

DEKALB COUNTY COMMISSIONERS' MEETING

March 30, 2020

Commissioners Present: President William L. Hartman
Vice President Donald D. Grogg – ATTENDED ELECTRONICALLY
Vice President Jacqueline R. Rowan

Others Present: Auditor Jan Bauman
Attorney James P McCanna

MATTER OF CORONAVIRUS

The Emergency Family Medical Leave is only for those who need to care for a child because the child's school or daycare is closed due to COVID-19. It is not available for people who are dealing with COVID-19 due to health issues. The minimum amount to be paid per federal mandate is 2/3 the normal wages. The first 10 days of EFMLA could be paid at full wages, and that would be through the Emergency Paid Sick Leave portion of the Families First Coronavirus Response Act. After the first 12 weeks of time off, the employee will need to dig into their PTO or PTO Repository to be paid. Will the schools be back in session on May 1st?

Should everyone be paid their full pay since it is already budgeted? Some think employees will be upset who are required to continue working. Should we require the employee to take the EFMLA as a whole instead of intermittently? Should the employees be laid off rather than work fewer hours so they can collect unemployment? And would the County pay their insurance premiums? Ms. Miller is working with the three health insurance companies to change the plan documents that specify how many hours an employee must work to earn health insurance benefits. If the employees who are normally full time must work part time or be laid off temporarily, and they are allowed full benefits, will this set a precedent? How will other part time employees be affected?

Department heads are determining which employees are essential. Some employees are working every other day, thus cutting their hours in half. Some employees need to use their PTO time to make up the hours they have lost to still receive a full paycheck. The Commissioners ultimately can make the call as to who is essential if necessary, but it is best to leave it up to the department heads and elected officials.

Jacqueline Rowan made a motion to ratify that the Commissioners would leave it up to department heads and elected officials as to which employees are Essential and Non-Essential. William Hartman seconded, and all approved.

Should the people who continue to work full time receive "battle pay" for continuing to come in every day and doing their jobs?

There was discussion about making the department head or elected official determine how much PTO or PTO Repository time the employee would need to use to make their paycheck whole.

Jacqueline Rowan made the motion that the 2/3 pay calculated in accordance with the federal mandate only applies to EFMLA and only for child care, for the continuous 10 weeks following the 2-week Emergency Paid Sick Leave. Donald Grogg seconded, and all approved. Jacqueline Rowan made a motion to incorporate "If an employee did not take Emergency Paid Sick Leave for the first two weeks, then the employee will be eligible for 12 weeks of continuous EFMLA paid at 2/3 their normal pay

calculated in accordance with the federal mandate” into the previous motion. Donald Grogg seconded, and all approved.

Donald Grogg motioned that each department head or elected official will need to note how much PTO or PTO Repository time is needed to bring the employee’s paycheck back to a “normal” pay and to forward that to payroll, and that it only applies to those employees who want to take PTO or PTO Repository time to get a regular check, and only for employees getting paid 2/3 due to EFMLA. Jacqueline Rowan seconded, and all approved.

There was discussion about wording in the proposed DeKalb County COVID-19 Employee and Operations policy.

What will be done with County operations if a County employee tests positive for COVID-19?

I.T. has purchased 24 laptops which are all assigned. If the departments were completely shut down, could PC’s, scanners, printers and copiers be taken home in the event of an emergency? Scanners may not work properly according to Jim Baxter from the I.T. Department. He also stated that taking a PC home would be opening a can of worms. The cost of laptops is currently 2 or 3 times the normal price. If County departments need to shut down, that would require an emergency meeting.

Departments who deal with residents or inmates have been requested by Dr. Souder to take employees’ temperatures. Touch free thermometers are difficult to come by as well as the thermometer sleeves for traditional thermometers. Where should they be paid from?

Jacqueline Rowan made a motion that employees who are classified as full time may keep their benefits if they must work reduced hours due to COVID-19, with the employee paying for his or her payroll deduction amounts, whether through payroll deduction or by submitting payment to the Payroll Department on a timely basis. Donald Grogg seconded, and all approved.

Jacqueline Rowan made a motion to approve the DeKalb County COVID-19 Employee and Operations memo as amended. William Hartman seconded, and all approved.

Jacqueline Rowan made a motion to approve the Emergency Leave Form as it stands. Donald Grogg seconded, and all approved.

MATTER OF COMMUNITY CORRECTIONS

Donald Grogg made a motion to approve the concrete ramps and walkway for the Community Corrections outbuilding in the amount of \$2,000, to be paid from LITED #61. Jacqueline Rowan seconded, and all approved.

MATTER OF HIGHWAY

Ben Parker had sent a crew up to CR 300 and CR 00 North to clear the brush at that intersection to improve visibility as decided in the Joint Steuben-DeKalb County Commissioners’ meeting. The long-term fix will be a realigned intersection with roundabout. Steuben County is looking into possible grants.

The Commissioners asked Mr. Parker about a situation with an employee last week. The employee was belligerent and cursing, upset about why the crew was doing the work outside of a right-of-way. He was on speakerphone and several people, including Mr. Parker heard what he had to say. The employee could not be calmed down and eventually hung up on everyone. Later in the office, the employee continued to

course at Mr. Parker and say why he didn't like the job his crew had been sent to do. Mr. Parker gave the employee a 2-day unpaid suspension. The employee signed off on the write-up and did not state any disagreement on the form. After he came back from suspension, the employee finally had calmed down. The employee has asked for a review of the 2-week suspension by the Commissioners. The Commissioners will write the employee a letter explaining that there will be an Executive Session on April 6 at 8:00 for the Commissioners to talk to him about it and that all pertinent witnesses will be present. The regular Commissioners' meeting on April 20th will begin at 9:00.

Mr. Parker brought pricing for a set of 2 rectangular rapid flash beacon lights for the DeKalb High School. One would be on the west side and one on the east side of South Wayne Street. The cost of materials, labor, and equipment would be \$28,500 for two flashers. After that there would be a cost for the electricity to power the flashers. The pricing does not include any permits if needed to bore under Wayne Street. Mr. Parker will get with DeKalb Central Schools Administration to discuss the options as a starting point before a decision is made.

The Commissioners had asked Mr. Parker to look at bridge projects that should be looked at next. Mr. Parker said Bridge #57 needs the deck replaced. It is on a highly traveled road. The total estimated cost to repair the bridge is \$125,000.

The Phase I Environmental Engineering invoice for \$2,500 was originally intended for Terry Rayle to pay for it up front, and then if the County purchases the property, the cost will be worked into the purchase price. Jim McCanna is going to reach out to Mr. Rayle and was given a copy of the invoice to send him.

There was discussion about truck traffic up near SDI, how it is tearing up the road, and if the TIF could help with the repairs.

MATTER OF MINUTES

Donald Grogg made a motion to approve the minutes dated March 23, 2020. Jacqueline Rowan seconded, and all approved.

MATTER OF CLAIMS

Jacqueline Rowan made a motion to approve Special Claims for the week of March 30, 2020. William Hartman seconded, and all approved.

MATTER OF CREDIT CARD TO RENEW DRONE LICENSES IN SHERIFF'S DEPARTMENT

Jacqueline Rowan made a motion to approve the use of a credit card to pay for the 5 drone licenses through the Sheriff's Department. Donald Grogg seconded, and all approved.

William L. Hartman - President

Donald D. Grogg – Vice President

Jacqueline R. Rowan – Vice President

Attest:

Jan Bauman, Auditor