These provisions will apply going forward during the State of Emergency originally declared by Governor Gretchen Whitmer which began on March 10, 2020.

Unused COVID-19 paid sick time is not paid out at any time.

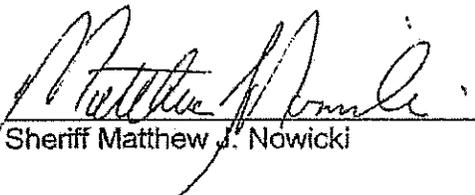
The above is being provided outside of the above statutes and is by policy by Otsego County during the term of this emergency only.

SIGNED VIA EMAIL

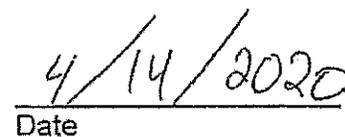
April 13, 2020

Ken Borton
Board of Commissioners

Date



Sheriff Matthew J. Nowicki



Date