

**EMERGENCY COMMISSIONER MEETING
MARCH 24, 2020 AT 10:00 A.M.**

**The following Fountain County Commissioners were present at the meeting:
Craig Stalter, Don Hesler and Tim Shumaker.**

Department Heads were present.

The purpose of this meeting was to discuss two additional Executive Orders issued on March 23, 2020 by the Governor regarding COVID-19 and what action plan Fountain County would be following.

Governor Order 20-08 requires the public to **"shelter in place."**

Shelter in Place

Under Order 20-08, all individuals living in Indiana are required to stay home unless leaving home meets a listed exception. All non-essential business operations must cease. Gatherings of ten or more people are prohibited. Travel is limited to only essential activities. If you must leave home for essential activities, essential governmental functions or essential business operations, you are to maintain a distance of at least six feet from any other person with the exception for family or household members.

Essential Activities include matters of health and safety, to obtain necessary supplies and services, to engage in outdoor activity such as walking, hiking, running or biking, to take care of others, or to seek medical care. Individuals may leave their homes to work for or seek services from human services providers such as long-term care facilities, day care centers, day care homes, and places that care for individuals with physical, intellectual or developmental disabilities or the needy. Individuals may leave home in order to provide services or perform work for essential infrastructure, such as food production/distribution, construction, building management, airport operation, maintenance of utilities and telecommunications. Any governmental worker who supports essential business operations is also exempted such as law enforcement, emergency personnel, legislators, court personnel, and child protection personnel.

Each governmental body shall determine its essential governmental functions and the identify employees and/or contractors necessary to the performance of those functions. Essential business that may continue include stores that sell groceries and medicine, laundry services, restaurants for consumption off-premises (alcohol may now be carried out), suppliers of items needed to work from home, manufacturers and suppliers of essential products, transportation providers, home based care providers, residential facility employees, and those providing professional services (legal, accounting, insurance and real estate), hotel workers, and funeral service providers. State and local law enforcement is required to enforce the orders however, the Alcohol Tobacco Commission will also enforce the in-person dining prohibition.

Order 20-09, issues revised parameters for governing bodies to hold public meetings and address public records requests.

Revisions to the Open Door Law and Access to Records Act

Order 20-09 now allows public meetings to be held without a physical location for the meeting. Meetings can be held electronically via teleconference or videoconference by all members of the governing body for purposes of establishing a quorum and taking final action, so long as members of the public and the media can access the electronic meeting. Notice of the meeting can be provided by electronic means. The electronic meeting revisions apply to public meetings, but not to public hearings. State statute must still be followed for public hearings.

Until April 7, public records requests may only be submitted electronically or by mail. Public agencies will have a reasonable time after this two-week period to acknowledge receipt of the public records request.

Other

Order 20-09 also suspends the depository rule for public funds. Local units may now reduce deposits to no less than twice weekly. Due to the closure of the Indiana Law Enforcement Academy, officers who have completed the pre-basic course may exercise powers before the completion of basic training.

**COMMISSIONERS EXECUTIVE ORDER NO. 2020-2
ORDER EXTENDING RESOLUTION DECLARING A PUBLIC HEALTH EMERGENCY
AND EXERCISING EMERGENCY POWERS IN RESPONSE TO THE CORONAVIRUS
DISEASE 2019 EPIDEMIC**

Signed on March 23, 2020 by Craig Stalter, Commissioner President.

**Ordinance 2020 – 6 Fountain County Commissioners
Amending Employee Handbook and Adding Emergency Paid Sick Leave Policy
and Emergency Family and Medical Leave Act Policy**

A motion was made by Don Hesler and seconded by Tim Shumaker to approve the
Ordinance 2020-6. Vote: 3-0

Public Access to the Courthouse is closed

The Courthouse is locked and closed to the public effective March 25, 2020 – April 6, 2020 according to the guidelines of Governor's Statewide Address on Monday, March 23, 2020. These guidelines may change daily. The Dept. Heads can decide if they need or want some of their staff to do certain duties or have some or all of their staff "On-Call" right now if they don't have essential duties that need attention at this time. Each department head will decide, along with their employees, who will work, who can work from home and who will be off. Everyone seemed to agree that this is the best solution in the short term and if this goes longer than 2 weeks than the Commissioners will address it at that time.

Everyone will be paid their regular pay for the two weeks. Essential employees will not get any extra pay or comp time.

For payroll tracking purposes the Time Card in the lower portion on "Other Leave" needs to include the following code/codes:

C19-W = Employee did essential work that day

C19-NW = Employee was home and didn't work

In the far right bottom box:

Enter the normal hours that you work in a two-week period

The Recorder sent out a notice to Title Searchers, Banks, etc. to schedule an appointment with her office, only one in at a time, and there is no guarantee that they will have access to the transfer books in the Auditor's Office or the files in the Clerk's Office. She also told them that the Auditor Deputies are staggering schedules and basically are on-call if not scheduled to work and that transfers will likely not be done daily but, that we will process transfer documents as quickly as we can with the limited staff.

The Commissioners Meetings for April 6, 2020 & April 20, 2020 has been cancelled.



**ATTEST: Brenda Hardy
Fountain County Auditor**



Craig Stalter, President



Don Hesler



Tim Shumaker