

**Hancock County Board of Commissioners**  
**Emergency Meeting**  
**April 28, 2020**

Commissioners met for an Emergency session. Those present were Board of Commissioners President John Jessup, Vice President Brad Armstrong, Commissioner Marc Huber, County Attorney Scott Benkie, Financial Administrator Mary Bowmer and Trish George, Secretary to Board of Commissioners and County Council. Auditor Debra Carnes participated by conference call. Commissioner Jessup called to order the April 28, 2020 Hancock County Commissioners Board meeting at 8:30 AM.

**Commissioner Minutes**

Commissioner Huber made a motion to approve the Commissioner Minutes for April 21, 2020 and the Executive Session Minutes for April 21, 2020 as presented. Commissioner Armstrong seconded the motion. **Motion carried 3-0.**

**Commissioner Meeting Reschedule (June 1 to June 4)**

Commissioner Armstrong made a motion to reschedule the June 1 Commissioner meeting to June 4 with a starting time of 9 AM, but no Agenda items until 9:30 AM. Commissioner Huber clarified this due to the Commissioners Court being utilized for the election. Commissioner Huber seconded the motion. **Motion carried 3-0.**

**Commissioners Discuss Re-opening County Offices**

- Commissioner Jessup said we need to find a way to serve the public and move forward with safety measures in place. Commissioner Armstrong said the county took proactive measures and allowed County Employees to get paid whether they were working or not. If we continue this, I am not doing my job. The beginning of next week the goal is to figure out who can work from home, who can work in the office and if you have staff who don't feel safe doing either, they can go on FMLA.
- Commissioners discussed with County Office Elected Officials and Department Heads the steps to reopen County Offices. Commissioner Jessup read into minutes the following draft statement:

**HANCOCK COUNTY BOARD OF COMMISSIONERS STATEMENT OF  
UPDATE AND PLAN FOR PHASED IN RE-OPENING OF THE COUNTY**

*The Hancock County Board of Commissioners would like to provide an update to the citizens of the County on the Covid-19 outbreak. We have now observed a flattening of the curve with respect to Covid-19 cases and we are hopeful that there will continue to be a decrease in the number and severity of cases in our County. We are mindful of the possibility of recurrence of the Covid-19 virus in the months to come, however, we are also deeply concerned with the welfare of the Hancock County citizens, and the catastrophic economic impact this has had on your lives.*

*We recognize it is our duty, and also the State of Indiana's duty to adopt the LEAST RESTRICTIVE MEANS to safeguard the public from the Covid-19 virus. We have of course been observing strict guidelines with regard to the stay at home order issued by the Governor, and our own orange advisory accordingly.*

*At this stage of the crisis, it is important for us to now re-evaluate the situation as it pertains not only to the continued health of our citizens, but also their economic survival.*

*In addition, we want to recognize the significant sacrifices that have been made by our local businesses, and want to acknowledge the heroic effort made by our health care workers in preparing for a worst case scenario of the virus, and also in contending with the cases that have occurred in this County.*

*We also want to recognize the continued cooperation of all of our neighborhoods and communities and the hard work of our first responders, and health care professionals.*

*We further request that everyone continue to exercise proper social distancing and be vigilant in efforts to protect yourself, your family, and those around you, especially those who are vulnerable. We will persevere and survive this crisis.*

*As a consequence of the current information available, and our understanding and interpretation of that information, we are adopting the following policy:*

*1. All County offices will be open to the public on May 4, 2020. Each of our individual Courts will make their own determination as to when they will set hearings, and allow the public to attend those hearings, or otherwise be open to the public.*

*2. All employees are encouraged to wear masks when engaging the public, even if there is a divider. County employees will observe proper hand washing, and the use of sanitizer in handling documents with regard to everyday County business.*

*3. We have adopted building cleaning protocols which are designed to sanitize the building to further ensure the safety of all those who engage in business with the County.*

*4. Anyone from the public who is seeking to review documents or ledgers will need to wear gloves, and County employees will wipe those documents and books down after their review or use.*

*5. We continue to advise all County employees who have any symptoms of the Covid-19 virus to include, but not be limited to: fever, cough, loss of sense of smell or taste, shortness of breath, or other symptoms which have been reported, to stay at home.*

*6. It will be up to County Department Heads to allow certain employees to stay at home and work from their home as long as they are actually performing their job duties and can do so in an efficient and effective manner from their houses.*

*7. If an employee does not report for work as required by the Department Head, then they will have to use accumulated sick or vacation days. Our County will continue to observe as required by federal law, the Emergency Paid Sick Leave Act (EPSLA) and the Emergency Family Medical Leave Expansion Act (EFMLA). If any County employee has questions about the application of these respective acts, they will need to discuss this with their Department Head.*

*Finally, we are encouraged by the continued valiant efforts of the citizens of our County in addressing this crisis, and we look forward to the end when we can return to a normal life.*

- **Mary McCoy (Payroll)** said she has copies of the policy and can provide all office holders for staff.
- **Steve Long (President & CEO Hancock Hospital)** feels anyone entering county offices should wear a mask and county employees should have masks available. By wearing a mask, it protects everyone from you. If everyone wears a mask, everyone is protecting each other.
- Commissioners agreed the public will continue to call-in for an appointment to enter the County Offices for business.
- Commissioners request that departments send a 30-day PPE supply list to Commissioners and copy Trish George, Secretary to Board of Commissioners and County Council. The Sheriff's Department will assist with ordering products. The Auditor will then take over ordering product.
- Commissioners agreed not to release the letter and modify the date to open County Offices to the public.

### **County Employees Return to Work**

Commissioner Armstrong made a motion as of Monday, May 4<sup>th</sup> all county employees will return to work and proceed establish work protocol or proceed with paid time off, along with that the Board will develop a policy for COVID contact and PPE. Discussion; Paid time off meaning sick, vacation, personal time or FMLA. If not productively working from home, they are to be in office to receive pay. Commissioner Huber seconded the motion. **Motion carried 3-0.**

### **Commissioner Meeting Reschedule (May 4 to May 5)**

Commissioner Armstrong made a motion to reschedule the Monday, May 4, 2020 Commissioner meeting to Tuesday, May 5, 2020. Commissioner Huber seconded the motion. **Motion carried 3-0.**

### **American Pavement Solutions**

Commissioners completed micro surfacing motion from April 21, 2020 meeting. Commissioner Huber made a motion to accept the bid from American Pavement Solutions for micro surfacing from US40 to the RAB at 300 North, not to exceed \$742,535. Commissioner Jessup seconded the motion. **Motion Carried 3-0.**

### **PPE for Opening County Offices**

- Commissioner Armstrong made a motion to purchase Level 1 Mask from Sonicu at a cost up to \$3,000 to be paid out of appropriate funds to be determined by Council. Commissioner Huber seconded the motion. **Motion Carried 3-0. This motion was rescinded below.**
- Commissioner Armstrong made a motion to modify the previous motion and purchase up to \$800 from Sonicu and up to \$2,750 from Novelty Distribution to be paid for out of appropriate funds to be determined by Council. Commissioner Huber seconded the motion. **Motion Carried 3-0.**
- Commissioner Armstrong made a motion to authorize up to \$5,000 for PPE Equipment for COVID standards such as gloves, thermometers, shields, hand sanitizers, etc. to be paid out of appropriate funds to be determined by Council. Commissioner Huber seconded the motion. **Motion Carried 3-0.**

### **Approve Amendment 1 to FSA Plan**

Commissioner Huber made a motion to approve Amendment 1 to the Hancock County FSA Plan, basically an update through the Federal Government on what qualifies for using FSA per the new guidelines for the Federal Law. Commissioner Jessup seconded the motion. **Motion Carried 3-0.**

**The Hancock County Board of Commissioners meeting adjourned at 11:26 AM.**

**Hancock County Commissioners**

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Commissioner John Jessup, President

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Commissioner Brad Armstrong, Vice-President

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Commissioner Marc Huber

Attest: \_\_\_\_\_  
Debra Carnes, Hancock County Auditor