

LINN COUNTY BOARD OF SUPERVISORS
CEDAR RAPIDS, LINN COUNTY, IOWA
MONDAY, MARCH 23, 2020 11:00 A.M.

The Board met in session at the Linn County Jean Oxley Public Service Center.
Present: Chairperson Rogers (via phone), Vice Chairperson Oleson and Supervisor Walker. Board members voting "AYE" unless otherwise noted.

Vice Chairperson Oleson called the meeting to order.

Motion by Oleson, seconded by Walker to approve minutes of March 19, 2020 as printed.

Update on Linn County's response to COVID-19:

Supervisor Walker gave the following update:

- Will be meeting with representatives of Willis Dady Homeless Shelter, city of Cedar Rapids and Waypoint to discuss the current capacity for the homeless population.
- The city of Cedar Rapids plans to shut down their transit system tomorrow or Wednesday. Having discussions between all of the other paratransit services about making sure those that are mobility limited are still able to get to their critical appointments and grocery stores.
- The Eastern Iowa Airport is communicating with the Governor and other local jurisdiction regarding essential infrastructure in case of a shelter in place order.
- Looking for guidance from the Governor regarding how to shape what an essential employee is.

Supervisor Oleson read a letter from Governor Reynolds to the Supervisors, Auditors, Recorders and Treasurers in the State of Iowa regarding the importance of those offices remaining accessible and maintain minimal operations throughout the unprecedented COVID-19 pandemic.

Tricia Kitzmann, Public Health Incident Commander, stated that as of this morning, there were four cases in Linn County (one is hospitalized).

Lisa Powell, HR Dir., gave an update on personnel issues:

- Federal legislation that is effective April 2, 2020 allowing circumstances under Section VII (Sick Leave Usage for COVID-19 Related Circumstances) to qualify under Section VI (Paid Leave for COVID-19 Isolation, Testing, Treatment and/or Recovery and Travel). The Board will approve on Wednesday retroactive to today.
- New travel restrictions for employees issued this weekend. Employees who have traveled recently whether internationally or domestically outside of Iowa are to self-isolate for 14 days.
- Managers who work extra hours due to COVID-19 will be paid as the EOC has been activated.
- Managers and employees who are approaching the need to use vacation or lose it will be allowed an extension if they cannot take time off due to COVID-19.

Discussion continued regarding Powell being allowed to consider certain situations that could result in no isolation, depending on the travel situation.

Supervisor Rogers stated that he is just returning from international and domestic travel and is isolating for 14 days. He will be back in the office on April 6 and appreciates all of the diligent work that everyone is doing.

Dawn Jindrich, Finance Dir., clarified that any additional compensation received due to COVID-19 will be reimbursed by FEMA and should not affect the county's cash flow.

Gloria Witzberger, Child Development Center Dir., presented two Vacancy Forms: An Assistant Teacher and an Early Childhood Teacher. The Board will approve on Wednesday.

Motion by Oleson, seconded by Rogers to approve Payroll Authorizations as follows:

HUMAN RESOURCES

Human Resources Analyst Kirsten Nelson Reclassification 03/21/20 \$2,324.67/biweekly - \$2,549.57/biweekly

FACILITIES

Custodian Solange Banner Bid award, PT-FT 03/16/20 10E \$20.10 + \$.25 Replaces I. Meister
Senior Custodian Gerard Ndayisenga Temporary transfer - FT 03/09/20 10B \$17.44 + \$.25 - 11B \$18.13 + \$.25
Custodian Shelli Wilcox Step increase/contract 03/15/20 \$18.67 + \$.25 - \$20.10 + \$.25
Custodian Angel Bradley Termination/resignation 03/16/20

Custodian	Solange Banner	Return to previous position during trial period 03/27/2020
10E \$20.10 + \$.25		
<u>SHERIFF'S OFFICE</u>		
Communications Operator	Amanda Bradford	New hire – FT 04/06/20 CB \$23.01 Replaces K. Sergeant
<u>COMMUNITY SERVICES</u>		
Intervention Counselor	Amanda Young	Step increase/contract 04/08/20 36B \$24.11 + \$.25 – 36C \$25.37 + \$.25
Direct Support	Staff Wheeler	End of probation 04/13/20 56A \$20.10 – 56B \$21.12
<u>ENGINEERING</u>		
Roadside Vegetation Mgmt. Aide	Kristopher Slutts	New hire – FT 04/06/20 18A \$22.31 Replaces C. Melchert
<u>SOIL CONSERVATION</u>		
Soil Health Coord.	Emery Davis	Step increase/contract 03/25/20 35B \$22.81 – 35C \$23.99

The Board received and placed on file a letter from the Office of the Governor (read during the board meeting) and a Memorandum for Financial Services Sector from Secretary Steven Mnuchin re: essential and critical workers.

Adjournment at 11:35 a.m.

Respectfully submitted,

JOEL D. MILLER, Linn County Auditor
 By: Rebecca Shoop, Deputy Auditor

Approved by:

BRENT OLESON, Vice Chairperson
 Board of Supervisors