

WARRICK COUNTY BOARD OF COMMISSIONERS MEETING
REGULAR SESSION
COMMISSIONERS MEETING ROOM
107 W. Locust Street, Suite 303
Boonville, Indiana
March 30, 2020
9:28 A.M.

The Warrick County Commissioners met in regular session with Dan Saylor, President; Robert Johnson, Vice President; and Terry Phillippe, Member. Attorney Todd Glass and Administrator Roger Emmons were in attendance.

Also present were Aaron Franz, Warrick County Health Department Director and Dave Woolen, Warrick County Emergency Management.

Auditor Debbie Stevens and Secretary Kristine Georges attended and recorded the minutes.

President Dan Saylor called the meeting to order at 9:28 AM.

PLEDGE OF ALLEGIANCE WAS SUSPENDED.

COMMISSIONER SAYLOR: We will call to order the Emergency Meeting to...

Roger Emmons: This is a regular meeting. It was posted as.

Todd Glass: Correct. It's a regular session with emergency notice issue.

Commissioner Saylor: Okay, as stated by Counsel.

RESOLUTION 2020-04
RESOLUTION ESTABLISHING CERTAIN EMPLOYMENT POLICIES DURING
EMERGENCY

Commissioner Saylor: Alright. So first item, we don't have an agenda. I guess we'll skip the pledge, and then, so first item on the agenda is our Resolution. Counselor, you want to address that?

Todd Glass: Certainly. The Resolution number?

Kristine Georges: Would be '04.

Todd Glass: And Mr. President, this is a Resolution of the Board of Commissioners of Warrick County Indiana establishing certain policies during emergency, specifically the Families First Coronavirus Recovery Act goes into place or becomes effective April 1st. This Resolution, the majority of this Resolution simply affirms the FFCRA applicability to Warrick County employees beginning April 1st and that is a new category of six (6) stated reasons why a new sick leave benefit might be applicable to some of the County employees. Those six (6) categories taken right out of the act are listed on Page 2 of the Resolution. And that includes employees subject to Federal, State, or Local quarantines or isolation orders related to COVID-19. Two (2), an employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19. Three (3), the employees experiencing any symptoms of COVID-19 seeking a medical diagnosis. Four (4), the employee is caring for an individual who is subject to an order as described in paragraph one (1)...

Commissioner Saylor: That's a Federal.

Todd Glass: Or has been advised as described in subparagraph two (2). Five (5), the employees caring for a son or daughter, such employee if the school or place that took care of the son or daughter has been closed or the childcare provider, for such son or daughter is unavailable due to COVID-19 precautions. And six (6), is experiencing any other substantially similar positions as by, by the applicable authority. So, those are the categories that have been established by the act to be entitled to up to eighty (80) hours of a new paid time off benefit for a category of sick leave. And this Resolution merely states that the County is adopting that act and is effective also on the 1st. If you have any questions regarding what that leave amounts to, certainly, let me know. The second part of this Resolution, Mr. President, is what Commissioners wish to add regarding an effort to try to improve the health and environment for our County employees by reducing the workforce or County Office Departments as much as possible over the course of the next week. And that is the, actually, Terry, let me pass that, that's the colored paragraph at the very end of the Resolution. Allow me to read it, and we can certainly modify the language as the Commissioners wish. It says, be it further resolved by the Board of Commissioners of Warrick County, Indiana, if Warrick County implements a workforce reduction to help battle against the COVID-19 virus, whereby non-exempt employees are directed to remain at home and are unable to work remotely while at home, then in that event, the employee shall be paid two-thirds (2/3) of the employees regularly hourly rate of pay or two-thirds (2/3) of applicable minimum wage, whichever is higher, equal to the number of hours they would have otherwise worked for the period of time between March 30th, which is today. That depends on if that works for you. And through next Monday, April 6th. If any policies and procedures of the employee handbook conflict, this policy shall control until it is amended, rescinded or expired and this pay resolution may be extended or a back to work order may be issued effective after April 6th by the Board. I don't know if that incorporates everything, but, but it incorporates many of the workforce reduction steps that I believe you were wanting to consider this morning. It does not say anything about employees that don't otherwise aren't selected to work at home or be sent home in reduction of workforce if they don't fit any of those categories, but wish to remain at home for other reasons. You could also include language in here instructing those employees to use their accrued PTO or they can request unpaid leave by their supervisors.

Commissioner Saylor: Commissioners, what's your views and thoughts on that?

Commissioner Phillippe: So, this is comprehensive of everything that we've discussed over the last...

Todd Glass: Few days.

Commissioner Phillippe: Few days.

Todd Glass: But, I think the Board was seeking input from all Officials and Department Heads on how they can reduce their workforce by fifty percent (50%) over the course of the next week. I don't know what the status is of those plans coming in. But...

Commissioner Saylor: Heather, did we get...?

Commissioner Phillippe: How many Departments have we not heard back from?

Heather Soberg: Um, as of this morning, within, probably about six (6).

Roger Emmons: That you've heard from or haven't heard from?

Heather Soberg: That we've not heard from.

Roger Emmons: Okay.

Commissioner Johnson: I think in my opinion, I think that we need to spell it out black and white.

Todd Glass: Well, if, if the Board wishes to instruct Officials and Department Heads to reduce their workforce according to their stated plan, of course that's nothing that can be done today if you don't have all those plans. But the question is, is it something that's going to be in place to be effective tomorrow? If not tomorrow, by Wednesday?

Commissioner Saylor: So, Heather, what departments have we not heard from? You said the Courts?

Heather Soberg: I'm, I'm going to grab my folder. I'm sorry.

Todd Glass: I suppose that would be the first step.

Commissioner Johnson: And then, in my opinion, you know, maybe if we spell this out black and white, it might help the Department Heads produce their contingency plan.

Todd Glass: I don't remember when you asked those plans to be submitted by. Was it today?

Heather Soberg: Today. I do have Judge Winsett's. But I don't have anything from Superior 2 or Circuit Court. There's nothing here from the Recorder, from the Auditor's Office and probably the Surveyor's Office would be the only other one (1).

Roger Emmons: So, that's five (5).

Heather Soberg: Yeah.

Todd Glass: According to Commissioner Johnson's point, Mr. President. You could say, be it further resolved by the Board of Commissioners that a workforce reduction is being implemented to be effective on such and such date pursuant to the workforce plans of each office. That spells it out much more clearly that this is exactly what's being done and when and of course for those plans that aren't in yet. They can get them in in time.

Commissioner Saylor: Okay. You guys like that?

Commissioner Phillippe: I do. Yep.

Commissioner Saylor: Yep. So.

Commissioner Johnson: Yeah.

Auditor Stevens: May I add something to it as a Department Head?

Kristine Georges: Get up closer.

Auditor Stevens: Yeah, Debbie Stevens, Warrick County Auditor. So, you're saying a reduction in workforce by fifty percent (50%). Is that correct?

Commissioner Phillippe: That's what the request was, yes.

Auditor Stevens: Okay.

Commissioner Phillippe: If, if this came to pass, then what would your work plan look like.

Auditor Stevens: Okay, what if it's an alternate work schedule where you reduce the number in your office each day by fifty percent (50%).

Todd Glass: That works.

Auditor Stevens: That works also?

Todd Glass: In fact I think the Clerk came up with that sort of a plan, alternating shifts.

Todd Glass: So that either employees on the off days are being sent home with work, or if that's an impossibility, without work.

Auditor Stevens: Okay, okay. I just wanted to clarify that, because that is more my plan, is to use my staff fifty percent (50%) in the office, fifty percent (50%) remotely.

Commissioner Saylor: And Debbie, I want to make a point of this. That's why we've asked for the Department Heads. You know, the three (3) Commissioners, they don't, we don't know what you do every day on a day to day basis. We don't know what your load is and all that. That's why we just felt, you know, this has to be done by the Department Heads rather than us three (3) sitting up here making decisions based on what, you know, what's not good for each individual office. You know, cause some offices, they can work remotely. I know Guy's working with as many as we can getting desktops in here, laptops to be able to send home and that kind of thing. So, and then you've got people who can't go home. Like our Sheriffs and our Highway workers. Still, you know, we just, we got another emergency down in the southern part of the County that we're dealing with now that we'll be addressing right after this. So, it's just, and I know this is not going to make everybody happy. But this is the best we can come up with. I know we've done, Heather's done exhausted research on, on different Counties, what they're doing. I've been in contact with Vanderburgh County Commissioners. Everybody's doing something different. We've not got any direction from the Association for the State on what's the best route. So, it's just basically, you know, whatever's best for your County. And so us three (3) elected officials, this is what we're deciding on. So, that's the way it is.

Auditor Stevens: I appreciate it. Thank you for the flexibility because we can, we can work and we can do the fifty-fifty (50%/50%). I just wanted to clarify that because that was my plan and I think your email had requested it by the end of the day today. So, I'll just shoot it over as soon as I get back. But it was it for fifty (50%) in and fifty (50%) out.

Commissioner Saylor: Yeah.

Todd Glass: And I would, if I may interject, I would assume that you have most if not all of your employees probably, you're not able to send work home with them. But for those individuals that can't work at home, this would provide for two-thirds (2/3) pay benefit due to this unusual circumstance. But of course if they are able to work at home. They're still full pay.

Auditor Stevens: Yes.

Commissioner Saylor: And so, Counselor, and you know that two-thirds (2/3), you know, we were coming up with. That kind of mimics...

Heather Soberg: It mimics several Counties, what they're doing as well as what's coming down for that, for that new act.

Commissioner Saylor: Yeah.

Heather Soberg: Families First.

Commissioner Saylor: And so we're also cognizant of record keeping, what kind of issues that creates for the Department Heads. You know, we've all been in business. We've all dealt with payroll and how to record payroll and that kind of thing. So we've kind of tried to make it as simple as possible too. So, we're not throwing some crazy thing that's going to take five (5) people to decipher for payroll.

Auditor Stevens: Right.

Commissioner Saylor: So, we've tried to be aware of that. She's trying to kill us.

Commissioner Johnson: Um hum.

Auditor Stevens: Can I bring up another subject? To have some discussion with you? I really need the help of the Commissioners on this. It is due to, like, time keeping. We have within the LOW Financial System, the Payroll System, a module for tracking time. And it is going to, it now with this policy, is going to be critical for us to be able to track the COVID-19 time, time related issues. The other part of that is to set it up, there's also vacation that comes into play as well as sick days. So, we, we, I think it's critically important to be able to prove and demonstrate through our payroll vouchers and our system what we might be eligible for reimbursement later from the Federal Government. But, I need your support on this because it will mean asking Department Heads to submit for their employees all that time. It will have to be included on their payroll vouchers. So, we would need to know as of the first of the year, what was the vacation they were eligible for? How many sick days did they carry forward? So, that will be part of setting up that module for tracking the COVID-19 related hours.

Roger Emmons: From the beginning, didn't they, don't they turn that in on their employee service records? Or...they don't?

Auditor Stevens: No.

Roger Emmons: I thought we did. But maybe every...

Auditor Stevens: You may. I'd have to look at your department specifically. And some do who already provide the supporting documentation with each AP Voucher.

Roger Emmons: Okay.

Auditor Stevens: But mostly no.

Roger Emmons: Okay.

Auditor Stevens: Now, they may keep all that information accurately in their department. It just hasn't been submitted to payroll.

Roger Emmons: Gotcha.

Auditor Stevens: But we will need that. And I think it's the right thing to do; it's the time to do it; it's part of payroll compliance and we need your help with that.

Commissioner Phillippe: Debbie, let me say this, and I do agree with you. I think where I have disagreed with you in the past has been, you know, the stringency and the detail which you feel like you need. I mean obviously we need to keep track of what we're doing here with all this craziness that going on in the world. So, I guess the starting point for me and backing you up on that would be, who's not giving you the information that you feel that you need? If you could relay that to us.

Auditor Stevens: Okay.

Commissioner Phillippe: And if we could shake hands and agree on what's acceptable, I would certainly back you on that. I don't know that we need to go buy some big expensive system to do it. If you'd be okay with, of certain departments turning in a spreadsheet that has the detail that you need. I think that's where I kind of disagreed before. I think we can get you the information that you need. Maybe not as clean and neat as one (1) entire timekeeping system. But at least get you the information you need. Would that be okay?

Auditor Stevens: That's a starting point. And I think, you know, in the spirit of where we are and we're going to try to submit claims for COVID-19 related hours, we must do this.

Commissioner Johnson: Do you have the LOW module now?

Auditor Stevens: We do.

Commissioner Johnson: Okay.

Commissioner Phillippe: Am I understanding this, and I don't know where I've heard this. Heather made a comment, but they've even updated their software to include some of this, right?

Auditor Stevens: Right.

Commissioner Phillippe: Okay, they're ahead of you.

Auditor Stevens: Cause other Counties do have time keeping systems that feed right into those hours. So they've accommodated even folks who have timekeeping systems. Well, thank you, if you don't have any questions of me.

Commissioner Saylor: Alright.

Roger Emmons: Thanks, Debbie.

Auditor Stevens: You're welcome.

Commissioner Saylor: So, Commissioners. Any other additions or Counselor, Counselor, Heather, Roger that we need to make in this Resolution?

Commissioner Johnson: I think that what Todd had stated before should be included in this.

Todd Glass: I could read as a last paragraph as modified I believe by our prior comments. You want me to do that, Mr. President?

Commissioner Saylor: Where is starts out, "Be it further," yes, please.

Todd Glass: So, "Be it further resolved by the Board of Commissioners of Warrick County, Indiana," I'm going to change this phrases, "A county wide workforce reduction plan shall be implemented effective," tomorrow?

Commissioner Saylor: Tomorrow? Want to go tomorrow?

Todd Glass: Tomorrow morning?

Commissioner Saylor: Or we want to go, we want to go April 1st? Or you want to go tomorrow?

Commissioner Phillippe: Since it's a one (1) day difference, I'd just like the idea of making it fall on the same day as the other things that are coming down. That's just my opinion, which would be April 1st.

Todd Glass: Might give Departments time to...

Commissioner Saylor: So, April 1st it is. That's what you're insinuating, Terry, April 1st?

Commissioner Phillippe: Yeah.

Commissioner Saylor: Okay. And that's what we talked about. Sorry, Todd.

Todd Glass: County-wide workforce reduction plan shall be implemented effective April 1, 2020, pursuant to work plans developed by each Official and Department Head. For those non-exempt employees sent home for any period and are unable to work remotely while at home, then in that event the employee shall be paid two-thirds (2/3) of the employees regular hourly rate. The rest of the paragraph is the same. However with this inserted, Mr. President, if employees request time off work in addition to the work plans implemented in the respective office, and if approved by their supervisor, they may apply any accrued PTO benefit or take unpaid leave. That is giving your Department Heads additional flexibility to work with their employees that after they see how they're being reduced over the course of the

Commissioner Phillippe: I'm perfectly fine with that as read.

Commissioner Saylor: I am too.

Commissioner Johnson: I am too.

Commissioner Saylor: Alright.

Todd Glass: Of course, as we've learned so well, before the day is up, that something might have changed of this whole thing. And, but, the good thing about this, Mr. President, is that this just goes through Monday and you can extend it or modify it or issue a return to work order. Just however you see is in the best interest of the County and its employees. You can certainly do that during the course of this week and it'll be ready to extend after Monday.

Commissioner Saylor: Okay. And to extend that, we can do that by a just a Commissioners' consensus? And just extend it? Or do we need to have a meeting?

Todd Glass: Um, that is a good question.

Commissioner Johnson: Well, we voted for President Saylor to have full authority.

Todd Glass: I'm trying to think of those categories. One (1) of those categories is for pay to compensate employees. The last sentence to this paragraph. This pay Resolution may be extended or back to work notice may be issued effective after April 6th pursuant to the authority granted the President of the Board of Commissioners in prior Resolution.

Commissioner Saylor: Okay.

Todd Glass: Just to make it...

Roger Emmons: (Inaudible).

Commissioner Saylor: Just, just for the record, while I've been granted that authority, I'm in hourly communication with Commissioner Johnson and Commissioner Phillippe. I appreciate you two (2) being available by phone at any given moment. Commissioner Phillippe also is up here almost, probably over forty (40) hours a week. And so I appreciate you guys helping me work through this. And I also appreciate my support staff, Roger, Heather during these challenging times. Legal Counsel, thank you. Dave and Aaron, thank you, too, for what you both are going through and been through. Dave, we just got, you know, another, probably another State of Emergency down in Newburgh for, for the tornado. And so, Dave, I know you were working all weekend. And I know Aaron, you, cause we communicated a little bit. So, again, I can't thank everybody enough. You know, our employees, our team, these are some challenging times I know for leadership. I know we've had some sleepless nights and that kind of thing. But that's what we're elected to do is make the decisions and we're trying to do, make the best decisions we can based on the information that we have. So, again, I can't thank everybody enough for what you guys do and how you support myself and, and our team. So, with that being said, is there any other business that, do we need to deal with...

Roger Emmons: You need to take action on this.

Commissioner Johnson: (Inaudible).

Commissioner Saylor: Dave's...? Oh, okay. Yes, we need, so I need a motion to approve Resolution 2020-04.

Commissioner Johnson: So moved.

Commissioner Phillippe: Second.

Commissioner Saylor: First and a second. All in favor by signifying by saying, aye.

Commissioner Johnson: Aye.

Commissioner Phillippe: Aye.

Commissioner Saylor: Aye. Motion carries three, zero (3-0).

(Resolution 2020-04 is located on Pages 8 through 9 of these Official Minutes)

**EMERGENCY DECLARATION 2020-01
EXTENSION OF PROCLAMATION 2020-01**

Todd Glass: And also the Emergency Declaration.

Commissioner Saylor: Okay, so our EMA Director Dave Woolen has an Emergency Declaration that he would like us to consider.

Dave Woolen: I have actually two (2).

Commissioner Saylor: Two (2)? Okay.

Dave Woolen: One (1) of them we have, and I've just been told by other people in the area that we might want to add the fact that this is compounded due to the Coronavirus, that we have to make sure our people are working safely, wearing PPE's and what have you which could add more cost and more effort to this. So, we have a standard tornado one (1) here and we have another one (1) where we added in this Emergency Declaration will exponent... exponentially, exponentiate the National Emergency Declaration already in place for the Novel Coronavirus 19 that was issued I think on 03-13-2020. We kind of want to add that in so that when the State gets it, that they realize we're working under

dress from the other emergency that's already in place. And that's the one (1) that I kind of would like to see signed. But, if you don't want to add that in, we can just do a standard...

Commissioner Saylor: No, I'd like to, I mean my opinion is the first, the first one (1).

Commissioner Johnson: Do you need some type of Resolution number?

Todd Glass: Well, yeah, that's what I was just talking with Kristine about, because we did an Emergency Declaration already.

Kristine Georges: That was a Proclamation.

Roger Emmons: That was a Proclamation.

Dave Woolen: A Proclamation. This is a...

Kristine Georges: There's also Declarations. That's why I was asking if it needed a number.

Todd Glass: We...

Dave Woolen: In the past, I'm not sure that, I don't have any in my files that have numbers on them.

Roger Emmons: I don't recall numbering these types of things.

Commissioner Saylor: We usually only have one (1) Declaration going at a time, emergency, but now we've got, so.

Commissioner Johnson: So, okay.

Todd Glass: I would suggest, what's the heading, Dave, on both of them?

Dave Woolen: It says Local State Emergency Declaration.

Todd Glass: I would do number one (1) and number two (2).

Dave Woolen: Okay.

Todd Glass: Because they're different.

Dave Woolen: Okay.

Todd Glass: For clarity's sake.

Dave Woolen: We can do that.

Todd Glass: Or 2020-01, whatever the Commissioners' wish.

Kristine Georges: Yeah, that's...

Todd Glass: 2020-01, 2020-02.

Dave Woolen: Okay. I can do that.

Todd Glass: Thank you.

Dave Woolen: So, we need to approve one (1) of those here.

Commissioner Johnson: Both of them.

Todd Glass: Both of them.

Commissioner Saylor: Both of them?

Heather Soberg: Do you need both of those approved?

Dave Woolen: No.

Commissioner Saylor: No, no.

Dave Woolen: I just need one (1).

Commissioner Saylor: He just needs one (1), yeah.

Dave Woolen: Whichever one (1) (inaudible) decide.

Commissioner Saylor: We wanted to do the COVID-19 with that language.

Dave Woolen: I'd like to have that in there just because it is hampering some of our effort.

Commissioner Saylor: So, 2020-01.

Roger Emmons: '01.

Commissioner Saylor: Okay, so do I have a motion for the Declaration Local State of Emergency Declaration 2020-01?

Commissioner Phillippe: I make the motion.

Commissioner Johnson: Second.

Commissioner Saylor: All in favor say, aye.

Commissioner Phillippe: Aye.

Commissioner Johnson: Aye.

Commissioner Saylor: Aye. Motion carries three, zero (3-0).

Roger Emmons: You got one (1) ready to sign for that?

Dave Woolen: He's signing...

Roger Emmons: Oh, they're...

Dave Woolen: That one (1) right there.

Commissioner Saylor: Is there any other business in front of the Board?

Roger Emmons: Aaron, are we still at eight (8) with seven (7) active? Or?

Aaron Franz: Yes.

Commissioner Saylor: Okay. Aaron, do you need anything from the Board of Commissioners right now?

Aaron Franz: No, not at this moment. Thank you.

Commissioner Saylor: Okay. Alright. I guess with that, Counselor, we have any other business?

Todd Glass: Not that I know of.

Commissioner Saylor: Heather, Roger? No? Dave?

Dave Woolen: I just need to have you sign the bottom of this.

Commissioner Saylor: So, I need a motion to adjourn.

Commissioner Phillippe: Motion to adjourn.

Commissioner Johnson: Second.

Commissioner Saylor: All in favor say, aye.

Commissioner Phillippe: Aye.

Commissioner Johnson: Aye.

Commissioner Saylor: Meeting adjourned. (Motion carried 3-0).

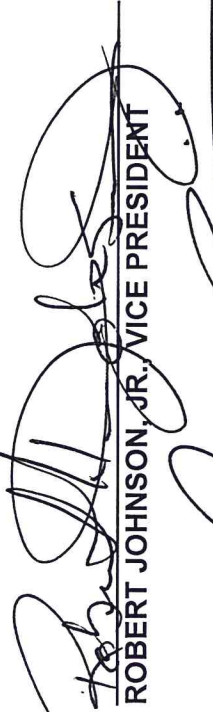
(Declaration 2020-01 is located on Page 10 of these Official Minutes)

(Proclamation 2020-01 Extension is located on Pages 10 of these Official Minutes)

ADJOURNMENT: Meeting adjourned at 9:56 A.M.

WARRICK COUNTY BOARD OF COMMISSIONERS


DAN SAYLOR, PRESIDENT


ROBERT JOHNSON, JR., VICE PRESIDENT


TERRY PHILIPPE, MEMBER

ATTEST: 
DEBORAH K. STEVENS, AUDITOR
WARRICK COUNTY, INDIANA

Minutes transcribed by Kristine Georges

RESOLUTION 2020-04
A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF WARRICK COUNTY, INDIANA, ESTABLISHING
CERTAIN EMPLOYMENT POLICIES DURING EMERGENCY

WHEREAS, the Board of Commissioners of Warrick County passed and adopted Resolution 2020-03 at an emergency meeting held on March 18, 2020;

WHEREAS, the Board of Commissioners of Warrick County passed and adopted Restated Resolution 2020-03 at an emergency meeting held on March 20, 2020, which fully restated and replaced Resolution 2020-03;

WHEREAS, the Board of Commissioners of Warrick County desires to replace and supersede certain provisions of Restated Resolution 2020-03, with all other provisions of Restated Resolution 2020-03 unaddressed by this Resolution 2020-04 remaining in full effect;

WHEREAS, on March 18, 2020, the 116th Congress of the United States of America enacted the Families First Coronavirus Response Act ("FFCRA"), which provides for expanded family and medical leave and emergency paid sick leave to employees for specified reasons related to the novel Coronavirus Disease 2019 ("COVID-19");

WHEREAS, certain steps need to be taken under these extraordinary circumstances to protect the health and safety of employees of Warrick County during the emergency while at the same time avoiding disruption of essential County government services to which the citizens of Warrick County are entitled to continue receiving during the COVID-19 public health emergency; and

WHEREAS, the Board of Commissioners of Warrick County desires to incorporate those provisions of the FFCRA relating to the provision of expanded family and medical leave to employees of Warrick County for specified reasons related to COVID-19.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Warrick County, Indiana, that the following constitutes the policy of Emergency Leave benefits available to eligible employees of Warrick County, and that if any policies and procedures of the Warrick County Employee Handbook conflict with this Emergency Leave policy, then this policy shall control until such time as this policy is amended or rescinded, in the sole discretion of the Board of Commissioners:

Warrick County shall provide to each employee of Warrick County paid sick time to the extent that the employee is unable to work (or telework) due to a need for leave because:

- (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- (4) The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in subparagraph (2);
- (5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable due to COVID-19 precautions;
- (6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

A full-time employee of Warrick County who meets any of the criteria provided in subsections (1), (2), (3), (4), or (6) above, is eligible for up to eighty (80) hours of leave, and a part-time employee of Warrick county who meets any of said exceptions is eligible for the number of hours of leave that the employee works on average over a two (2) week period.

A full-time employee of Warrick County who meets the criterion provided in subsection (5) is eligible for up to twelve (12) weeks of leave at forty (40) hours per week, and a part-time employee of Warrick County who meets said exception is eligible for leave for the number of hours that the employee is normally scheduled to work over a twelve (12) week period.

An employee of Warrick County who takes leave due to meeting any of the criteria provided in subsections (1), (2), or (3), above, shall be paid at either the employee's regular rate of pay or the applicable minimum wage, whichever is higher, up to Five Hundred Eleven and 00/100 Dollars (\$511.00) per day and Five Thousand One Hundred Ten and 00/100 Dollars (\$5,110.00) in the aggregate over the two (2) week period.

An employee of Warrick County who takes leave due to meeting either of the criteria provided in subsections (4) or (6), above, shall be paid at two-thirds (2/3) of the employee's regular rate of pay or two-thirds (2/3) of the applicable minimum wage, whichever is higher, up to Two Hundred and 00/100 Dollars (\$200.00) per day and Two Thousand and 00/100 Dollars (\$2,000.00) in the aggregate over the two (2) week period.


An employee of Warrick County who takes leave due to meeting the criterion provided in subsection (5), above, shall be paid at two-thirds (2/3) of the employee's regular rate of pay or two-thirds (2/3) of the applicable minimum wage, whichever is higher, up to Two Hundred and 00/100 Dollars (\$200.00) per day and Twelve Thousand and 00/100 Dollars (\$12,000.00) in the aggregate over the twelve (12) week period. Notwithstanding the foregoing, the compensation of an employee who takes twelve (12) weeks of paid leave pursuant to this paragraph shall be structured such that the first two (2) weeks of such leave shall constitute paid sick leave and the remaining ten (10) weeks shall be comprised of paid expanded family and medical leave.

Prior to an employee of Warrick County who meets any of the criteria provided in subsections (1) through (6), above, receiving any leave under this Resolution, said employee is required to email such request for leave to the Warrick County Human Resources Manager and provide any supporting information and/or documentation that may be requested.

BE IT FURTHER RESOLVED by the Board of Commissioners of Warrick County, Indiana, a workforce reduction plan for all County employees shall be implemented effective April 1, 2020, pursuant to work plans developed by each department head. For those employees scheduled off work pursuant to workforce reduction plan, and are unable to work remotely while at home, then in that event the employee shall be paid at two-thirds (2/3) of the employee's regular hourly rate of pay or two-thirds (2/3) of the applicable minimum wage, whichever is higher, equal to the number of hours they would have otherwise worked for the period of time between April 1, 2020, and April 6, 2020. If an employee requests time off work during this period in addition to the work plans implemented by each department, they may apply accrued paid time off benefits (PTO) or use unpaid leave all as approved by their supervisor. If any policies and procedures of the Warrick County Employee Handbook conflict with this emergency leave policy, then this policy shall control until such time as this policy is amended, is rescinded or expires. This pay resolution may be extended, or a back to work notice may be issued, effective after April 6, 2020, by the President of the Board of Commissioners pursuant to the authority previously approved pursuant to Indiana law.

The above Resolution is passed and adopted by the Board of Commissioners of Warrick County, Indiana, this 30th day of March, 2020.

BOARD OF COMMISSIONERS
OF WARRICK COUNTY, INDIANA


Dan Stryker, President

Robert H. Johnson, Jr., Vice President

Terry J. Pritchard, Member


Deborah K. Stevens, Auditor
Warrick County, Indiana

APPROVED FOR LEGAL FORM:


Todd T. Glass, Esq.
Warrick County Attorney

Local State of Emergency Declaration 2020-0A I 3/30/20
Warrick County, Indiana

Authority

Whereas, as of 03.28.2020 at 2020 hrs., Warrick County has experienced a F-2 tornado causing damage to public and private properties. Warrick County has a large amount of damage. This debris and property damage will greatly impact the budgets of Warrick County and its entities.

Now, therefore, we, the Warrick County Board of Commissioners, declare that a local state of emergency exists in the County and that we hereby invoke those portions of the Indiana Code which are applicable to the emergency conditions and have caused the issuance of this emergency proclamation. We hereby direct the exercise of all necessary emergency authority for protection of the lives and property of the people of this County and the restoration of local government with a minimum of interruption.

This Emergency Declaration will exponentiate the National Emergency Declaration already in place for the Novel Corona Virus 19 released on 03.13.2020.

Reference is hereby made to all appropriate laws, statutes, ordinances, and resolutions and particularly to Indiana Code 10-14-5-25

All public offices and employees of Warrick County are hereby directed to exercise the utmost diligence in the discharge of duties required of them for the duration of the emergency and in execution of emergency laws, regulations, and directives—state and local.

All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and emergency services in executing emergency operations plans, and to obey and comply with the lawful directions of properly identified officers.

All operating forces will direct their communications and requests for assistance and operations directly to the Warrick Emergency Operating Center.

In witness, whereof, we have hereunto set our hands this 30th day of March 2020.

Warrick County Board of Commissioners

[Handwritten signatures]
President
Member
Member

Attest:
[Handwritten signature]
Warrick County Auditor

LOCAL EMERGENCY PROCLAMATION FOR WARRICK COUNTY, INDIANA 2020-01 Extension

WHEREAS, the Coronavirus 2019 ("COVID-19") is a severe respiratory illness that was first detected in the City of Wuhan, Hubei Province, China; and

WHEREAS, COVID-19 is a rapidly spreading virus that is transmitted from human to human and results in symptoms ranging from fever, cough, acute respiratory distress, pneumonia and even death; and

WHEREAS, on March 6, 2020, the Governor of the State of Indiana declared a public health emergency for COVID-19 pursuant to Executive Order 20-02; and

WHEREAS, the Public Health Officer Designee of Warrick County, Indiana, Aaron Franz, has recommended Warrick County declare a local emergency as a result of COVID-19; and

WHEREAS, the Warrick County, Indiana has been or is immediately threatened by COVID-19; and

WHEREAS, the Governor of the State of Indiana has issued additional directives with respect to COVID-19 which supplements Executive Order 20-02, and it is anticipated the Governor will continue to issue directives as needed until this emergency has passed; and

WHEREAS, the Board of Commissioners of Warrick County desire to do as much as possible to help flatten the curve of the spread of COVID-19 and, in an abundance of caution, desires to support the actions taken by the Governor of the State of Indiana and to issue additional directives concerning specific governmental operations by and which impact Warrick County, Indiana.

NOW, THEREFORE we, the Board of Commissioners of Warrick County, declare that a state of emergency exists in Warrick County and that we hereby invoke and declare those portions of the Indiana Code which are applicable to the conditions that have caused the issuance of this proclamation, to be in full force and effect throughout Warrick County, Indiana, for the exercise of all emergency authority for the protection of the lives and property of the people of Warrick County and with the goal of the restoration of local government with a minimum of interruption.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

- 1. All public offices and employees of Warrick County, Indiana, are hereby directed to exercise the utmost diligence and discharge of duties required of them for the duration of the emergency and the execution of emergency laws, regulations and directives - state and local.

- 2. All citizens of Warrick County are called upon and directed to comply with necessary emergency measures to cooperate with public officials and disaster service forces and execute emergency operation plans and to obey and comply with the lawful directions of properly identified officers.

- 3. From and after 5:00 p.m. on March 17, 2020, there shall be no public access except by prior appointment to the Warrick County Public Health Center, the Warrick County Jail, or any other County building or facility during the pendency of this proclamation. Furthermore, there shall be no public access to the Warrick County Judicial Center except for necessary individuals attending emergency court proceedings as directed by the Courts, persons filing emergency court proceedings with the Clerk, or by prior appointment to all other County offices.

- 4. This proclamation shall remain in full force and effect for a period of seven (7) days, expiring at midnight on March 31, 2020, subject to amendment or extension by the undersigned Board of Commissioners.

Passed and adopted by the Warrick County Board of Commissioners this 24th day of March, 2020.

BOARD OF COMMISSIONERS OF WARRICK COUNTY, INDIANA

[Handwritten signature]
Robert H. Johnson, III, Vice President
[Handwritten signature]
Terry J. Phipps, Member

ATTEST:
[Handwritten signature]
Deborah K. Stevens, Auditor
Warrick County, Indiana

APPROVED TO LEGAL FORM:
[Handwritten signature]
Todd I. Glass, Esq.
Warrick County Attorney