

Minutes for April 1, 2020

Commissioners Present: Porter, Cameron, Crooks

Staff Present: Susan Reese

Media: Christine from Y-City News; Chip Reid and cameraman from WHIZ; Chris Crooks from The Times Recorder

RES 20-0303 Special Session was called to order at 1:40 p.m. on the motion of Commissioner Cameron and the second of Commissioner Crooks.

Vote was Cameron, aye; Crooks, aye; Porter, aye.

Motion carried.

Stan Lucas, Sewer Department Manager, came to report to the Commissioners that he will be implementing a "Stay at Home" plan for the Sewer Department. Stan and Tim will be working from the office. The other employees will be reporting to their work destination directly from home. All employees will be aware that they are on call if an emergency would occur. This plan will begin Monday.

Don Madden, Projects Manager, came to see the Commissioners and the following was considered:

RESOLUTION 20-0304 declare an Executive Session at 1:42 p.m. for the purpose of discussing a Staff Employment Matters pertaining to the Muskingum County Water Department. This session ended about 2:03 p.m.

Motion made by Commissioner Cameron, seconded by Commissioner Cr.

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

Motion carried.

Don also asked the Board about the scheduled Pembroke Project bid opening for April 16. It was discussed to keep the date and possibly hold the opening outside or in a larger room. All agreed to proceed.

Don reported that the Water/Utilities Department is not closing. There is no walk-in traffic permitted. Their drive-thru will continue to be open. He has divided his crews. The Commissioners recommend only one employee per truck and to keep sanitizing.

Pam Davis, Human Resources, came to meet with the Commissioners to discuss the recent FFCRA; Families First Coronavirus Response Act. She presented the following for consideration:

RESOLUTION 20-0305 accept and approve the Teleworking Policy effective upon approval and through December 31, 2020 for reasons related to the COVID-19 Pandemic

The purpose of this policy is to establish requirements and guidelines for employees engaging in authorized teleworking or telecommuting during the COVID-19 State of Emergency. "Teleworking" or "Telecommuting" is a work flexibility arrangement under which an employee performs their work duties and responsibilities from an approved worksite other than the location from which the employee would otherwise work.

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

Motion carried.

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RESOLUTION 20-0306 accept and approve the Temporary Family Medical Leave Act (FFCRA) Policy.

Under the Families First Coronavirus Response Act (FFCRA), eligible employees may request up to twelve (12) weeks of emergency family and/or medical leave for qualifying reasons related to COVID-19 with job protection and no loss of accumulated service provided the employee meets the conditions outlined in this policy. **This policy is temporary and is in effect between April 1, 2020 and December 31, 2020.**

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

RESOLUTION 20-0307 hereby accept and approve the Temporary Emergency Sick Leave Policy in compliance with the 2020 Families First Coronavirus Response Act.

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

RESOLUTION 20-0308 accept and approve the Sick Leave Donation Program (Amended due to FFCRA).

This policy is amended to be effective April 1, 2020 through December 31, 2020 in response to reasons related to COVID-19 as defined in the 2020 Families First Coronavirus Response Act (FFCRA).

The intent of the amended sick leave donation program is to allow employees an opportunity to help a coworker under *any* Appointing Authority, who has exhausted his paid leave, and continues to be in critical need of paid leave due to being unable to work (or telework) for qualifying reasons *related to COVID-19 defined by the FFCRA*.


Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

With no further business being before the Board, the meeting was adjourned at approximately 2:49 p.m. on the motion of Commissioner Cameron and the second of Commissioner Porter.


Cindy S. Cameron


Mollie S. Crooks


James W. Porter

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