

PROCEEDINGS OF THE
MARTIN COUNTY BOARD OF COMMISSIONERS
SPECIAL EMERGENCY BOARD MEETING
THURSDAY, NOVEMBER 19, 2020
@ 11:00 A.M.

The Martin County Board of Commissioners Special Emergency Board Meeting was called to order by Chairman Steve Flohrs via WebEx (videoconferencing due to the COVID-19 Virus pandemic). Commissioners present were Smith, Koons, Belgard, and Flohrs. Commissioner District #2 is vacant. Also present were Scott Higgins, Martin County Coordinator, Terry Viesselman, County Attorney, Rod Halvorsen, City of Lakes Media, Julie Walters, Administrative Assistant, and members of staff (via WebEx).

Scott Higgins, County Coordinator, was present and noted the purpose of this Special Emergency Board meeting is to consider restrictions for public access to County offices due to the high rate of COVID-19 positive test rates in Martin County, MN. The Governor announced new dial back restrictions in slowing the spread of the COVID-19 Virus in Minnesota and these restrictions begin tomorrow, November 20, 2020 at 11:50 p.m. and will be in place for four (4) weeks.

Higgins continued after discussions with Department Directors and similar to Board Action back in March 2020, it is recommended the Board order restrictions for public access to the Martin County Courthouse and all other County facilities/offices until further notice as follows, that the public will not be able to access County Administrative Services on a walk in basis for County Offices; and that County Administrative Services and Operations will be continued to be provided as deemed necessary by telephone, email or special appointments; and that the Martin County Courthouse will be open for Courts as well as County meetings and appointments; and that the aforementioned restrictions will become effective on November 23, 2020 at 8:00 a.m.; and that the Board directs staff to provide public notifications and signage on the entrance of the courthouse and other County Facilities of these restrictions.

Jenny Trushenski, Library Director, was present via WebEx and noted based on her discussion at yesterday's Department Directors meeting the Library hopes to move to Stage 2 on our COVID Plan which would mean that we will be switching over on Monday (November 23, 2020) to contactless pickup only at all of our locations.

Commissioner Koons noted the courthouse doors are still going to be unlocked. And many of our offices being protected by glass I do not want to go back to where we were this spring where we boarded up our glass windows in front of our offices. I think if somebody walks into the courthouse they should be able to see the person in that room. I don't want that happening again like it did last spring. That was one thing that I heard complaints of last spring. This is to eliminate person to person contact. We have the glass. If somebody walks in I don't want them to walk up to a window that is covered with paper.

Commissioner Smith noted we did talk about this in the Personnel Committee meeting. If the County can be an example to show that we're taking this seriously I think that's what we're

looking for and I also agree with Commissioner Koons that paper on the windows isn't the best way to go; but, we should be discouraging people from coming into the courthouse.

Motion by Commissioner Koons, seconded by Commissioner Belgard,

R-#76/'20

**Restrictions for Public Access to County Offices Due to the High Rate of Covid19
Positive Test Rates In Martin County, MN**

WHEREAS, the United States and Minnesota are under state and federal emergency declarations due to the COVID-19 pandemic; and

WHEREAS, the Martin County Board of Commissioners pursue to look out for the well-being of its staff, their families and the public during this Covid-19 pandemic; and

WHEREAS, due to the recent large increases in positive test resulting in high estimated case rates per 10,000 in the County of Martin, MN; and

WHEREAS, every attempt will be made to have those employees, that are capable, work from home in accordance with current pandemic guidance and in conjunction with the county's interim COVID Workplace Preparedness Plan and Remote Work Policy; and

THEREFORE, BE IT RESOLVED, that the Martin County Board of Commissioners , hereby order restrictions for public access to the Martin County Courthouse and all other county facilities/offices until further notice as follows, that the public will not be able to access County Administrative services on a walk in basis for County Offices; and that County administrative services and operations will be continued to be provided as deemed necessary by telephone, email or special appointments; and that the Martin County Courthouse will be open for Courts as well as county meetings and appointments; and that the aforementioned restrictions will become effective on November 23, 2020 at 8am;and that the Board directs to staff to provide public notifications and signage on entrance of the Courthouse and other County Facilities of these restrictions.

BE IT FURTHER RESOLVED, this resolution operates in conjunction with the interim COVID-19 Workplace Preparedness Plan and personnel policies which includes the Federal Families First Coronavirus Response Act, and any active Executive Orders; and

BE IT FURTHER RESOLVED, this resolution will remain in effect unless amended or suspended, until such time as the County Board of Commissioners, in its sole discretion, takes further action.

Dated this 19th day of November, 2020.

Steve Flohrs, Chair
Martin County Board of Commissioners

ATTEST:

Scott Higgins
Martin County Coordinator

Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None. Resolution duly passed and adopted this 19th day of March, 2020.

Leigha Johnson, Human Resources Manager, was present via WebEx and reviewed the County’s COVID Response and Staffing Plan as a result of public access restrictions to County Offices. With that resolution all offices will be closed to walk-in traffic and we are going to encourage everybody to transition to appointment only and conduct as much business as possible via telephone, email, etc., to avoid that traffic. Johnson read aloud the COVID Response and Staffing Plan for each County Office.

Department Name	COVID Response & Staffing Plan
Auditor/Treasurer	Currently the office has three laptops with full capability to support the office along with three cell phones that office telephone lines could be forwarded to. Staffing would maintain a minimum of two employees in the office at a time, rotating team members into the office based on monthly duties and deadlines.
County Assessor	Currently the office has two laptops with full capability to support Appraisers to work remotely. Two additional laptops are on order. Two staff members will be scheduled to be in the office at all times, rotating weekly.
County Attorney	All County Attorney staff have the capability to work remotely. The staff has been divided into two teams of three employees (two Attorney’s and one Legal Assistant). One team will be in the office Tuesday and Thursday and the other team Monday and Wednesday, and Fridays are alternated between the teams.
County Coordinator	Staff with the capability to work from home will rotate in and out of the office. Scott and Leigha have capability to work from home as needed.
County Recorder	Very limited capability to work remotely due to job functions and documentation requirements. Will continue to remain in the office and maintaining sanitizing, social distancing and masking guidelines.
Building Maintenance	Will continue to remain working as normal, maintaining sanitizing, social distancing and masking guidelines. Maintenance workers will not ride in the same vehicles traveling between facilities.
Highway	Will continue to remain working as normal, maintaining sanitizing, social distancing and masking guidelines. Laptops have been purchased for Kevin and Jill to work remotely as needed. Plan to

	have maintenance crews separated into groups in regards to parking and access into the shop to avoid having cross-contact exposure between work groups.
Library	Close branches to walk-in traffic and will offer curbside pick-up for materials only. Library will remain open on Saturdays in Fairmont with one regular staff member and one library page.
MIS	Will continue to remain working as normal, maintaining sanitizing, social distancing and masking guidelines. Will provide IT support over the phone or remoting into staff equipment if possible. May consider staff rotation of schedules in the office – but limited support can be provided working remotely.
Planning & Zoning	Capability for Pam & Wendy to work remotely as needed. Staffing would maintain a minimum of one or two employees in the office at a time, rotating team members into the office.
Sheriff's Department	Operations will maintain as normal maintaining sanitizing, social distancing and masking guidelines. May look into remote work for office staff.
Veteran's Services	Discontinue transports to VA Clinics in Sioux Falls and Minneapolis. Doug has access to work remotely. Tamera will remain in the office, and is willing to help as needed in other offices.
Victim/Witness Services	New Victim/Witness Assistant starting on Monday, November 23 – therefore both staff members will need to work in office together through the onboarding and training period maintaining sanitizing, social distancing and masking guidelines.
U of M Extension / 4H	Kristie G. to return to working remotely full time and Daneen will continue working in the office full time.
Probation	DOC Guidelines are to maintain 50% capacity for employees in the office. No capability at this time for Administrative Assistants to work remotely. Youth Intervention Coordinator has capability to work remotely and will do so when Probation Agents need to be in the office.

Doug Landsteiner, CVSO, was present via WebEx and noted on my plan I thought that there was a caveat on us discontinuing transportation to the medical centers to follow the requirements of the VA medical centers because they usually stay on top of it and notify the world when they are

cutting back on appointments and so far they haven't done that yet. Discontinue transportation only if it is a condition that the medical center has set, yes. But, right now my thoughts are we continue. We don't have that many trips anyway. My thoughts are that we continue with transportation of the veterans, we do have a masking policy, and obviously they have to have an appointment. We're not taking walk-ins to the medical centers.

After further discussion,

Motion by Commissioner Koons, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby receive and file Martin County's COVID Response and Staffing Plan with modification to Veterans Services medical transports; and authorize the County Personnel Committee to make needed changes and/or modifications to Martin County's COVID Response and Staffing Plan. Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None. Motion carries.

Higgins reminded staff that since approval by the Board on March 17, 2020 that non-essential work-related travel will be suspended until further notice during the pandemic (i.e. meetings, conferences, and trainings). Essential work-related travel includes travel to conduct day to day business (i.e. Sheriff's Department Jail Transport, Highway Maintenance transportation). It is highly encouraged that all personal travel be minimized to combat the spread of the virus. We encourage conference calls in lieu of face to face meetings, and web conferencing if available.

Cathy Celandier, Court Administration, was present via WebEx to note we are continuing our remote hearings virtually. Every hearing is being conducted through Zoom and we're going to continue that way. We have not held any jury trials at this time but we are prepared to go forth with a jury trial if necessary. However, I believe the state is relooking at conducting jury trials in this time when the COVID-19 cases are spiking. There's considerable concern about the safety of the jurors as well as court staff and attorneys. But, as of right now jury trials could be conducted but we have not had one at this point. Additionally, we're still working. Three in the office and two people are working remotely. The state is working diligently to equip all of our staff with laptops instead of desktop computers so that if this does get worse and everyone needs to go home that they will be able to work at home without any interruption.

Sara Eischens noted Probation obviously is a different world for us and it's been different since March 2020 and we've gone back and forth. We have been meeting with clients virtually which has been working very well. We do bring them to the office if needed if they're having struggles or they don't have the technology to connect with us. We've been doing home visits but doing the home visits more outside of the home on the front lawn. We've only gone into homes when there is a situation where we've been required to do a search or something and whenever we go into homes we wear masks, goggles, gloves and we try to limit that in-home exposure to less than 15 minutes. Some of our clients obviously have been struggling and we've been just trying to support them the best that we can. With STS we haven't been getting people out of the jail and that has affected our numbers a bit so we have had one to two people and been limiting how many crew members can come on the crew. At times the crew members are allowed to meet at the worksite so we don't have to transport them in the vans. Work is getting done. Right now

STS is on a pause because both crew members are out on leave temporarily and should be back to work the week of Thanksgiving.

With no further business to wit, Motion by Commissioner Koons, seconded by Commissioner Belgard, to adjourn the meeting. Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None. Meeting adjourned at 11:29 a.m.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Steve Flohrs, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator