

DEKALB COUNTY COMMISSIONERS' MEETING

March 16, 2020

Commissioners Present: President William L. Hartman
Vice President Jacqueline R. Rowan

Others Present: Auditor Jan Bauman
Attorney James P McCanna

Absent: Vice President Donald D. Grogg

MATTER OF EMERGENCY DEPARTMENT HEAD MEETING RE: CORONAVIRUS

President Hartman called a Department Head Meeting to discuss how the County will respond to the Coronavirus. The Commissioners are considering closing the courthouse to the public to minimize foot traffic in the offices, and maybe allow patrons to come to offices by appointments only. Sheriff Cserp said security will accommodate those coming in for appointments. Prosecutor Winebrenner said the courts are required to be open to the public. Judge Grimm explained that per Indiana Administrative Rule 17, you can petition the Indiana Supreme Court. Judge Grimm has drafted a petition that states if a judicial emergency is ordered, it will freeze the time frame of court related business for the duration of the judicial emergency plus 10 days. Judge Grimm believes it would allow the Commissioners the latitude they need to make decisions regarding public safety. As soon as all three judges have signed the petition, it will be taken to the Indiana Supreme Court today.

Last week, Judge Wallace and the Prosecutor put into place guidelines to restrict the number of people coming to the courthouse for required appearances.

If COVID-19 gets into the DeKalb County Jail, there will not be a way to isolate them. The County is responsible for the health care of the inmates which will be extraordinarily costly. Bringing healthy offenders into a sick jail is problematic. And surrounding counties that normally take overflow prisoners from DeKalb County will most likely not be doing that right now. The best type of quarantine for inmates is to prevent people in and out of the jail—to minimize movement.

The Health Department does not have swab tests. They will be widely available any day now.

Surface areas of the jail are being bleach-cleaned 3 times per day. Video visitation is in place as a safeguard.

Prosecutor Winebrenner looked at the list of inmates to see if there are any low-level offenders who could be removed from the jail, but so far she has only come up with 10 inmates. Sheriff Cserep would rather keep them in the jail to keep movement down.

The Treasurer, Recorder, and Clerk all said they can do most of the work remotely. Once tax bills go out, that brings an influx of people to the courthouse. Also, as of April 7, other accommodations will need to be made for early voting if the courthouse is still closed to the public.

Right now, the Plan Commission and BZA meetings do not need to be canceled. Chris Gaumer will have discretion over them.

The Health Department may need to stay open due to the vital records they issue.

Community Corrections will be testing the temperature of everyone who comes in to the building. They will be shutting down classes. Kellie Knauer will be checking with the State to find out what her options are regarding her department. Dotty Miller said checking an employee's temperature is considered a medical exam and is not allowable. Ms. Knauer said it will only be for non-employees.

How will deliveries to the courthouse be handled?

Dotty Miller said if employees are suspected to be sick, they should be encouraged to go home and use PTO. Department heads also have the prerogative to send an employee home if they are sick.

Michelle Hausbach asked how employees with school-age children will be handled. If child care cannot be found and an employee needs to stay home, they can use PTO Repository time. Could flex time be used? Yes. The County employees cannot bring children in to offices. That was the whole purpose of the schools closing—they are carriers and may or may not exhibit symptoms.

MATTER OF QUALITY CORRECTIONAL CARE CONTRACT

Sheriff Cserep, Auditor Bauman, and Jim McCanna discussed the verbiage of Section 3.6 of the Quality Correctional Care contract and that it conveys financial responsibility of the first \$15,000 of off-site pool costs are QCC's. Jim McCanna would like the wording of the contract to be changed to convey the "spirit" of the contract, which is that the County will supply \$15,000 for QCC to use to pay providers directly after negotiating lower prices for services on behalf of the County.

MATTER OF HUMAN RESOURCES

The Commissioners confirmed the verbiage for the Sheriff's Department's Comp Time policy as follows: It now includes language comp time shall be counted as hours worked in the calculation overtime. However, PTO, bereavement, holidays, jury duty/witness leave, and disability leave of absence do not count as hours worked when calculating law enforcement employees' comp time.

Some new verbiage will be added to the current PTO policy that addresses an employee who separates on his or her anniversary hire date per a Commissioners' motion in a previous meeting.

The Bereavement Policy does not include nieces, nephews, and cousins. The Commissioners do not want to add those relatives to the policy. The new policy had lengthened bereavement days for other relatives compared to the old policy, and so the policy is not necessarily taking away from employees. Also, if an employee wants to take time off for other relatives, they can use PTO time.

MATTER OF MINUTES

Jacqueline Rowan made a motion to approve minutes dated March 9, 2020. William Hartman seconded, and all approved.

MATTER OF CLAIMS

Jacqueline Rowan made a motion to approve Special Claims for the week of March 16, 2020. William Hartman seconded, and all approved.

MATTER OF SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION

Jacqueline Rowan made a motion for President Hartman to sign the Designation of Entity Administrator letter for the County's SAM account. William Hartman seconded, and all approved. This is to formally appoint an entity administrator, changing it from Roger Powers to Susan Sleeper. Auditor Jan Bauman will be added as well.

MATTER OF OFFICE RENOVATIONS FOR DEVELOPMENT SERVICES

Chris Gaumer brought some drawings of potential office renovations that would fill in what is now open space on the first and second floors of the Annex Building. He also brought drawings of a potential new building on the ground of what is now the parking area across the street from Development Services.

MATTER OF TRAVEL REQUEST FOR PROBATION EMPLOYEE TO NEW YORK CITY

Chief Probation Officer Michael Lapham requested that Johanna Scott from his department be allowed to travel to New York City August 23-26 for the APPA National Conference. She would need airfare. He is asking for \$53 per day due to the higher cost for meals in that region of the country. It will be paid from grant monies. Jacqueline Rowan made a motion to approve the travel request, with Michael Lapham overseeing the purchase of the airfare to make sure it stays within the limits of the grant so there is no obligation to the County.

MATTER OF HIGHWAY

Jacqueline Rowan made a motion to approve the Unofficial Detour Reimbursement Contract for project #1500782 in the amount of \$13,686.22 and for all three to sign. William Hartman seconded, and all approved. This is for Contract Number B39801, Des #1500782, Road – SR 205, and it is for reimbursement of the stone the DeKalb County Highway Department used to repair damage that had been done to County Road 3.

MATTER OF TRAVEL OUTSIDE OF DEKALB COUNTY

Jacqueline Rowan made a motion to disallow travel outside of DeKalb County for County business until further notice, except for the Sheriff, Homeland Security, and the Health Department. William Hartman seconded, and all approved.

MATTER OF CLOSING OF ALL COUNTY BUILDINGS TO THE PUBLIC

Jacqueline Rowan made the following motion: All county buildings, excluding the Health Department, shall be closed to the public until further notice. Important business can be done by making an appointment with that department at the discretion of the department head. When a patron arrives for their appointment, courthouse security will confirm the appointment with the appropriate office, record the visitor's name, time and office they are visiting. Department heads shall have the discretion to determine how many of their employees will attend work. None should attend if they exhibit one or more symptoms of the Coronavirus. Employees may choose not to attend at their discretion if they are over the age of 60 with underlying health conditions or are caring for a child or children where the schools are closed. Department heads may utilize flex time so an employee can work outside of normal work hours if accommodations need to be made for child care. The first recourse for pay shall be to pay the employee for the hours worked, either from in the office or from a remote location. The second recourse for pay shall be to use PTO or PTO Repository hours. Deliveries will need to be coordinated per department if the delivery person does not have access to the building. Public meetings will be decided on a case-by-

case basis by each board. All of this to be effective for business hours commencing on Tuesday, March 17, 2020. Second by William Hartman, and all approved.

MATTER OF QUESTIONS

Jacqueline Rowan made a motion that any questions asked should be directed to President Hartman. William Hartman seconded, and all approved.

MATTER OF NOTICES

A notice to be used on County buildings about the closure will be sent to all departments to post on each building entrance, except for the Health Department.

William L. Hartman - President

Donald D. Grogg – Vice President

Jacqueline R. Rowan – Vice President

Attest:

Jan Bauman, Auditor