

The Monroe County Board of Supervisors met pursuant to adjournment April 7, 2020 with Board of Supervisor members John Hughes (Chairman), Dennis Amoss (Vice-Chairman) and Michael R. Beary present.

Minutes of March 31, 2020, read and signed for approval by Board of Supervisors.

Motion by Amoss and seconded by Beary to approve 5-year Construction Plan for Secondary Roads Department.

All voting aye. Motion carried.

Motion by Beary and seconded by Amoss to approve the FY 18/19 DOT Budget.

All voting aye. Motion carried.

Motion by Amoss and seconded by Beary to approve the Families First Coronavirus Response Policy (FFCRP) as follows:

In response to the coronavirus (COVID-19) pandemic, on March 18, 2020, Congress enacted a bill providing various forms of relief. The two leave laws are the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act.

The Families First Coronavirus Response Policy will be in effect beginning April 1, 2020 through December 31, 2020.

Emergency Paid Sick Leave

All full-time employees, regardless of the length of time they have worked for Monroe County, are entitled up to eighty (80) hours of paid sick time, available for immediate use starting on April 1, 2020. Part-time employees are entitled to an amount of paid sick time equal to the average number of hours they work over a two-week period. This paid sick time is mandated by federal law and will not result in depletion of an employee's paid leave banks.

Emergency Paid sick time may be taken when the employee:

- 1. Is subject to a federal, state or local quarantine or isolation order related to COVID-19*
- 2. Has been advised by a health care provider to self-quarantine due to concerns related to COVID-19*
- 3. Is experiencing symptoms of COVID-19 and is seeking a medical diagnosis*
- 4. Is caring for an individual who is subject to a federal, state or local quarantine or isolation order related to COVID-19, or who has been advised by a health care provider to self-quarantine*
- 5. Is caring for his or her minor child if the child's school or place of care has closed, or the child's care provider is unavailable, because of COVID-19 precautions*

6. *Is experiencing another substantially similar condition specified by the Secretary of Health and Human Services (HHS)*

Employees who are taking leave for a reason related to their own symptoms of COVID-19 or exposure to the illness (reasons 1-3 in the list above); will be compensated at their regular rate of pay up to \$511 per day and \$5,110 total over the course of the leave. Employees who are taking leave to care for family members or for a substantially similar condition specified by HHS (reasons 4-6 in the list above), will be compensated at two-thirds (2/3) of their regular rate of pay, based on the number of hours the employee would otherwise normally be scheduled to work in a work week, up to \$200 per day, and \$2,000 total over the course of the leave.

Employees may supplement his/her Emergency Paid Sick Leave benefits with any earned but unused time-off hours to receive a full paycheck.

The sick leave granted under this policy will not be carried over from year to year. This leave will not be paid out to an employee who leaves employment with Monroe County for any reason. If an employee cannot return to work after this leave is exhausted and no other leave provisions apply, an employee may use his or her applicable paid leave banks for continuation of pay and benefits.

Requesting use of Emergency Paid Sick Leave: *Employees have the responsibility to report to their supervisor and Human Resources as far in advance as possible prior to requesting the use of emergency paid sick leave. In the event of an unexpected absence, you must notify your immediate supervisor prior to the start of your work shift. Any request for leave must be made to your supervisor and Human Resources (Auditor's Office). Requests should be in writing or documented by the supervisor or Human Resources. After receiving a request, an employee will receive a written response from Human Resources.*

If you are classified as an emergency responder, you may be required to continue to work as directed by your Department Head.

Returning to Work

After returning from Emergency Paid Sick leave, employees are entitled to be reinstated to their same job or to an equivalent position with the same pay, benefits and working conditions, as provided by the law.

If an employee is out of work under any County policy due to personal illness, they are not allowed to return to work until:

- *They have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)*

AND

- *other symptoms have improved (for example, when your cough or shortness of breath have improved)*

AND

- *at least 7 days have passed since your symptoms first appeared.*

Emergency Family and Medical Leave Expansion

The Emergency Family and Medical Leave Expansion Act (FML Expansion) amends the current Family and Medical Leave Act (FMLA), allowing additional job protected and paid leave for eligible employees who can't work (or telework) because their minor child's school or childcare service is closed due to a COVID-19 emergency declared by a federal, state or local authority. To be eligible for the FML Expansion leave employees must be employed by the County for at least 30 calendar days.

Eligible employees may have 2 weeks of paid leave under the Emergency Paid Sick Leave outlined above and may take up to an additional 10 weeks of FML Expansion leave if they are unable to work (or telework) because they must care for a son or daughter under 18 years of age. The need for leave must be caused by the closing of the child's elementary school, high school, place of care, or the unavailability of the child's childcare provider, due to a declared COVID-19 public health emergency.

The FML Expansion does not apply to an employee's own serious health condition or the serious health conditions of immediate family members. If leave is needed for an employee's own serious health condition or the serious health conditions of immediate family members, the employee may be eligible for benefits under the County's FMLA policies or the Emergency Paid Sick Leave policies listed above. For more information regarding FMLA, please see policy 5.9 Family and Medical Leave in the employee handbook or contact the Auditor's Office. Emergency Paid Sick Leave policies are outlined above, and the Auditor's Office may also provide guidance on this policy.

FML Expansion Definitions:

- **Work Week:** One regularly scheduled work week or the equivalent in hours
- **Childcare provider:** a provider who receives compensation for providing childcare services on a regular basis.

FML Expansion Paid/Unpaid Leave: *The first ten days of leave will be paid in accordance with the County's Emergency Paid Sick Leave policy outlined above. After the first ten days of leave, the County will compensate the remaining FML Expansion leave at a rate of two-thirds (2/3) of the employee's regular rate of pay, based on the number of hours the employee would otherwise normally be scheduled to work in a work week, up to a maximum of \$200 per day, or \$10,000 total. Employees may supplement his/her FML Expanded Leave benefits with any earned but unused time-off hours.*

Medical Benefits While on an FML Expansion Leave: *Employee's medical benefits will be maintained during a leave.*

Holiday During Leave: *If a holiday falls during a period of paid leave, employees will be paid for that holiday at a rate of two-thirds (2/3) of the employee's regular rate of pay, based on the number of hours the employee would otherwise normally be scheduled to work in a work week, up to a maximum of \$200 per day.*

Requesting FML Expansion Leave: *Requests for FML Expansion leave should be made directly to the immediate supervisor and Human Resources as soon as reasonably possible. Any request*

for leave must be made in writing confirming that the child's daycare or school is closed and the expected closure dates. An employee will receive a written response from the Auditor's Office approving or denying the leave request.

Returning to Work/Expiration of Leave

During the 12 workweeks of approved FML Expansion leave, employees are entitled to be reinstated to their same job or to an equivalent position with the same pay, benefits and working conditions, as provided by the law.

If an employee cannot return to work after expiration of the FML Expansion leave, the employee will be entitled to use applicable paid leave banks (personal, vacation, compensatory leave) to continue to be paid. If all applicable leave banks are exhausted, the County shall review the status of employment to determine if any further leave or accommodations can be made.

Emergency Responders

This policy may not apply to emergency responders defined as Sheriff's deputies, jailers, dispatchers, and other emergency response personnel. Emergency responders are expected to report for work regardless of their situation unless they themselves exhibit symptoms. In this situation, the employee must immediately report their symptoms to their Department Head and await further instructions. Other leave requests by this group of employees will be handled on a case-by-case basis.

This policy is subject to change as additional information and direction is obtained regarding the COVID-19 virus.

Approved this 7th day of April 2020.

All voting aye. Motion carried.

Motion by Amoss and seconded by Beary to grant department heads in the Assessor's Office, Engineer and Secondary Roads Department, Maintenance Department and Public Health Department the authority to implement work from home, reduced hours and/or intermittent leave to maintain continuity of operations during the coronavirus pandemic.

All voting aye. Motion carried.

Motion by Amoss and seconded by Beary to grant department heads in the Assessor's Office, Engineer and Secondary Roads Department, Maintenance Department and Public Health Department the authority to determine the method of compensation for their employees' reduced hours and/or intermittent leave during the coronavirus pandemic.

All voting aye. Motion carried.

The Board of Supervisors examined and allowed claims – check numbers 4201-4413 included.

Meeting adjourned.

(John Hughes)
John Hughes, Chairman

ATTEST: (Amanda R. Harlan)
Amanda R. Harlan, Monroe County Auditor

Date4/07/20
 Claim Publishing List by Fund & Vendor
General Basic Fund
 Access Systems Leasing, Copier192.58
 Ahlers & Cooney, Legal Svcs126.00
 Albia Community Policing, Sanitizer 150.00
 Albia Motor, car repair1016.48
 Albia Municipal Waterworks, Water 356.17
 Banleaco, Copier Agreement88.80
 Black's Tire, Tires763.80
 Card Services, Postage Meter.....1136.61
 Chariton Valley REC, Electric.....324.37
 Dana Cockrell, Mileage.....3.45
 Coltrain Implement, Oil Filter7.60
 Cunningham, Water Leak Repair ..6232.75
 Christine Dommer, Mileage44.85
 Falvey Lumber, Respirator157.91
 First Iowa State Bank, ACH Fees.....45.00
 Jennifer Grinstead, Mileage.....2.30
 Henry Schein, Sanitizer337.64
 Kim Hugen, Mileage36.23
 Taelor Hunter, Mileage33.35
 Hy-Vee, HOPES – Cake34.30
 IA Law Enforcement, MMPI150.00
 Indian Hills Inn, Hotel74.00
 Infomax Office Systems, Printer348.59
 Daniel Johnson, Clorox Wipes29.50
 Julie Kaster, Mileage44.85
 Lynda Kosman, Mileage2.88
 Mail Services, Renewal Notices329.48
 Mediacom, Phone76.64
 MidAmerican Energy, Electric544.50
 MMIT, Copier48.31
 O'Keefe Elevator, Maintenance308.97
 Pabst Law Office, Secretarial Agr. 6715.61
 Postmaster, Postage110.00
 Quill Corporation, Gowns/misc159.99
 Rathbun Regional Water, Water69.60
 Reserve Account, Postage Meter .1000.00
 Kate Shannon, Mileage64.40
 Solutions, Backup/web hosting.....3300.00
 Southern Iowa Oil, LP.....462.92
 Summit Companies, Annual Svc47.00
 Superior Cable & Data, Cameras ..2274.97
 Tharp Funeral Home, Burial875.00
 U.S. Cellular, Phone306.67
 Van Wall Equipment, Filter Kit.....142.33
 WEX Bank, Fuel96.82
 WINDSTREAM, Phone/internet.....2020.72
General Supplemental Fund
 A.D.L.M., 4th Qtr. Pmt FY201693.63
 IPERS, IPERS Account Balance1.06
 Monroe Co Sheriff, Svcs March.....250.96
MHDS CROSS Regional Agency
 Central Iowa Detention, Transport 1376.14
 Christian Opportunity Ctr, Employ64.00
 Community Care of Knoxville,RCF 5115.00
 Infomax, Tech Agreement1552.80
 Monroe Co Auditor, Admin Svcs ...2406.60
 New Venture, RCF..... 906.83
 Osceola Cab, Transport.....45.00
 Pleasant Hill Residential, RCF3720.00
 The Pride Group, RCF71.60
 Res. for Human Develop, ACT ... 46250.00
 Treasurer State of Iowa, MHI 12601.37
 10-15 Transit, Transport 824.85

MHDS Services Fund
 Katie Fisher, Mileage29.90
 Mediacom, Phone/Fax193.59
Rural Services Basic Fund
 Albia Ind. Develop, 4th Pmt25000.00
 Albia Library, 2nd Half Approp ...15000.00
 WEX Bank, Fuel2146.61
Secondary Roads Fund
 Access Systems Leasing, Copier....115.42
 Ahlers & Cooney, Legal Svcs.....108.00
 Albia Community Policing, Sanitizer .50.00
 Albia True Value, misc parts113.97
 Alliant Energy, Utility Exp83.92
 Aramark, Svcs67.20
 Bailey Office, Supplies/toner186.44
 C-D Supply, Shop Supplies.....150.34
 Card Services, COVID-1919.10
 Chariton Valley Planning, D&O Ins .168.93
 Cintas, First Aid Supplies86.69
 City of Melrose, Pymt128.06
 Douds Stone, Rock9476.87
 Elliott Bulk Services, Fuel.....14276.57
 Goff & Nash, Plug/License Kit.....1235.08
 IA Dept of Transportation, Parts...1987.08
 L and W Quarries, Rock.....14710.88
 Martin Marietta, Rock3076.87
 McCloud Water Systems, Water42.00
 Michael Todd & Co., sweatshirts.....84.79
 Mid-Iowa Restoration, Svcs5000.00
 MidAmerican Energy, Utility Exp.....10.00
 Midwest Sanitation, Trash.....45.00
 MMIT, Copier Exp134.71
 Newman Traffic Signs, Signs332.88
 Praxair Distribution, Sup/Cyl Rent...346.90
 Productivity Plus, Parts/Freight112.51
 Rainbo Oil Co, Lubriguard.....64.59
 Rathbun Regional Water, Water64.00
 U.S. Cellular, phones314.90
 Van Wall, Air Filter.....214.72
 WEX Bank, Fuel1023.89
 WINDSTREAM, Phone400.85
 Ziegler, repairs/parts1398.32
Grand Total205875.36