

Minutes for March 30, 2020

Commissioners Present: Porter, Cameron, Crooks
Staff Present: Susan Reese

RES 20-0297 Meeting was called to order at 11:47 a.m. on the motion of Commissioner Porter and the second of Commissioner Crooks.
Vote was Cameron, aye; Crooks, aye; Porter, aye. Motion carried.

Commissioner Porter moved to approve the payment of bills, pending review.
Seconded by Commissioner Crooks.
Vote was Cameron, aye; Crooks, aye; Porter, aye. Motion carried.

Commissioner Porter moved to approve the payroll, pending review.
Seconded by Commissioner Crooks.
Vote was Cameron, aye; Crooks, aye; Porter, aye. Motion carried.

Commissioner Cameron said she texted Alma Tennent and the Judges regarding the meeting of Cole Ryan at the Zane Street property today 12:45 p.m. Judge Rankin said he has a meeting at 1:00 today, Alma is working from home and Judge Vinsel did not respond.
There was brief discussion regarding the Zane Street building versus remodeling of the current County Court offices.

The following legislation was now considered:

RESOLUTION 20-0298 approve the line item transfer of monies within Fund Number 001 as requested by D. Michael Haddox, County Prosecutor, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-105-507001 Misc Expense	001-105-503017 COVID-19	\$10,000.00

Motion made by Commissioner Crooks, seconded by Commissioner Porter.
Roll Call: Cameron, aye; Crooks, aye; Porter, aye. Motion carried.

RESOLUTION 20-0299 approve the line item transfer of monies within Fund Number 001 as requested by Michael Babcock, Chief Administrator, Muskingum County Auditor, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-103-506001 Equipment	001-103-503017 COVID-19	\$7,000.00
001-103-503001 Supplies	001-103-503017 COVID-19	\$ 250.00

Motion made by Commissioner Porter, seconded by Commissioner Crooks.
Roll Call: Cameron, aye; Crooks, aye; Porter, aye. Motion carried.

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RESOLUTION 20-0300 approve the line item transfer of monies within Fund Number 001 as requested by Christina Hamill, Treasurer, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-104-506001 Equip & Maint	001-104-503017 COVID-19	\$900.00
001-104-503001 Supplies & Other	001-104-503017 COVID-19	\$900.00

Motion made by Commissioner Crooks, seconded by Porter.

Roll Call: Cameorn, aye; Crooks, aye; Porter.

RESOLUTION 20-0301 approve the line item transfer of monies within Fund Number 001 as requested by Mark C. Fleegle, Administrative Judge, Muskingum County Court of Common Pleas, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-240-503001 Supplies	001-240-503017 COVID-19	\$44.42

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

Roll Call: Cameron, aye; Crooks, aye; Porter, aye. Motion carried.

Commissioner Cameron reported that Courthouse Security Deputy JR Hanning came in today asking for another thermometer. He said he thinks the one they are using may not be working properly. Commissioner Porter said he should not be touching people to take their temperature. The Clerk will tell him.

Commissioner Cameron reported that the Postmaster sent a message for the Board that said they will no longer allow their mailperson's temperature to be taken. They will be instructed to leave all Courthouse mail in the hallway before security.

Robbie Frame, Housekeeping Supervisor, came to see the Commissioners about the housekeeping/cleaning schedule. He has reduced Housekeeping's hours to four hours a day. The other four hours will be Paid Administration Leave. He has an employee that is not comfortable working at all during the COVID-19 threat. She is a cancer survivor and for her safety and health, she feels she should not be at work. Robbie said he could fill her position with the temporary Housekeeping employee. He said that Nancy will need more than four hours to complete her shift. Robbie will clean EMA offices.

Pam Davis, Human Resources, joined the conversation. Pam said if this employee chooses not to work it will not be covered with Paid Administration Leave. According to FFCRA she would have to use accrued leave. If, however, if she would have a doctor's recommendation it would be covered. Pam has sent an email to Jeff Stankunas to clarify.

If there would be a question of an employee being off because of lack of childcare it would be allowed for 12 weeks with reimbursement at 2/3 of regular wages.

Also, if an employee is asked to telework and declines, Paid Administrative Leave can be denied. Robbie will call the employee in question and explain to her the procedure.

Pam Davis, Human Resources, asked the Board if they would like her to prepare a Teleworking Policy.

Debbie Irwin, Benefits Administrator, came to talk about tele-health visits. They will be covered 100% if related to COVID-19. That does not include mental health visits. Currently, our policy does not have language for tele-health visits. Pam said the recommendation would be that tele-health visits would be covered the same as office visit co-pays. The exception would be any

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visits that are COVID-19 related would be paid 100%. It was agreed to notify Med-Ben to amend to add tele-medicine as a regular covered benefit for any non-COVID-19 and any COVID-19 related diagnosis according to the Act requirements.

Commissioner Cameron asked if Mason and Alisha, Deputy Dog Wardens, could come in to find out what is going on out there? She did find out that the dogs in the front get fed in the morning and the dogs in the back get fed at night. The Clerk is to call to see if they could come in today.

The Commissioners left to view the Zane Street property with Cole Ryan.

The Clerk told the Board that Deputy Hanning said that on a normal day they see 150-200 people entering the Courthouse. During tax season that increases to as many as 600 per day. Currently they are seeing 20-30 per day.

Commissioner Cameron reported that Matt Russell said they have called two local banks regarding a loan for trucks, to see if they would do such a leasing program.

Don Madden sent a message about the water tower on Norfield Road and using Central Painting. He called Mark Eicher to discuss, as well. Don said they are not the guys that were used before for painting. He has had issues with other companies. Central Painting said they could start mid-April.

Commissioner Cameron reported that Mark Eicher, Engineer, called this morning and said that he would probably be sending his guys home, maybe not this week, but definitely next week. He will explain to them Paid Administrative Leave, and if there is an emergency they will be called out. He's going to talk to Andy and Craig in GIS today. He will have them come different/limited hours or knock it down to just one. GIS is considered essential, but he would like to consider limited hours.

Commissioner Cameron reported that Cheryl from CCAO said they would have another update today.

There was discussion regarding an email from Jill Pitts regarding her inability to get an absentee ballot. She said the BOE will not mail her one and she is following guidelines to stay at home. Commissioner Cameron called the BOE and asked if she could just pick one up for Ms. Pitts and mail it to her.

Dan Long, IT Director, came to report that nine attorneys had visited the Law Library during the month of March.

Mason, Deputy Dog Warden, came at the Commissioners' request. He explained that Alisha is on a call with the Humane Officer and probably would not make the meeting. Commissioner Cameron explained that the Wardens were asked to come in because she knew that Mason had messaged Commissioner Crooks and Alisha called Commissioner Cameron and has had multiple conversations with Commissioner Crooks...what in the world is going on out there? Commissioner Cameron said she understood there were not going to be any adoptions for two weeks, because we agreed we didn't need all those people in and out of there. Alisha called

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on Friday and said she thought they weren't doing adoptions. There seems to be a lot of confusion. There seems to be a lot of things on FaceBook, as well. Mason said that's what they've been doing since Friday. But even before that, he had thought if someone had a specific dog in mind he could bring it out of the building to meet and bring out the paperwork, as well, to move a few dogs that way. But it is his understanding, as of Friday, no adoptions. He even thought about virtual home visits for fostering, or if a Warden or volunteer can vouch for the applicant. In order to foster an application must be completed, a home visit and sign up as a volunteer.

Mason was asked how things are going with Bryan out on Medical Leave. He said he and Alisha have their ups and downs, but they work through them. He has concerns that Alisha can be argumentative and controlling. She has, in fact, cursed at him and blown her top. She likes to change the rules, in Bryan's absence, without consulting Mason, knowing that Mason is charge during Bryan's absence. Mason is keeping a list of folks that call in interested in a particular dog so when the pandemic passes, he can call those folks to come in.

Mason was asked if he reaches out to Bryan much. He said there are some things that are new to him that he's never dealt with before and he'll ask Bryan. He said he may talk to him once a week. Commissioner Porter said he should not be reaching out to Bryan...he's off and Mason's in charge. Commissioner Cameron thought Mason had asked about that before when they were in here with Pam and Bryan said he was fine with it. Commissioner Cameron told Mason if he needs help in any way, just call.

Commissioner Cameron asked if the volunteers have been cooperating as far as only two at a time. He said yes, for the most part. Commissioner Cameron told Mason that if he needs help in Bryan's absence, to let the Board know. Mason is concerned about the JFS volunteer. He said he hasn't been consistent, of late, and thinks he may be going through a difficult time. Commissioner Cameron said that Troy McCollister verified that he could get paid while he is working off his hours with JFS.

Commissioner Cameron asked if he's had any issues with the volunteers. Mostly, but has had some issues with Vanessa Moses and fostering and blatantly disobeying Mason's requests. Commissioner Cameron said it is important to realize that there is not a need for several volunteers at a time. Commissioner Crooks said she understood from FaceBook that they are doing timeslots for volunteers to work. Commissioner Cameron told Mason, if there are three at the desk, Mason needs to tell them that cannot happen. . If they were told two volunteers, that means two volunteers.

Address again with Alisha, that Mason is in charge. Commissioner Cameron told Mason that he is going to have to tell the Commissioners if he needs additional help or continues to have problems. Mason said he has put a sign on the door with his cell phone number.

Wendy Sowers, Clerk of Court, came to discuss, with the Commissioners, her COVID-19 plans. She reported that she has talked with Mark Zanghi about procedures. She will be adjusting the office hours from 8:00 a.m. to 4:30 p.m. because foot traffic is down considerably. She currently has team 1 and team 2, but is looking to cut the staff even more and processing titles for the general public by mail. Dealerships are asked to make appointments. She was asked to change the phone message to reflect changes.

Regarding Clerk's office; pleas and sentencing are continuing in the courts. Grand jury has been cancelled.

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Commissioner Cameron moved to approve the minutes of the March 26, 2020 session with corrections. Commissioner Crooks seconded.

Roll Call: Cameron, aye; Crooks, aye; Porter, aye.

Motion carried.

This Thursday's session will begin at 10:30.

Commissioner Cameron said that when she was leaving she saw Robbie Frame. He said that he talked to the Housekeeping employee and she didn't want to use her sick or vacation time. But when Commissioner Cameron saw him on her way back in he said the employee had agreed that for two days she would use four hours of her own sick time each day and would be seeking an excuse from her doctor. Commissioner Porter reported that she has obtained a doctor's excuse to begin Wednesday. He stated he thought Pam Davis was questioning the doctor's order.

Commissioner Cameron asked if the next step with County Court should be calling in the Judges to talk about renovation versus purchasing the Zane Street building.

Make Courthouse Security aware of the change in mail delivery.

The minutes of the March 19, 2020 were addressed. Commissioner Porter said he has not watched the video and does not intend to. No further action was taken.

With no further business being before the Board, the meeting was adjourned at approximately 2:53 p.m. on the motion of Commissioner Cameron and the second of Commissioner Porter.

At 3:14 p.m. Commissioner Cameron and Crooks reconvened at the request of Pam Davis, Human Resources. The following legislation was then considered:

RESOLUTION 20-0302 declare an Executive Session at 3:15 p.m. for the purpose of discussing a Personnel Matter pertaining to public employees of Muskingum County Housekeeping and Dog Warden. This session ended about 3:24 p.m.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.


Roll Call: Cameron, aye; Crooks, aye; Porter, absent at the time of voting. Motion carried.

Commissioner Cameron reported that Troy McCollister, from Job and Family Services, said they may have money to help the lady with the large water bill. He will advise.

Commissioner Cameron moved to adjourn again at 3:35 p.m. Commissioner Crooks seconded.


Cindy S. Cameron


Mollie S. Crooks


James W. Porter

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This is a condensed version of today's session. For a more detailed account, feel free to request a DVD recording.