

**PULASKI COUNTY COMMISSIONERS
PULASKI COUNTY COUNCIL**

The Pulaski County Commissioners and Pulaski County Council met for an emergency meeting on March 18, 2020 at 5:00PM EST at the Pulaski County Highway Garage Conference Room pursuant to Indiana Code 5-14-1-5-5(d). Said board met to discuss a personnel policy amendment to allow a temporary work force reduction if necessary to control the spread of Covid-19.

Commissioners present were Kenneth Becker, Jerome Locke and J Michael McClure. Councilmembers present were Ronald DeSabatine, Michael T Tiede, Brian Young, Kathleen Thompson, Jerry (Jay) Sullivan and Scott Hinkle with Kenneth Boswell present by telephone. Auditor Laura Wheeler and County Attorney Kevin Tankersley were also present.

Also present were Anita Goodman, Sheri Gaillard, Steve Cotner, Bradley Zellers, Amy Nelson, John Masterson, Judge Crystal Kocher, Judge Mary Welker, Kyle Hurd, Terri Hanson and Dr Rex Allman.

President Kenny Becker opened the meeting with the Pledge of Allegiance.

Kevin Tankersley explained that the meeting was to respond to the COVID-19 outbreak. He prepared the following:

**PULASKI COUNTY BOARD OF COMMISSIONERS
EXECUTIVE ORDER**

WHEREAS, The Pulaski County Board of Commissioners as the executive governing body of Pulaski County, Indiana desire to reduce and slow the spread of COVID-19 outbreak in Indiana; and

WHEREAS, The Board hereby temporarily closes all county offices and related facilities to the public until further notice; and

WHEREAS, All employees are banned from non-essential work-related travel outside of the County. All pre-approvals to attend conferences outside of the County are hereby withdrawn and conference requests will not be considered until further notice, and

WHEREAS, this order is a measure to help combat the threat to public health and safety posed by COVID-19. It applies to all members of the public but not authorized personnel, which includes current employees, staff, and officials, and

WHEREAS, County business will continue during the closure, but the public is asked to conduct business and communicate with county departments without personally entering the buildings and facilities. A list of county departments phone numbers and email addresses are included below. If a county official believes an in-person meeting is necessary, a personal meeting may be set up by appointment:

Pulaski County Auditor's Office 574-946-3653; auditorsoffice@pulaskicounty.in.gov
Pulaski County Assessor's Office; 574-946-3845; assessorsoffie@pulaskicounty.in.gov
Pulaski County Clerk's Office; 574-946-3313; clerksoffice@pulaskicounty.in.gov
Pulaski County Treasurer's Office; 946-3632; treasurersoffice@pulaskicounty.in.gov
Pulaski County Recorder's Office; 574-946-3844; recordsoffice@pulaskicounty.in.gov
Pulaski County Surveyor's Office; 574-946-3253; surveyoroffice@pulaskicounty.in.gov
Pulaski County Sheriff's Department; 574-946-6655
Pulaski County Highway Department; 574-946-3942; countyhighway@pulaskicounty.in.gov
Pulaski County Recycling Department; 574-946-3030; recycling@pulaskicounty.in.gov
Pulaski County EMS; 574-946-0360
Pulaski County Health Department; 574-946-6080
Pulaski County Building Inspector; 574-946-7858; zoning@pulaskicounty.in.gov
Pulaski County Veteran's Office; 574-946-3571; veteransoffice@pulaskicounty.in.gov
Emergency Management Agency; 574-946-6391; pulaskiema@pulaskicounty.in.gov
Pulaski Superior Court; 574-946-3371; superiorcourt@pulaskicounty.in.gov
Pulaski Circuit Court; 574-946-3851
Pulaski County Prosecutor's Office; 574-946-6858; prosecutor@pulaskicounty.in.gov
Pulaski County Probation Dept; 574-946-6558; probationoffice@pulaskicounty.in.gov
Kenneth Becker, Commissioner; 574-242-0146
Jerry Locke – Commissioner; 574-242-0770
Mike McClure – Commissioner; 574-225-0030-595-0576

WHEREAS, the judicial branch of Pulaski County including the Pulaski Superior Court, Pulaski Circuit Court, Pulaski County Prosecutor's Office, and Pulaski County Probation Department has set their own restrictions so you should contact their offices directly for further information.

WHEREAS, this order will become effective March 23, 2020 and shall remain in effect until further notice and will be re-evaluated at each scheduled Commissioners meeting beginning April 6, 2020. **This notice will be posted at the entrances of all county buildings.**

All of which is Ordered this 18th day of March, 2020.

In addition, Kevin Tankersley sent the following memorandum to Pulaski County Officials/Department Heads.

ATTORNEY MEMORANDUM

March 18, 2020

TO: Elected Officials/Department Heads

I have attached two documents that will be considered at tonight's meeting at 5:00 p. m. The meeting will be limited to 50 people so come early if you need to attend and if you do not after reading this, please stay home.

1. **Executive Order:** This executive order will close all facilities to the public as of March 23, 2020. We will not actually lock the facilities because each office has various needs of ingress and egress of individuals. How your office copes with this closure is largely up to your discretion. If your office door can be shut and locked, then we suggest you do that. Post a notice of how the public can deal with your office without personal contact, and or how they can schedule a face-to-face meeting if necessary. Use all precautions recommended by the Pulaski County Health Department COVID-19 flyer and the State Health Department. (You should have received copies) There include six feet of distance, protective masks, eyewear, and gloves as well as the use of hand sanitizer and regular washing of hands. These should apply to dealing with the public and your own staff. Please check with our health department and EMA director on the availability of masks and protective clothing.

The executive order does not affect staffing levels or change employment policy.

2. **Policy for Employees:** The temporary work force reduction policy will affect staffing. This policy will **NOT** go into effect until further notice is given. This is in case we have to start sending staff home. Please share this with your employees so that their concerns over pay are resolved but be clear this is not yet policy. You will be notified if this measure is necessary.

Respectfully,

KEVIN C TANKERSELY

There was no public comment before Kenny Becker made a motion to approve and sign the executive order, Jerry Locke seconded and motion carried unanimously.

Kevin next presented an amendment to personnel policy as follows:

**PULASKI COUNTY COMMISSIONERS AND PULASKI COUNTY COUNCIL
PULASKI COUNTY PERSONNEL POLICY
CORONAVIRUS – TEMPORARY WORK FORCE REDUCTION POLICY**

WHEREAS, The Pulaski County Commissioners and the Pulaski County Council would like to address some possible concerns regarding the Coronavirus (COVID-19) and its impact on governmental activities to ensure a healthy work environment and address concerns over employee benefit/compensation.

WHEREAS, in anticipation that the Pulaski County Health Department may recommend a temporary "work force reduction period" to the Pulaski County Commissioners. The President of the Board of Pulaski County Commissioners may find it to be in the best interest of the employees of the County to reduce the work force to only essential employees for a period of time. If so, the following policy will go into effect. Only essential employees will continue to work from county facilities. *Essential employees are defined as Sheriff Deputies, 911 dispatchers, Jailers, Jail Kitchen Staff, EMS workers, EMA Director, and Health Department officials.* Every other department is considered non-essential for the purpose of this policy. The essential employees will be given protocols to follow to limit the spread of the virus. This could include but is not limited to conducting certain tasks offsite, wearing protective clothing, wearing masks (if available) or other changes to reduce contact with other employees and the public. These employees will be paid a "hazard pay" hourly increase of five (5) hours for each week or partial week that is worked under the "temporary work force reduction". The hours will be added to whatever hours were worked by that employee that week even if that includes overtime.

WHEREAS, if the decision is made to enact a "temporary work force reduction period" every non-essential employee will be asked to stay home and will be paid their normal hourly rate for their regularly scheduled hours (Section 3.2 of policy book) during the "temporary work force reduction period." The non-essential employees will NOT need to use PTO or comp time during the "temporary work force reduction period." The "temporary work force reduction period" will be evaluated every week by the President of the Board of Commissioners after seeking input from the Pulaski County Health Department.

WHEREAS, the non-essential employees that are asked to stay home under this policy will be considered to be "paid on call" under the Fair Labor Standards Act (FLSA). This means that the employee must come to work when necessary and that the employee must remain in close enough proximity to the work location so they may respond to a call to work within a reasonable period of time. In plain terms, this is not paid vacation and employees should not travel more than a couple hours away during normal work hours. The issue of calling in non-essential employees to perform necessary tasks is left to the discretion of the elected officials/department heads.

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The elected officials/department heads should have the goal of performing required necessary tasks of their department while minimizing the interaction of employees, if possible, and the use of protective protocols as recommended by the Pulaski County Health Department.

WHEREAS, it is recognized that part-time employees are dependent on the pay they receive from their employment with the County. Part-time employees have large variations in the number of hours they work. Therefore, all part time employees will be paid each pay period for the same number of hours they averaged over the previous four pay periods. (If an employee was out due to illness or some other reason that would cause their hour-average to be unrepresentative of their normal schedule then they may file a Problem Resolution Form Q to have their situation considered by the Commissioners and County Council.) Seasonal employees should be treated the same as part-time employees under this policy.

All of which is Agreed this 18th day of March, 2020

The executive order and policy addition is COVID-19 specific. Hazard was discussed further as it may be regular pay or overtime pay depending on how many hours the employee has worked in within the week.

With no other comments, Ken Becker made a motion for Commissioners to approve and sign the Temporary Work Force Reduction Policy, Jerry Locke seconded and motion carried unanimously.

On behalf of the Council, Kathi Thompson made a motion to approve and sign the Temporary Work Force Reduction Policy, Brian Young seconded and motioned carried with Ken Boswell abstaining.

Kevin Tankersley explained the Public Access Counselor rules to attend meetings remotely and suggested that Nathan Origer be put in charge of setting this up for future meetings. Mike McClure made a motion to appoint Nathan Origer in charge of live streaming for future meetings, Jerry Locke seconded and motion carried unanimously.

With no further business to discuss, Mike McClure made a motion on behalf of the Commissioners to adjourn at 5:30pm, Jerry Locke seconded and motion carried unanimously

Kathi Thompson made a motion on behalf of the Council to adjourn at 5:30pm, Jay Sullivan seconded and motion carried unanimously.

Approved and signed this 13th day of April 2020.

PULASKI COUNTY COMMISSIONERS

PULASKI COUNTY COUNCIL

KENNETH BECKER

ABSENT
KENNETH BOSWELL

JERRY LOCKE

JERRY (JAY) SULLIVAN

MICHAEL MCCLURE

RONALD DESABATINE

SCOTT HINKLE

BRIAN YOUNG

KATHLEEN THOMPSON

MICHAEL TIEDE

ATTESTED by: _____
LAURA WHEELER, PULASKI COUNTY AUDITOR