

**JEROME COUNTY COMMISSIONERS**

Tuesday, March 17, 2020

PRESENT: Charles Howell, Chairman  
Ben Crouch, Vice Chairman  
John Crozier, Commissioner  
Cy Lootens, Deputy Clerk

Meeting convened at 10:30 A.M.

**CONTINUATION OF MARCH 16 MEETING REGARDING EMERGENCY PROCEDURES IN RESPONSE TO THE CORONAVIRUS PANDEMIC**

Present were Emergency Management Director Tanya Stitt, Clerk/Auditor/Recorder Michelle Emerson, Attorney Mike Seib, and other County department heads.

Tanya Stitt stated three goals for the meeting as (1) a plan to limit interaction without changing customer service; (2) how departments will reduce personnel if an order is received; and (3) reducing, but maintaining, interdepartmental interaction.

Stitt stated that the Board might need to come up with an emergency resolution for the County. How it might work was discussed. She stated that each department needs a solid plan and that all offices either had discussed theirs with her or had submitted a plan via e-mail.

Michelle Emerson stated that if any department wants to post its changes to the County Website, it should type it and send it to either Tracee McKim or Cy Lootens for posting. She also stated that Charry Cushman was working on recommendations and would send out an e-mail regarding the week's payroll and picking up checks on Friday.

Stitt stated that social distancing is important and that each department needs to practice it.

The Commissioners said they had discussed with the department heads the previous day what would happen if employees were sent home or mandated to be sent home. They had decided that employees are to use their PTO and ESL time while not at work because of the virus. If an employee runs out of PTO or ESL, the Board would discuss the employee circumstance on a case-by-case basis.

The Board stated it would continue to discuss the leave policy.

Mike Seib discussed with the Board the procedure if an employee is sent home because he or she has or is believed to have the virus. The question was whether the employee would have to use two days of PTO and a doctor's note as it states in the Employee Manual to access ESL [extended sick leave] or go straight to ESL. Seib stated he would discuss the issue further with the Commissioners.

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Lastly, Stitt stated she would like to put together a “to do list” of jobs that need to be done in the community and the County that employees who are not able to do their day-to-day work would be able to do.

The meeting adjourned.

Respectively submitted:

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Cy Lootens, Deputy Clerk

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Charles M. Howell, Chairman

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A. Ben Crouch, Vice Chairman

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John Crozier, Commissioner