

The Board of Supervisors of Lyon County, Iowa, met electronically, pursuant to Iowa Code 21.8, whereby "a meeting in person is impossible or impractical". Those present in boardroom were: Chairman Mark Behrens, Jerry Birkey, Steve Herman, Merle Koedam, Auditor Jen Smit. Supervisor Feucht was present via phone. Department heads/employees present via teleconference: Shayne Mayer, Craig Van Otterloo, Steve Simons, Marilee Schleusner, Lance Iwen, Arden Kopischke, Lisa Rockhill, Laura Sievers, Rob VerMeer, Stewart Vander Stoep, Amy Borman, Deb Mowry, Russ Hopp, and Eldon Kruse.

The Board met to talk about COVID-19. Melissa Stillson, Public Health Administrator couldn't join the meeting but EMA Arden Kopischke stated that Lyon County now has one confirmed case in the County. The discussion moved to giving all department heads the authority to make decisions regarding when staff should stay home when there are questionable situations. Situations may arise where staff call in with questions regarding their immediate family members and the possibility of them being exposed to COVID 19. In order to not have department heads waiting for answers from either the Auditor's Office or Attorney, it was discussed to give department heads the authority to make the decision. It was discussed that employees would need to be in a situation that falls outside of the Family First Coronavirus Response Act guidelines to allow the department head to make a decision. The Board agreed to give department heads the authority to make decisions regarding employees who fall outside of the FFCRA.

Questions were raised as to how detailed a cleaning would be needed if an office had to close due to an employee testing positive. Maintenance Director Iwen stated he would investigate what would need to be done in the event a building was closed due to exposure. Secondary Roads also requested cleaner for shared vehicles.

It was asked that department heads need to have a plan to ensure the operations of their office in the event staff become sick or if the building is closed. Department heads were reminded that if employees are going to be working from home that only county devices would be allowed to connect to the county servers. It was also noted that if employees would be working from home, department heads should be working with IT and Sara Sprock to make sure employees and devices are ready to use when needed. If department heads wish to send their office work plan to the Board, they may.

Breakrooms were also discussed with the decision being made that breakrooms should be "closed" to group breaks and lunches. The appliances and the room itself can be used, but social distancing and wiping down appliances should be done.

Locking the Annex building was also discussed. It was stated that due to the pandemic, the Public Health Office must remain open to the public. It was thought that maybe the North door could be locked and caution tape or some other barrier could be put on the steps leading down to the basement to deter public. Auditor Smit will check with Stillson to make sure this would be an okay solution in order to keep the building open.

It was also decided to have a COVID 19 update each Tuesday at 8:30 a.m. that department heads can call into. The meetings may not last long if there isn't much of an update, but it would give departments the ability to update

the Board as to any changes they have implemented for their offices and staff.

The Board thanked all department heads for attending and for their input.

The Board was asked to add an emergency item to the agenda. Engineer Sievers asked the Board to add the office manager position benefits to the agenda. The Board agreed to add it to the agenda. The Board addressed the question of giving the secondary roads office manager position two weeks of vacation upon starting instead of the 5 days after 1 year of employment. The Board decided that the position will not receive the 2 weeks and should receive what is given as benefits according to the employee handbook.

Motion by Herman, second by Birkey to adjourn the meeting.

ATTEST _____ APPROVED _____
County Auditor Chairman

NOTE: These minutes are as recorded by the Clerk to the Board of Supervisors and are subject to Board approval at the next regular meeting.