

**UNOFFICIAL MINUTES OF THE JEFFERSON COUNTY BOARD OF
COMMISSIONERS**

**Disclaimer-This document represents the "unofficial" minutes of the Jefferson County Board of Commissioners. At this point, it is a working document and does not become official until the Board approves the minutes at a subsequent meeting. It is to be used for informational purposes only.*

March 19, 2020

The Jefferson County Board of Commissioners convened in special emergency session on Thursday, March 19 at 1:00 p.m. Present were Commissioners Wayne Ledbetter and Richard Malm. Lynn Luck joined by phone for the meeting. Also present was County Clerk Linda M. Buttron and Counselor Josh Ney.

Department Heads met with the Board to discuss measures to be taken to protect citizens and employees during the coronavirus illness. Present were Janet Allen, Delia Heston, James Tweed, Chris Schmeissner, Crystal Vanhoutan, Lisa Buerman, Phil Hoffman and Dustin Parks. The Department Heads recommended that the Board authorize limiting public access to Jefferson County departments and offices to take preventative measures designed to reduce the spread of the Coronavirus Illness. The Jefferson County Courthouse and other offices where possible will be closed and access to the buildings will be provided by appointment.

Wayne asked about what steps were being taken to protect at-risk employees. Josh discussed District Court operations during this crisis.

Dustin asked about holding an upcoming zoning hearing next Monday in light of the situation. Richard moved that the hearing be postponed until the April 27 Planning Commission meeting at 7:00 p.m. Wayne seconded. All voted in favor of the motion.

Authority given to the Local Health Officer under Kansas law was discussed.

The group asked that the Commission suspend a couple provisions of the Sick Leave Policy in the employee handbook until further notice. Suspended provisions are the requirement for a doctor's note for more than 3 days of absence and the restriction of not allowing more leave to be used than what is in an employee's balance. For this special circumstance of the coronavirus illness employees will be allowed to "borrow" from their sick leave with the understanding it must be paid back in the future. Wayne moved that the provisions of the sick leave policy be suspended until further notice and that department heads be given the authority to manage the same. Lynn seconded. All voted in favor of the motion.

James discussed the sign-up sheet provided by the Emergency Management office to record who is located in a tornado shelter should an event occur.

Crystal requested an Executive Session relating to COVID 19 and safety. Richard moved that the Board recess into executive session to discuss matters of safety and COVID 19 until 3:15 p.m. Wayne seconded. All voted in favor of the motion. The Board recessed at 3:05 p.m.

Present during the session were Crystal, Josh and the Board. The Board reconvened at 3:15 p.m. The vice-chair announced that no binding action was taken during executive session.

The Commission meeting on Monday will be restricted to only necessary business. Chris Schmeissner, GIS/IT will look into how we could hold Commission meetings and still comply with social distancing recommendations during this time. Commissioners asked that Department Heads not attend unless they had business to present.

There being no further business to come before the Board they adjourned to meet again on March 23.