

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
March 30, 2020

Meeting convened: 10:00 a.m.
Members Present: Amanda Bevard (Chair), Terry McCarthy (Vice-Chair)
Participating Remotely: David Babson (Clerk)
Others Present: Executive Coordinator Mellisa Seamans, IT Contractor Jon Rich of Cybertron
Present Remotely: Registrar Lisa Scott, Sheriff Domenic Richardi, HR Director Bonnie Murley, Maintenance Director Bob Murray, DPW Director Will DeWitte, MVC Administrator Howie Chandler, CCHOC Supt. Jason Henry
Public Present: Rep. Ed Comeau (www.governmentoversite.com)
Call to Order
Pledge of Allegiance

*****All votes during this meeting were taken via roll call*****

The main purpose of the meeting was to practice conducting remote meetings using the Zoom online program.

Families First Coronavirus Response Act (FFCRA)

Discussion ensued about whether or not the commissioners want to exempt health care providers and emergency responders from the benefits afforded other employees. Chmn. Bevard said the commissioners need to be very vigilant in requesting proof that employees are absent due to legitimate Covid-19 related reasons. She also added that employees claiming to take time off to care for a child will be required to provide a note from their spouse's employer confirming their spouse is working. Comm'r Babson said a county policy is unnecessary and employees can instead be directed to the legislation. The department heads will be asked to provide a list of non-essential employees in their departments. The commissioners discussed having the human resource director draft a notice to employees.

MOTION: "On the Families First Coronavirus Response Act, the commissioners will not exclude any Carroll County employees" by Comm'r McCarthy, 2nd Comm'r Babson.

MOTION: "On the emergency order issued by Governor Chris Sununu pursuant to Executive Order #17 and let department heads guide the commissioners on what is essential to run their departments" by Comm'r McCarthy, 2nd Comm'r Babson.

Comm'r Babson said it is ultimately up to the commissioners to decide who is essential.

Department Heads

The departments heads provided a status report about their department's response to covid-19.

Registry of Deeds – Lisa Scott

Karen from MVC came to registry of deeds to conduct training on protocols and instituted those. This included hand sanitizer and protective gear for the public. Then the office closed to the public. Five staff considered essential. Two employees are working from home each week in case an in-office employee becomes ill and has to stay home. Ms. Scott is considering two-week rotations. Employee temperatures are taken each morning. Department has morning and afternoon Zoom staff meetings each day. Common carrier mail is being retrieved from the foyer. Ms. Scott requested one consolidated sign on each entrance, giving instructions to the public on how to access services in the administration building.

MVC – Howie Chandler

The building has been on lockdown since March 13. Two residents are currently hospitalized for non-pandemic-related reasons. A 14-day quarantine is likely for these residents when they return to MVC. There are currently three open rooms and admissions are being discouraged. A lot of pressure currently from the State to accept hospital discharges. MVC rule that no hospital discharges will be accepted unless negative coronavirus test has been overruled by the State. With no symptoms, residents must be allowed to return. Positions of American Healthcare Association that no resident should have a test forced on them. The commissioners agreed to write a letter to support Mr. Chandler's position on this issue.

CCHOC – Jason Henry

Building on lockdown with no visitors or volunteers. Attorneys can visit through visiting room glass with telephone. One officer's wife tested negative so he will be coming back to work. A second officer is awaiting test results for his wife. Staff on leave are being paid. Staff allowed to work remotely if possible. New intakes are quarantined for 14 days. Plenty of cleaning supplies, toilet paper and masks.

DPW – Will DeWitte

Three staff keeping busy. Hoping to talk to the commissioners about requests for proposals for new equipment such as the round baler. Two new customers being added to the water system

Maintenance – Bob Murray

No staffing concerns. Housekeeping taking frontline on sanitation and cleaning. Adjustments made for input of supplies. Continuity of operations is intact. Mr. Murray will install a wireless doorbell to alert the registry of deeds of package deliveries.

Sheriff's Office – Domenic Richardi

Limited access to civil office. Emergency-only access to dispatch. Accommodated schedule change for one staff due to childcare issues.

Finance Office – Kathy Armstrong

Waiting for specifics on payroll changes. Department heads are reminded to document everything. Chmn. Bevard noted this will be very important for possible reimbursement via federal funds in the future.

Human Resources – Bonnie Murley

Stressed the need for an "all-call" text messaging system to be able to communicate with all staff and will explore options and cost. Ms. Murley has posted all required postings received from the department of labor. Ms. Murley said the county should follow what other counties are doing by sending out an umbrella covid-19 policy to all employees. The commissioners are agreeable to having Ms. Murley creating an information letter from the commissioners to the employees. Ms. Murley suggested a resources link be added to the County website. The HR Department has been receiving records requests for people who have filed for unemployment currently and have worked for the County in the past year. Primex has been extremely helpful.

Other

Chmn. Bevard thanked the department heads for rising to the challenge during this difficult time. Comm'r Babson said it is important to keep people safe and to pay the employees. He thanked the department heads for doing a great job during this difficult time. Comm'r McCarthy commended the staff for their hard work during this crisis.

The department heads were asked to submit a response to the commissioners by April 1 indicating essential vs non-essential staff.

Comm'r Babson said all of the Carroll County response procedures should be added to the County website.

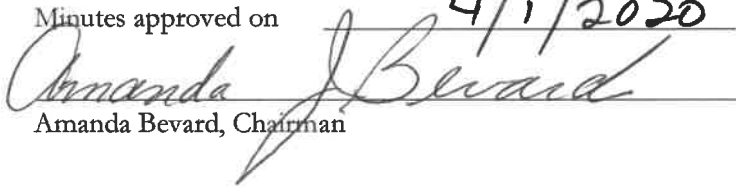
Ms. Seamans will create consolidated notice signs for the administration building doors.

Comm'r Babson asked about potential budgetary impact the pandemic will have. Ms. Murley said the finance director and Checkmate are working to make sure the payroll system is coding correctly.

Comm'r Babson commended Chmn. Bevard for hosting this remote meeting. The value of remote meetings was discussed. Chmn. Bevard said it is possible to allow the public to participate in meetings remotely. Comm'r Babson said during these times the public should be allowed to weigh in remotely.

Minutes approved on

4/1/2020



Amanda Bevard, Chairman

David Babson, Clerk

Terry McCarthy, Vice-Chairman