

MIAMI COUNTY COMMISSIONERS
25 N BROADWAY
PERU, IN 46970
MARCH 23, 2020

Commissioner Hunt called the emergency meeting of the Board of Commissioners with Elected Officials/Department Heads to order. All Commissioners are present.

HEALTH DEPT/COVID-19

Commissioner Hunt explained due to the executive order issued by Governor Holcomb related to the Covid-19 shutdown the board called the emergency meeting with Department Heads to determine the necessary course of action for the county employees at the Courthouse and Annex buildings.

Judge Spahr explained Executive Order 20-08 exempts court and staff from the shutdown. The courts have started curtailing proceedings when possible and have reduced the in-person appearances through the use of video court and continuances. Judge Spahr noted that the other judges have met to work on a plan to notify attorneys on the adjusted court arrangements moving forward. Dr. Redmon noted the courts should ensure they are wiping tables and chairs down between cases and creating social distancing within the courtrooms. The main areas should be cleaned. Do not assume someone else is doing it. Judge Spahr requested permission to purchase additional laptops if needed so more of the court staff would be able to work remotely. The board feel that under the current circumstances, they will allow the Department Heads to purchase of the laptops if necessary.

Sherry Raber, Clerk asked about purchasing laptops from the Clerk Perpetuation Fund so that she can work remotely. Do to the timing, she would like to purchase and then go back and request approval from the Council. The board agreed that as long as she had the funds, she should move forward with placing the order. Clerk Raber stated her office would have to remain open with the courts, but she could manage with 3 or 4 employees in the event the board decides to follow the shutdown order.

Chief Probation Officer, Susan Rice stated that their office is working from home and seems to be going well. Community Corrections Director, Angie Bever-Bonham is currently rotating her employees and working from home when possible. The field staff is only visiting homes on emergency cases.

Auditor Mary Brown explained the Executive Order requires the board to determine what offices and which employees are considered essential. Auditor Brown suggested closing the Courthouse and Annex buildings for 2-weeks and all essential Department Heads determine which positions within their office is most critical and a schedule that will allow for the work to be completed. At the end of the 2-week period, the board could then re-evaluate the situation and open back up under the current restricted access. In addition, Auditor Brown recommended that all employees, both full and part-time in the Courthouse and Annex be paid for the 2 weeks. Auditor Brown noted that the wages are budgeted and suggested paying full-time based on their 70 or 80 hours workweek and part-time paid based on the average hours typically worked. The board would need to determine what offices are considered essential.

Commissioner Musselman made a motion to close the Courthouse and Annex buildings from March 25, 2020 – April 6, 2020 for all non-essential personnel 2020, with employees returning to work on April 7, 2020. During the 2-week shutdown, all full time employees, based on their current 70 or 80-hour workweek and all part-time employees, based on the average hours typically worked in a pay period will be compensated. Commissioner West 2nd the motion and it passed 3-0.

Commissioner West made a motion to approve the list of essential and non-essential offices listed and leave it to the discretion of the Department Head to determine positions within their offices that are essential and schedule to continue required operations.

Auditor Brown asked the Department Heads to notify any essential personnel that work during the down time that the board will review and consider compensation at a later date.

Essential Offices: Clerk, Prosecutor (criminal), Voter, Auditor, Assessor, Treasurer, Recorder, Courts, Sheriff/Jail, Highway, EMA, Health/Environmental Health, Public Defender, Community Corrections, CASA and Probation

Non-Essential Offices: Planning/Zoning, Surveyor, VA, IV-D, Extension Office and Soil & Water

ADJOURN

Commissioner West made a motion to adjourn. Commissioner Musselman 2nd the motion and it passed 3-0.

Adjourned

MIAMI COUNTY BOARD OF COMMISSIONERS

_____, **Chairman**

Alan Hunt

_____, **Vice Chairman**

Larry West

_____, **Member**

Keith Musselman

Attest: _____, **Auditor**

Mary Brown