

At the regular meeting of the Shiawassee County Board of Commissioners held on Thursday, August 20, 2020, in the Commissioner Chambers, Surbeck Building, Corunna, Michigan:

The meeting was called to order by Chairman Root at 5:00 p.m.

Pledge of Allegiance was recited.

Invocation was offered by Vice-Chairman Marks.

Roll Call found Commissioners: Webster, Holzhausen, McMaster, Garber, Marks, Plowman, and Chairman Root present.

It was moved by Commissioner Plowman, seconded by Commissioner Marks to approve the agenda of the August 20, 2020, Shiawassee County Board of Commissioners meeting. Motion carried.

It was moved by Commissioner Plowman, seconded by Commissioner Marks to approve the minutes of the July 16, 2020, Shiawassee County Board of Commissioners meeting. Motion carried.

It was moved by Commissioner Plowman, seconded by Commissioner Marks to approve the bills listed on the Invoice Edit Report dated July 16, 2020, Invoice Edit Report dated July 16, 2020, Invoice Edit Report dated July 23, 2020, Invoice Edit report dated July 23, 2020, Invoice Edit Report dated July 30, 2020, Invoice Edit Report dated July 30, 2020, Invoice Edit Report dated August 7, 2020, Invoice Edit Report dated August 7, 2020 totaling \$3,366,727.73 and Wire Transfers for MERS in the amount of \$312,025.78 and for SUNLIFE in the amount of \$4,423.73 and for BCBS in the amount of \$280,325.00 and to authorize that warrants be drawn from the treasury for same. Motion carried with the following roll call vote of 7 yeas: Commissioners Holzhausen, McMaster, Garber, Marks, Plowman, Webster and Chairman Root. 0 nays.

It was moved by Commissioner Plowman, seconded by Commissioner Marks to approve the L-4029 Tax Rate Request as presented and instruct the Chair and Clerk to execute the same. Motion carried with the following roll call vote of 7 yeas: Commissioners McMaster, Garber, Marks, Plowman, Webster, Holzhausen and Chairman Root. 0 nays.

It was moved by Commissioner Plowman, seconded by Commissioner Holzhausen to approve approve only the waiver of building fees for the City of Laingsburg on the construction of an outdoor amphitheater at McClintock Park. Motion carried with the following roll call vote of 7 yeas: Commissioners Garber, Marks, Plowman, Webster, Holzhausen, McMaster and Chairman Root. 0 nays.

It was moved by Commissioner Plowman, seconded by Commissioner Garber to authorize the expenditure of up to \$10,000 from the Waste Management Fund for the construction of bathrooms at Lytle Road Park. Motion carried with the following roll call vote of 7 yeas: Commissioners Marks, Plowman, Webster, Holzhausen, McMaster, Garber and Chairman Root. 0 nays.

It was moved by Commissioner Plowman, seconded by Commissioner Marks to approve the minutes of the August 17, 2020, Economic and Physical Development Committee meeting. Motion carried.

It was moved by Commissioner Plowman, seconded by Commissioner Holzhausen to adopt the recommendations as presented by 44 North for changes to employee healthcare coverage. Motion carried with the following roll call vote of 7 yeas: Commissioners Plowman, Webster, Holzhausen, McMaster, Garber, Marks and Chairman Root. 0 nays.

It was moved by Commissioner Plowman, seconded by Commissioner Garber to approve the employee buyout resolution No. 20-08-10 as presented. Motion carried with the following roll call vote of 7 yeas: Commissioners Webster, Holzhausen, McMaster, Garber, Marks, Plowman and Chairman Root. 0 nays.

**SHIAWASSEE COUNTY BOARD OF COMMISSIONERS
AMENDMENT TO RESOLUTION NO. 20-08-10
AUGUST 20,2020**

WHEREAS, Shiawassee County is currently experiencing severe budget pressure resulting from shrinking revenues; and

WHEREAS, Shiawassee County has taken prudent steps to reduce personnel costs including, but not limited to, elimination of positions, reduction of the work week, and implementation of furlough days; and

WHEREAS, further cost containment steps are necessary to balance the County's Budget for the 2021 Budget Year; and

WHEREAS, there may be employees who are reluctant to exercise retirement rights available to them and/or employees who are not presently age eligible for retirement who are also reluctant to remove themselves from the work place due to the cost of absorbing health insurance coverage; and

WHEREAS, Shiawassee County desires to provide an incentive to such employees with the goal of increasing attrition in the work force during the 2021 Budget Year. **Elected Officials are excluded from this incentive.**

THEREFORE, BE IT RESOLVED:

1. Employees that retire on January 1, 2021 or on a date agreed with the County Coordinator that are full time Shiawassee County employees:

- (A) Who exercise retirement benefits based on age and service eligibility for a pension resulting from their service with Shiawassee County; and/or
- (B) Who **have vested in their respective retirement plan who** resign from their employment with Shiawassee County in anticipation of becoming age eligible to exercise retirement at a future date; and/or
- (C) **Who have completed a minimum of ten (10) years of service** who simply resign/retire from Shiawassee County;

shall be provided with, a **lump sum cash payment** of \$15,000.00 per employee. This may be awarded at the end of Fiscal Year 2020 and the first part of Fiscal Year 2021. Further, this money shall not count toward the employee's MERS final average separation.

2. **Employees shall be eligible to participate if they work a full-time schedule. Employees who work a 20 hour per week schedule shall be eligible to receive one-half the reimbursement or buy-out amount or a maximum of \$7,500.00. Those employees who work between 20 and 40 hours per week shall be eligible to receive reimbursement/credit or the**

optional buy-out on a prorated basis based on the number of hours worked per week in relation to 40 hours per week.

3. Employees who opt for this shall not be eligible to participate in a Health Plan other than Shiawassee County's Health Plan, unless provided to them by their contract.

4. The County Administrator shall be directed to cause to be drafted Letters of Understanding with bargaining units with whom Shiawassee County has collective bargaining agreements which are inconsistent with the above. The County Administrator shall further be authorized to proceed with collective bargaining as necessary to achieve execution of such Letters of Understanding as are necessary to bring all collective bargaining agreements into compliance with the County's Retirement Plan.

BE IT FINALLY RESOLVED.

**Jeremy R. Root, Chairperson
Shiawassee County Board of
Commissioners**

**Caroline Wilson, Clerk
Shiawassee County**

Dated: _____

It was moved by Commissioner Plowman, seconded by Commissioner Webster to adopt the drain budgets presented. Motion carried with the following roll call vote of 7 yeas: Commissioners Holzhausen, McMaster, Garber, Marks, Plowman, Webster and Chairman Root. 0 nays.

It was moved by Commissioner Plowman, seconded by Commissioner Webster to approve and create a Part-Time CPL Clerk Position at no more than 19 hours. It was moved by Commissioner Plowman, seconded by Commissioner Webster to amend motion to approve and create a Part-Time CPL Clerk Position at no more than 19 hours contingent upon the workshare program terms and conditions. Motion carried with the following roll call vote of 5 yeas: Commissioners McMaster, Marks, Plowman, Webster and Holzhausen. 2 nays: Commissioner Garber and Chairman Root.

It was moved by Commissioner Plowman, seconded by Commissioner Webster to approve to replace position for a Legal Assistant, Grade 3, for the County Prosecutors' Office. Motion carried with the following roll call vote of 7 yeas: Commissioners Garber, Marks, Plowman, Webster, Holzhausen, McMaster and Chairman Root. 0 nays.

It was moved by Commissioner Plowman, seconded by Commissioner Garber to approve the following Fiscal Policies:

- Federal Grant Compensation Policy.
- Approve the Fund Balance Classification Policy.
- Approve the Capital Asset Management Policy.
- Approve the Federal Grant Management Policy.

Motion carried with the following roll call vote of 7 yeas: Commissioners Marks, Plowman, Webster, Holzhausen, McMaster, Garber and Chairman Root. 0 nays.

It was moved by Commissioner Plowman, seconded by Commissioner Webster to approve the following journal entries:

- Approve journal entry one: Debit 101-200-717.025, Credit 101-172-717.000 for \$897, 472 as of August 11, 2020.

- Approve journal entry two: Debit 101-172-801.000, Credit 101-202-801.100 for \$59, 171 as of May 31, 2020.
- Approve journal entry three: Debit 101-172-801.000, Credit 101-202-801.100 for \$3,573 as of July 31, 2020.

Motion carried with the following roll call vote of 7 yeas: Commisisoners Plowman, Webster, Holzhausen, McMaster, Garber, Marks and Chairman Root. 0 nays.

It was moved by Commissioner Plowman, seconded by Commissioner Webster to approve and place on file the Shiawassee County COVID-19 Employee Isolation and Quarantine Policy. Motion carried with the following roll call vote of 6 yeas: Commissioners Webster, Holzhausen, McMaster, Marks, Plowman and Chairman Root. 1 nay: Commissioner Garber.

Shiawassee County COVID-19 Employee Isolation and Quarantine Policy – COVID-19

In order to prevent transmission of COVID-19, Shiawassee County will follow the Centers for Disease Control (CDC) and State of Michigan guidelines related to isolation and quarantine. When an employee of Shiawassee County must be placed in isolation or quarantine, the following policies and procedures will apply:

ISOLATION. Isolation separates sick people, those who test positive for a contagious disease, from people who are not sick.

- 1) If an employee is placed in isolation and they are able to work while in isolation, then it is expected that the employee will continue their work duties from home.
 - a. The employee will code their time to the appropriate work-related programs.
- 2) If an employee is placed in isolation and is unable to work from home either due to the type of work they do or due to illness, they will be allotted up to 10 working days of COVID-19 time.
 - a. If an employee needs additional time to recuperate, then sick time shall be utilized for the remainder of the duration of isolation.
 - b. If the employee does not have enough sick time to cover the time, they can apply for short-term disability.

QUARANTINE. Quarantine separates and restricts the movement of people who were exposed to a contagious disease and provides a set period of time to ensure they don't develop the disease.

- 1) If an employee is placed in quarantine and are able to work while in quarantine, then it is expected that the employee will continue their work duties from home.
 - a. The employee will code their time to the appropriate work-related programs.
- 2) If an employee is placed in quarantine and is unable to work from home due to their assigned duties, they will be allotted up to 10 working days of COVID-19 time.
 - a. If an employee needs additional time, then sick time shall be utilized for the remainder of the duration of quarantine.
 - b. If an employee who is in quarantine becomes COVID-19 positive and must go into isolation, then the isolation guidelines apply, and sick time shall be utilized if needed.

TESTING. If an employee is unable to work while awaiting test results for COVID-19, sick time shall be utilized until results are obtained.

TIME REPORTING. If the employee comes to contract COVID-19 through the course of normal

dealings, their time will be recorded on the COVID timeline in the payroll system (unless they are able to work from home and then that is considered regular time). If the employee chooses to travel (non-work related) and becomes exposed, they must use their vacation time and/or sick time for the quarantine period.

The County Coordinator and Buildings and Grounds Supervisor shall be notified immediately.

***This policy is subject to change based on CDC and State of Michigan guidelines.**

It was moved by Commissioner Plowman, seconded by Commissioner Webster to approve the minutes of the August 17, 2020, Finance and Administration Committee meeting. Motion carried.

It was moved by Commissioner Garber, seconded by Commissioner Holzhausen to authorize the Health Department to post and refill position for a Registered Nurse, Grade 9, dependent on successful grant funding. Motion carried with the following roll call vote of 7 yeas: Commissioners Holzhausen, McMaster, Garber, Marks, Plowman, Webster and Chairman Root. 0 nays.

It was moved by Commissioner Garber, seconded by Commissioner Holzhausen to approve the minutes of the August 18, 2020, Health and Human Services Committee meeting. Motion carried.

It was moved by Commissioner Marks, seconded by Commissioner Plowman to approve the minutes of the August 19, 2020, Committee of the Whole meeting. Motion carried.

Commissioner Marks wanted a discussion on a contingency plan for the CPL part-time position, if the workshare program does not allow for this.

Chairman Root discussed the County audit.

County Coordinator Boggs reported on current auditor contract up this year. RFP will be going out in near future for auditors. Health care changes with 44 North will be going out for employees to get informed; informational meetings will be set-up. Buyout meetings will be scheduled as soon as possible.

Meeting adjourned at 5:50 p.m.

/s/ [Caroline D. Wilson]

Caroline D. Wilson
Shiawassee County Clerk