

Floyd County Board of Supervisors Meeting  
March 23, 2020, 9:00 AM

UNAPPROVED MINUTES

The Floyd County Board of Supervisors met in the Assembly Room of the Floyd County Courthouse with the following in attendance: Supv Roy Schwickerath attended in-person and Supv Linda Tjaden and Supv Doug Kamm attended by conference call. Due to the COVID-19 pandemic, in-person access to this meeting was limited to 10 people in the Assembly Room and a conference call-in option was made available to any interested parties.

Tjaden/Kamm moved to approve the agenda as presented. Motion carried 3-0.

Public comment: none.

Updates on various boards/commissions/activities: Supv Kamm attended a landfill meeting. Supv Tjaden attended an Iowa Workforce meeting by conference call. Supv Schwickerath attended the following meetings: Farm Bureau, Business Improvement, Department Head, and County Social Services Executive Board. Schwickerath mentioned he signed the License Agreement and Service Contract with Vanguard Appraisals, Inc., an agreement approved at the December 24, 2019 meeting pending review by the County Attorney's office.

The Board reviewed claims on their own. Supv Schwickerath and Tjaden will follow up with IT and Public Health staff respectively, regarding prior claims approved that are still missing supporting documentation.

Updates on Law Enforcement Center/Courthouse project: Brian Shindelar, Samuels Group Site Superintendent, informed the Board that mason workers are building walls, COVID-19 checklists that have been implemented by Dean Snyder Inc subcontractors and Samuels Group with respect to who can be on premises working, plumbing work for a waterline and sump basket will be starting, and precast panels delivery should start in April. Two change orders were discussed, one will be discussed at tomorrow's meeting with Brett Cruse, Samuels Group and Paulsen Electric and the second is for a deduct for sprinkler system materials with Continental Fire. A City of Charles City Building Permit is in tomorrow's claims and needs to be approved tomorrow.

The Board discussed coronavirus (COVID-19) related issues regarding public meetings, disaster declaration and Employee Handbook.

Public Meetings: Discussion included subscribing to electronic meeting services such as Zoom, GoTo, Facebook Live, and WebEx or just conference calls. Features such as time-limits and number of phone lines available for call in need to be compliant with Iowa Code. Schwickerath will work with the IT Director on a plan that accommodates not only Supervisor Board meetings s but other meetings as well. Consensus of the Board was to continue to hold weekly Monday workshop meetings unless there is no significant reason to hold the meeting, continue with the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday meetings for action items, and the Chair uses discretion to call special meetings whenever necessary.

Disaster Declaration: The Emergency Management Coordinator has informed the Board that there is no advantage for federal funding purposes for the county to make its own disaster declaration. Sample declarations from other counties are available for reference should the Board decide to take action at a later date.

The Board reviewed the following sections of the Employee Handbook: 3.1 Work Schedules, 3.5 Emergency Closings, 5.1 Sick Leave, 5.2 FMLA, 5.7 Unpaid Leave, 6.1 Group Health Insurance Benefits, and 6.3 Continuation of Medical Coverage. Discussion included identifying work availability, if work isn't available in one office assisting with work in another area, identifying essential services/duties/employees, working remotely/telecommuting plans/policies/procedures to do so, having flexible work schedules, examples of what other counties are doing with respect to paying vs not paying employees if there is no work, a 1978 Attorney General opinion on elected officials being able to set their own policies, elected officials and other boards/commission requirements to provide written deviations from the current handbook, samples of screening employees and/or public who enter the building, expanding use of sick time, how to handle employees who do not have paid time on the books, possibly allocating additional sick time to all or just employees who do not have banked time, employees donating sick time to others, tracking employees who have maxed sick time and making it available to others, unemployment options and employers not being charged for layoffs due to the pandemic, health insurance coverage limitations if an employee is not being paid so COBRA kicks in, and possibly doing an addendum to the handbook or a specific pandemic policy. Auditor Carr provided an overview of the Families First Coronavirus Response Act requirements, including a new paid benefit for expanded emergency paid family leave

and expanded paid sick leave specifically for COVID-19 related absences that are above the county's current paid benefits. The Act becomes effective April 2, 2020 and goes through December 31, 2020 unless extended. Schwickerath will schedule a Department Head meeting via conference call to gather input, disseminate information, and make effort to gain uniform direction.

The Board noted the receipt of two petitions for title to abandoned property served by the City of Marble Rock, one versus John Steward and Floyd County for property located at 111 S Main St, Marble Rock and one versus Kathleen J. Ellerman and Floyd County for property located at 203 Railroad, Marble Rock. Information has been provided to the County Attorney's office.

The board noted the resignation/retirement of Bonnie Sneed, Immunization Coordinator for Floyd County Public Health effective March 20, a pay increase for Andrea McFarland, Home Care Aide, from \$13.11 go \$13.64 per hour effective March 20 due to meeting the criteria for a pay increase, and a resignation from Dylan Isakson, Jailer, effective March 31.

The Board noted fees collected for the Auditor, Recorder and Sheriff for the quarter ending December 31, 2019.

Future agenda items: COVID-19 policies/procedures

Tjaden/Schwickerath moved to adjourn. Motion carried 3-0.

ATTEST: \_\_\_\_\_  
Gloria A. Carr  
Floyd County Auditor

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Roy Schwickerath, Chair  
Floyd County Board of Supervisors