Tippecanoe County Board of Commissioners

Special Meeting
Thursday, March 26th, 2020
10:00 am
Tippecanoe Room, Tippecanoe County Office Building
20 N 3rd Street, Lafayette, Indiana

AGENDA

I. PLEDGE OF ALLEGIANCE

II. APPROVAL OF MINUTES

III. PRESENTATION OF ACCOUNTS PAYABLE VOUCHERS- PAULA BENNETT

IV. PRESENTATION OF PAYROLL- PAULA BENNETT

V. RESOLUTION 2020-12-CM – DECLARATION OF PUBLIC HEALTH EMERGENCY

Documents:

DECLARATION OF PUBLIC HEALTH EMERGENCY (03-21-20).PDF

VI. RESOLUTION 2020-13-CM EMERGENCY CLAIM APPROVAL - DEPOSIT PROCEDURES

Documents:

EMERGENCY CLAIM APPROVAL - DEPOSIT PROCEDURES (03-26-20).PDF
DIRECTIVE CONCERNING DEPOSIT FREQUENCY (03-24-20).PDF

VII. RATIFICATION OF DIRECTIVE CONCERNING EMERGENCY STAY AT HOME PAY

Documents:

DIRECTIVE CONCERNING EMERGENCY STAY HOME PAY (03-24-20).PDF

VIII. UNFINISHED/NEW BUSINESS

IX. PUBLIC COMMENT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), Tippecanoe County Government will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. For more information visit www.tippecanoe.in.gov/ada

RESOLUTION NO. 2020-12-CM

DECLARATION OF PUBLIC HEALTH EMERGENCY

WHEREAS, on March 6, 2020, the Tippecanoe County Health Department declared a public health emergency related to the spread of the COVID-19 virus; and

WHEREAS, on March 6, 2020, the Governor issued Executive Order 20-02 declaring a public health emergency for Coronavirus 2019 outbreak, directing local officials to cooperate with the Indiana State Department of Health in responding to the health emergency; and

WHEREAS, IC 10-14-3-29 permits the President of the Board of Commissioners to declare a local disaster emergency for seven days which may be extended by the full Board of Commissioners thereafter; and

WHEREAS, IC 10-14-3-1(b)(22)-(23) define "disaster" to include epidemics and public health emergencies; and

WHEREAS, Tippecanoe County Code §§32.35 - 32.45 specify procedures and powers that apply whenever the Governor and/or the President of the Board of Commissioners declares a local disaster emergency.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. The Board of Commissioners hereby determines that there exists throughout Tippecanoe County a local disaster emergency, specifically the spread of the COVID-19 virus and the resulting worldwide pandemic.

Sec. 2. Tippecanoe County Government and its agencies are hereby directed to cooperate with the Indiana State Department of Health, the State of Indiana, and other local governments and organizations, particularly in Tippecanoe County, in their efforts to address this health emergency.

Sec. 3. Tippecanoe County Government and its agencies are hereby authorized to seek such financial reimbursement, funding assistance, supplies, and other assistance as are made available through the State and Federal Government due to the health emergency.

Sec. 4. The response and recovery aspects of all applicable local or interjurisdictional disaster emergency plans are hereby activated and the furnishing of aid an assistance under such plans are hereby authorized.

Sec. 5. The President of the Board of Commissioners may issue a local travel advisory, watch, or warning for up to seven (7) days pursuant to IC 10-14-3-29.5 if the conditions warrant. Such advisory, watch or warning may be extended by the Board of Commissioners.

Sec. 6. Tippecanoe County Government and its agencies shall comply with the procedures set forth in IC 10-14-3 and County Code §§32.35 - 32.45 when exercising the emergency powers granted thereunder.

Sec. 7. Subject to the adoption by the full Board of Commissioners, this Resolution shall remain in effect until declaration of public health emergency by the Tippecanoe County Health Department and the Governor is rescinded.

Declared by the President of the Board of Commissioners of Tippecanoe County on this 21 day of March, 2020, for a period not to exceed seven days unless adopted by the full Board of Commissioners.

Tracy A. Brown, President Tippecanoe County Board of Commissioners

Adopted and extended for the period specified in Section 7 this ____ day of March 2020 by the Board of Commissioners of Tippecanoe County.

BOARD OF COMMISSIONERS OF
TIPPECANOE COUNTY

_____
Tracy A. Brown, President

_____
Thomas P. Murtaugh, Vice President

_____
David S. Byers, Member

ATTEST:

_____
Robert Plantenga, Auditor of Tippecanoe County

RESOLUTION NO. 2020-13-CM

EMERGENCY CLAIM APPROVAL AND DEPOSIT PROCEDURES

WHEREAS, on March 6, 2020, the Governor of the State of Indiana issued Executive Order 20-02, declaring a public health emergency related to the spread of the COVID-19 virus; and

WHEREAS, the State Examiner of the State Board of Accounts issued State Examiner Directive 2020-01 ("Directive"), concerning emergency procedures for depositing accounts and approving claims; and

WHEREAS, the State Examiner has observed that IC 5-13-6-1 concerning deposit of public funds and IC 5-11-10 concerning the claim approval process remain in effect during the health emergency but has also stated that the State Board of Accounts will not take audit exception to modifications to those procedures specified in the Directive;

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. In consideration of the health emergency, the President of the Board of Commissioners may direct County officials responsible for the deposit of funds to limit deposits of Tippecanoe County funds to not less than two days per week. Such deposits shall be made on Tuesdays, Thursdays, and any other days that the President of the Board of Commissioners may designate. Such officials shall include, without limitation, the Treasurer, the Clerk, the Sheriff, and the Recorder. Funds shall be properly secured at all times they are in the possession of the County. Internal Controls to safeguard the County's assets shall continue to be observed.

Sec. 2. The President of the Board of Commissioners is hereby authorized to approve claims in advance of allowance by the full Board of Commissioners. Such claims must be reviewed and allowed by the Board of Commissioners at its earliest opportunity, but not later

than its first meeting following the end of the public health emergency. When reasonably possible, claims should be deferred until a meeting of the Board.

Sec. 3. If the President is unavailable, any authority given to the President of the Board of Commissioners under this resolution shall vest in the Vice-President. If the President and Vice-President are unavailable, any such authority shall vest in the remaining member of the Board.

Sec. 4. This resolution shall expire on the earlier of its revocation by the Board of Commissioners, the issuance of contrary guidance by the State Board of Accounts, or termination of the health emergency declared by the Governor.

Adopted this ____ day of March 2020.

BOARD OF COMMISSIONERS OF
TIPPECANOE COUNTY

_____
Tracy A. Brown, President

_____
Thomas P. Murtaugh, Vice President

_____
David S. Byers, Member

ATTEST:

_____
Robert Plantenga, Auditor of Tippecanoe County

DIRECTIVE CONCERNING DEPOSIT FREQUENCY

This directive is being issued pursuant to Resolution 2020-13-CM and State Board Examiner Directive 2020-01 concerning the deposit frequency of funds held by Tippecanoe County Government.

Due to the need to limit in-person contact, Tippecanoe County Departments should limit deposit frequency to twice per week on the following schedule:

Thursday, March 26, 2020

Tuesday, March 31, 2020

Thursday, April 2, 2020

Tuesday, April 7, 2020

Thursday, April 9, 2020

Daily deposits will be scheduled to resume on Monday, April 13, 2020. However, this is subject to change if the needs of the health emergency required.

Funds shall be properly secured at all times they are in the possession of the County. Internal Controls to safeguard the County's assets shall continue to be observed.

Dated this ____ day of March, 2020.

Tracy A. Brown 03-24-2020

Tracy A. Brown, President
Tippecanoe County Board of Commissioners

DIRECTIVE CONCERNING EMERGENCY STAY HOME PAY

This directive is being issued pursuant to Resolution 2020-10-CM concerning emergency stay home pay. Resolution 2020-10-CM empowered the President of the Board of Commissioners to issue an emergency declaration requiring some or all County employees to refrain from coming to their work stations. On March 21, 2020, I issued a declaration of public health emergency determining that the COVID-19 pandemic presented a local disaster emergency within the meaning of IC 10-14-3-29. On March 23, 2020, the Governor of the State of Indiana issued Executive Order 20-08 concerning the COVID-19 public health emergency directing Hoosiers to stay at home except where leaving home was for essential activities.

Pursuant to the provisions of the above referenced authorities, I am issuing this directive concerning emergency stay home pay. Some employees of Tippecanoe County shall be directed to refrain from coming to their work stations pursuant to the guidance issued to Department Heads in the document attached hereto as Exhibit "A." Those employees shall be eligible for emergency stay home pay as specified in the guidance.

Pursuant to Resolution 2020-10-CM, during the employee's regularly scheduled non-overtime work hours during the emergency, the employee is considered "on-call" and, therefore, must be available by phone to respond to calls from other County officials and must be available to return to the employee's work station within two hours of notice. The employee may not earn compensation from any other source during the employee's regularly scheduled non-overtime work hours during which the employee is earning Emergency Stay Home Pay.

Dated this ____ day of March, 2020.

Tracy A. Brown 03-24-2020

Tracy A. Brown, President
Tippecanoe County Board of Commissioners

The Directive by the President of the Tippecanoe County Board of Commissioners is hereby ratified by the Board of Commissioners of Tippecanoe County.

TIPPECANOE COUNTY BOARD OF COMMISSIONERS

Tracy A. Brown, President	Date
Thomas P. Murtaugh, Vice-President	Date
David S. Byers, Member	Date

ATTEST

Robert Plantenga, Auditor	Date

Again, thank you to all employees for your patience and dedication as we navigate this health emergency. Below are guidelines for what was outlined on yesterday's call. We understand that due to the complexity of County government, there may be situations that call for adjustments or exceptions to the guidelines. Also, some of the guidelines may not be equitable to every employee. Given the current situation, that cannot be avoided.

All County departments have been identified as either essential or non-essential and that list is attached.

Essential Departments

The department head has the option to have people work remotely, stagger working hours or fluctuate which employees work on site and which work remotely.

Some employees in essential departments may be deemed as non-essential by the department head. If so, those employees follow the guidelines below for non-essential departments.

If at some point, travel is further restricted, a letter will be provided stating that the employee is considered "essential".

All employees use TimeForce as usual and the same payroll deadlines apply. Please make sure all employees know how to log into TimeForce remotely using the link www.gotimeforce2.com and the company code D1656.

Non-Essential Departments

All employees working in non-essential departments should stay home effective March 25, 2020 and those full time and regular part-time employees (benefit eligible) will be paid as usual. This will be called "Emergency Closure" in TimeForce and the timecard code will show "EMR". Those that can work remotely will be expected to do so, but some simply won't have work that can be done from home. However, those employees should be available, if needed. The department head should inform each employee of work expectations during this time.

All published department phone lines should be forwarded to someone who will be working remotely and emails should be checked on a regular basis.

There are certain critical functions that still must be completed during this time. Those include the processing of payroll and processing claims (particularly any bills that could have a late fee assessed). Other critical functions may be outlined by the department head.

With the permission of the department head, any employee can access their office to perform a particular function.

Employees working remotely should clock in or enter all hours worked, as usual. Department heads/payroll clerks should enter "Emergency leave" hours for all full time and regular part-time employees up to the number of hours normally worked. For example, if a 37.5 hour employee worked remotely and clocked in for 25 hours that week, 12.5 hours would be entered as "emergency leave".

Again, all full time and regular part-time employees will be paid their regular salary and *obviously, there should be no overtime or comp time earned.*

COVID-19 Leave Policy

This policy remains in place to use after the emergency closure is over, for employees that are still ill with the virus, caring for an ill dependent or a child out of school due to the crisis, or meets the other parameters outlined in the resolution.

County Office Building

With the exception of the Courthouse all County buildings will be locked. The front door of the County Office Building will be open during clinic hours. The Commissioners office will be staffed to accept and sort mail and packages during business hours. Departments can access the building to make deposits at the Treasurer's office at specific times and those times will be outlined later.

Wellness Clinic

The clinic will remain open with normal hours but all doors to the County Office Building will be locked *except the front door. Please note this is a change from what was stated on the department head call.* Employees should reschedule any wellness appointments to avoid contact with others who may be ill.

Tippecanoe County Government - Essential Services

	Location	Category	Department	Status
1	111 Building	Criminal Justice	Prosecutor's Office	Essential
2	111 Building	Criminal Justice	Public Defender's Office	Essential
3	629 Building	Public Safety	Coroner	Essential
4	629 Building	Public Safety	Emergency Management	Essential
5	629 Building	Human Services	Health Department (629)	Essential
6	629 Building	Administrative	Maintenance	Essential
7	629 Building	Administrative	Veteran's Services	Non-Essential
8	629 Building	Administrative	Weights & Measures	Non-Essential
10	Courthouse	Judiciary	CASA	Essential
11	Courthouse	Judiciary	Circuit Court	Essential
12	Courthouse	Judiciary	Clerk's Office	Essential
13	Courthouse	Judiciary	Court Services	Non-Essential
9	Courthouse	Judiciary	IV - D Court	Essential
14	Courthouse	Judiciary	Juvenile Magistrate	Essential
15	Courthouse	Judiciary	Magistrate's Court	Essential
16	Courthouse	Judiciary	Probation Department	Essential
17	Courthouse	Judiciary	Superior Court 1	Essential
18	Courthouse	Judiciary	Superior Court 2	Essential
19	Courthouse	Judiciary	Superior Court 3	Essential
20	Courthouse	Judiciary	Superior Court 4	Essential
21	Courthouse	Judiciary	Superior Court 5	Essential
22	Courthouse	Judiciary	Superior Court 6	Essential
23	Stand Alone	Human Services	Cary Home	Essential
24	Stand Alone	Criminal Justice	Community Corrections	Essential
25	Stand Alone	Administrative	Extension Service	Non-Essential
26	Stand Alone	Administrative	Fairgrounds	Essential
27	Stand Alone	Public Works	Highway Garage	Essential
28	Stand Alone	Public Safety	Sheriff's Office	Essential
29	Stand Alone	Administrative	Soil & Water	Essential
30	Stand Alone	Human Services	Villa	Essential
31	Stand Alone	Human Services	WIC	Essential
32	TCOB	Administrative	Area Plan Commission	Non-Essential
33	TCOB	Administrative	Assessor	Non-Essential
34	TCOB	Administrative	Auditor	Essential
35	TCOB	Administrative	Building Commission	Essential
36	TCOB	Administrative	Commissioner's Office	Essential
37	TCOB	Administrative	County Council	Non-Essential
38	TCOB	Administrative	DoIT	Essential
39	TCOB	Administrative	Elections	Essential
40	TCOB	Human Services	Health Department (TCOB)	Essential
41	TCOB	Public Works	Highway Department	Non-Essential
42	TCOB	Administrative	Human Resources	Essential
43	TCOB	Administrative	Legal	Essential
44	TCOB	Administrative	Recorder	Non-Essential
45	TCOB	Administrative	Surveyor	Non-Essential
46	TCOB	Administrative	Treasurer	Essential
47	TCOB	Human Services	Wellness Center	Essential
48	Various	Public Works	Parks Department	Essential