

HARDIN COUNTY BOARD OF SUPERVISORS  
MINUTES – APRIL 1, 2020  
WEDNESDAY - 9:00 A.M.  
COURTHOUSE LARGE CONFERENCE ROOM

Chair Lance Granzow called the meeting to order. The meeting was held electronically due to COVID-19 public health risks. Also in attendance were Supervisors BJ Hoffman and Reneé McClellan; and Michael Pearce, Jessica Sheridan, Angela De La Riva, Taylor Roll, Jessica Lara, Curt Groen, Lori Kadner, Don Knoell, Machel Eichmeier, Justin Ites, Thomas Craighton, Dave Dunn, Dave McDaniel, Matt Jones, Becca Junker, Donna Juber, Bob Juber, Cheryl Lawrence, Linn Adams, Wes Wiese, Darrell Meyer, Julie Duhn, and Angela Silvey.

The Pledge of Allegiance was recited.

Hoffman moved, McClellan seconded to approve the agenda as posted. Motion carried.

McClellan moved, Hoffman seconded to approve the minutes of March 25, 2020. Motion carried.

McClellan moved, Hoffman seconded to approve the April 1, 2020 claims for payment. Motion carried.

Hoffman moved, McClellan seconded to approve Hardin County Utility Permit Application 20-013, submitted by the University of Iowa. Motion carried. Permit Application 20-013 is on file in the Engineer's Office.

County Engineer Taylor Roll provided a departmental update. Roll also reviewed his FY 2021 Secondary Roads Budget, Five Year Construction Program, and changes in bridge embargoes.

McClellan moved, Hoffman seconded to approve the Secondary Roads Iowa DOT Budget for FY 2020/2021. Motion carried.

Hoffman moved, McClellan seconded to approve the Secondary Roads Five Year Construction Program. Motion carried.

McClellan moved, Hoffman seconded that the following Resolution No-2020-14, Bridge Weight Limit Postings, be adopted. Roll Call Vote: "Ayes" McClellan, Hoffman, and Granzow. "Nays" None. Resolution No. 2020-14 is hereby adopted as follows:

Resolution 2020-14  
Bridge Weight Limit Postings

WHEREAS, in accordance with requirement of the Federal Government, certain bridges located on the Secondary Road System must be posted with load limit signs; and

WHEREAS, a bridge inspection program covering all Secondary Highway bridges in Hardin County, is being completed biennially; and

WHEREAS, a number of such bridges have been found to require load limit posting as determined by criteria established by the Federal Government.

NOW THEREFORE, BE IT RESOLVED by the Hardin County Board of Supervisors on this 1st day of April, 2020 as provided in Sections 321.471, 321.472, and 321.473, Code of Iowa, to erect and/or maintain weight limit signs in advance of the following bridges located on the Federal Aid, Farm to Market, and Local Secondary Road System. The County Engineer is instructed to place or cause to be placed, all necessary signs to comply with this resolution. Only those bridges determined to have a weight restriction below LEGAL, in the listing included herein, will be required to have signs erected.

BE IT FURTHER RESOLVED: Due to changes in the status of the bridges on the Secondary Roads in Hardin County brought about by repair, replacement, or re-inspection, all previous resolutions regarding the posting of these bridges in Hardin County is hereby superseded.

County Bridge No.	Location (Sec.-T-R)	Legal Loads	Load Posting (Tons)
1212	12 - 89 - 19	Y	
1296	29 - 89 - 19	Y	
1440	26 - 89 - 19	Y	
1523	35 - 89 - 19	Y	
1567	3 - 88 - 19	Y	
1593	31 - 89 - 19	Y	
1607	2 - 88 - 20	Y	
2171	15 - 89 - 20	<b>YES</b>	
2211	17 - 89 - 20	N	28,40,40
2233	21 - 89 - 20	Y	
2238	21 - 89 - 20	N	<b>20 - All</b>
2337	29 - 89 - 20	Y	
2394	34 - 89 - 20	Y	
2411	2 - 88 - 20	Y	
3006	1 - 89 - 21	Y	
3018	2 - 89 - 21	Y	
3029	2 - 89 - 21	Y	
3175	11 - 89 - 21	Y	
3190	15 - 89 - 21	Y	

County Bridge No.	Location (Sec.-T-R)	Legal Loads	Load Posting (Tons)
3250	17 - 89 - 21	Y	
3267	18 - 89 - 21	N	25 - All
3520	36 - 89 - 21	Y	
4003	1 - 89 - 22	Y	
4004	1 - 89 - 22	Y	
4081	6 - 89 - 22	Y	
4116	8 - 89 - 22	Y	
4124	9 - 89 - 22	Y	
4129	10 - 89 - 22	Y	
4214	16 - 89 - 22	Y	
4216	17 - 89 - 22	Y	
4226	17 - 89 - 22	Y	
4236	18 - 89 - 22	Y	
4250	20 - 89 - 22	Y	
4252	20 - 89 - 22	Y	
4254	21 - 89 - 22	Y	
4345	26 - 89 - 22	Y	
4374	28 - 89 - 22	Y	
4391	30 - 89 - 22	Y	

### Hardin County 2020 Bridge Postings

County Bridge No.	Location (Sec.-T-R)	Legal Loads	Load Posting (Tons)
4393	30 - 89 - 22	Y	
4401	31 - 89 - 22	Y	
4404	31 - 89 - 22	N	28,40,40
4419	32 - 89 - 22	Y	
4428	32 - 89 - 22	N	17 - All
4436	6 - 88 - 22	Y	
4458	4 - 88 - 22	Y	
5022	3 - 88 - 22	Y	
5023	4 - 88 - 22	N	20 - All
5029	5 - 88 - 22	N	One Truck Only
5088	11 - 88 - 22	Y	
5106	12 - 88 - 22	N	3 - All
5139	18 - 88 - 21	N	15 - All
5150	13 - 88 - 22	Y	
5276	19 - 88 - 21	Y	
5329	31 - 88 - 22	Y	
5345	32 - 88 - 22	Y	
5351	5 - 87 - 22	Y	
5356	32 - 88 - 22	N	One Truck Only
5370	33 - 88 - 22	<b>YES</b>	
5373	4 - 87 - 22	Y	
5389	34 - 88 - 22	<b>YES</b>	
5395	3 - 87 - 22	N	21 - All
6006	6 - 88 - 20	Y	
6181	16 - 88 - 21	Y	
6219	20 - 88 - 21	Y	
6246	21 - 88 - 21	Y	
6260	22 - 88 - 21	<b>YES</b>	
6295	30 - 88 - 20	Y	
6301	25 - 88 - 21	Y	
6313	27 - 88 - 21	Y	
6319	28 - 88 - 21	Y	
6324	29 - 88 - 21	Y	
6326	29 - 88 - 21	Y	
6333	29 - 88 - 21	Y	
6338	29 - 88 - 21	Y	
6439	34 - 88 - 21	Y	
6463	2 - 87 - 21	Y	
7019	12 - 88 - 20	Y	
7022	12 - 88 - 20	Y	
7134	8 - 88 - 20	Y	

County Bridge No.	Location (Sec.-T-R)	Legal Loads	Load Posting (Tons)
7157	7 - 88 - 20	Y	
7209	33 - 88 - 20	N	28,40,40
7278	19 - 88 - 19	Y	
7343	21 - 88 - 20	<b>NO</b>	<b>20 - All</b>
7360	29 - 88 - 20	Y	
7370	29 - 88 - 20	Y	
7425	33 - 88 - 20	<b>YES</b>	
7441	27 - 88 - 20	Y	
7461	27 - 88 - 20	<b>REMOVED</b>	
7463	34 - 88 - 20	Y	
7492	35 - 88 - 20	Y	
7508	4 - 87 - 20	Y	
8030	2 - 88 - 19	Y	
8225	23 - 88 - 19	Y	
8241	28 - 88 - 19	Y	
8263	31 - 88 - 19	<b>YES</b>	
8264A	31 - 88 - 19	<b>NO</b>	<b>25 - All</b>
8340	28 - 88 - 19	Y	
8342	27 - 88 - 19	Y	
8349	26 - 88 - 19	Y	
8401	36 - 88 - 19	Y	
9040	3 - 87 - 19	Y	
9050	31 - 88 - 19	Y	
9066	16 - 87 - 19	Y	
9109	12 - 87 - 19	Y	
9112	12 - 87 - 19	Y	
9219	22 - 87 - 19	Y	
9232	14 - 87 - 19	Y	
9244	14 - 87 - 19	N	25 - All
9258	24 - 87 - 19	Y	
9271	19 - 87 - 18	Y	
9300	26 - 87 - 19	Y	
9334	33 - 87 - 19	Y	
9336	28 - 87 - 19	Y	
9355	20 - 87 - 19	N	20 - All
9380	29 - 87 - 19	Y	
9389	30 - 87 - 19	<b>REMOVED</b>	
9412	33 - 87 - 19	Y	
9440	35 - 87 - 19	Y	
9446	35 - 87 - 19	Y	
9453	36 - 87 - 19	Y	
9466	31 - 87 - 18	Y	
9480	2 - 86 - 19	Y	

### Hardin County 2020 Bridge Postings

County Bridge No.	Location (Sec.-T-R)	Legal Loads	Load Posting (Tons)
9515	9 - 87 - 19	Y	
10001	1 - 87 - 20	Y	
10027	2 - 87 - 20	N	20 - All
10039	3 - 87 - 20	Y	
10061	9 - 87 - 20	Y	
10161	11 - 87 - 20	Y	
10170	11 - 87 - 20	Y	
10202	13 - 87 - 20	Y	
10250	17 - 87 - 20	Y	
10259	18 - 87 - 20	N	<b>CLOSE</b>
10288	20 - 87 - 20	Y	
10331	24 - 87 - 20	N	12 - All
10333	24 - 87 - 20	Y	
10341	30 - 87 - 19	Y	
10345	25 - 87 - 20	<b>YES</b>	
10372	26 - 87 - 20	Y	
10401	27 - 87 - 20	Y	
10489	28 - 87 - 20	Y	
10492	21 - 87 - 20	N	20 - All
10632	35 - 87 - 20	Y	
11009	1 - 87 - 21	N	6 - All
11014	3 - 87 - 21	N	20 - All
11044	7 - 87 - 21	Y	
11053	8 - 87 - 21	Y	
11139	12 - 87 - 21	Y	
11142	7 - 87 - 20	Y	
11211	17 - 87 - 21	Y	
11272	22 - 87 - 21	Y	
11284	22 - 87 - 21	Y	
11343	30 - 87 - 20	Y	
11355	25 - 87 - 21	Y	
11371	26 - 87 - 21	Y	
11377	26 - 87 - 21	Y	
11433	31 - 87 - 21	Y	
11525	5 - 86 - 21	Y	
12004	6 - 87 - 21	Y	
12008	1 - 87 - 22	Y	
12015	2 - 87 - 22	N	28,40,40
12022	3 - 87 - 22	Y	
12042	5 - 87 - 22	Y	
12053	6 - 87 - 22	Y	
12153	12 - 87 - 22	Y	
12248	18 - 87 - 22	Y	

County Bridge No.	Location (Sec.-T-R)	Legal Loads	Load Posting (Tons)
12270	20 - 87 - 22	Y	
12286	21 - 87 - 22	Y	
12297	22 - 87 - 22	Y	
12310	22 - 87 - 22	N	28,40,40
12319	23 - 87 - 22	Y	
12329	24 - 87 - 22	N	28,40,40
12350	25 - 87 - 22	Y	
12357	30 - 87 - 21	Y	
12423	29 - 87 - 22	Y	
12427	29 - 87 - 22	N	3 - All
12528	36 - 87 - 22	Y	
12552	1 - 86 - 22	Y	
13001	1 - 86 - 22	Y	
13070	9 - 86 - 22	Y	
13090	10 - 86 - 22	Y	
13147	13 - 86 - 22	Y	
13157	15 - 86 - 22	Y	
13168	14 - 86 - 22	Y	
13308	24 - 86 - 22	Y	
13312	19 - 86 - 21	Y	
13432	32 - 86 - 22	Y	
13505	36 - 86 - 22	N	20 - All
14015	4 - 86 - 21	Y	
14021	5 - 86 - 21	Y	
14056	9 - 86 - 21	Y	
14069	3 - 86 - 21	Y	
14083	14 - 86 - 21	Y	
14085	2 - 86 - 21	Y	
14094	1 - 86 - 21	Y	
14096	12 - 86 - 21	Y	
14099	12 - 86 - 21	Y	
14105	12 - 86 - 21	Y	
14222	30 - 86 - 21	Y	
14365	34 - 86 - 21	Y	
14371	33 - 86 - 21	Y	
14390	29 - 86 - 21	Y	
14436	6 - 86 - 20	REMOVED	
15002	6 - 86 - 19	Y	
15009	1 - 86 - 20	Y	
15023	6 - 86 - 20	Y	
15035	7 - 86 - 20	N	CLOSED
15059	9 - 86 - 20	<b>YES</b>	
15152	15 - 86 - 20	Y	

### Hardin County 2020 Bridge Postings

County Bridge No.	Location (Sec.-T-R)	Legal Loads	Load Posting (Tons)
15163	15 - 86 - 20	Y	
15174	16 - 86 - 20	Y	
15189	8 - 86 - 20	N	25 - All
15228	16 - 86 - 20	Y	
15263	22 - 86 - 20	<b>NO</b>	<b>Close/20</b>
15267	15 - 86 - 20	<b>YES</b>	
15275	23 - 86 - 20	Y	
15280	23 - 86 - 20	Y	
15291	24 - 86 - 20	Y	
15301	30 - 86 - 19	N	<b>20,30,30</b>
15305	24 - 86 - 20	Y	
15310	24 - 86 - 20	Y	
15346	27 - 86 - 20	Y	
15391	31 - 86 - 20	N	<b>10 - All</b>
15401	32 - 86 - 20	Y	
15417	33 - 86 - 20	Y	
15523	36 - 86 - 20	N	<b>10 - All</b>
15526	36 - 86 - 20	Y	
15543	35 - 86 - 20	Y	
16008	6 - 86 - 18	Y	
16015	12 - 86 - 19	Y	

County Bridge No.	Location (Sec.-T-R)	Legal Loads	Load Posting (Tons)
16019	12 - 86 - 19	Y	
16022	1 - 86 - 19	N	12 - All
16031	11 - 86 - 19	Y	
16033	11 - 86 - 19	Y	
16036	2 - 86 - 19	Y	
16060	3 - 86 - 19	Y	
16067	9 - 86 - 19	N	28,40,40
16072	9 - 86 - 19	Y	
16075	5 - 86 - 19	Y	
16083	5 - 86 - 19	Y	
16095	5 - 86 - 19	N	28,40,40
16098	5 - 86 - 19	Y	
16180	16 - 86 - 19	Y	
16267	22 - 86 - 19	Y	
16360	28 - 86 - 19	Y	
16390	27 - 86 - 19	Y	
16430	30 - 86 - 18	Y	
16439	36 - 86 - 19	Y	
16458	36 - 86 - 19	Y	
16526	31 - 86 - 19	N	3 - All
16545	8 - 86 - 19	Y	

/s/ Lance Granzow

Lance Granzow, Chair  
Hardin County Board of Supervisors  
Hardin County, Iowa

I, Jessica Lara, County Auditor in and for Hardin County, Iowa, do hereby certify that the above and foregoing resolution is a true and exact copy of a resolution passed and approved by the Board of Supervisors of Hardin County, Iowa, at its meeting on April 1, 2020.

/s/ Jessica Lara

Jessica Lara  
Hardin County Auditor  
Hardin County, Iowa

Hoffman moved, McClellan seconded to table setting a date and time for a public hearing on proposed amendments to Hardin County Zoning Ordinance No. 29. Motion carried.

Granzow explained that a merger of Workforce Development Region 6 and Region 10 had not met with unanimous member approval; consequently, a merger with Region 15 is now proposed. McClellan moved, Hoffman seconded to merge Workforce Development Region 6 with Region 15. The merger is subject to member county and State approval. Motion carried.

McClellan moved, Hoffman seconded to deny Rural Iowa Waste Management Association's request to be added to the County's Avesis vision plan. Motion carried.

The Board considered three COVID-19 employee leave policies, with option #3, the Hardin County, Iowa Infectious Disease Action Plan, being the preferred. Discussion was held on the contents of said policy and questions from department heads and Donna Juber were addressed. After County Attorney Darrell Meyer recommended adoption, with adjustments to be expected, the following action was taken:

Where upon Board Member Hoffman moved that the following resolution be adopted:

**RESOLUTION NO. 2020-15**

**RESOLUTION TO ADOPT COVID-19 RESPONSE POLICY**

**WHEREAS**, the United States President, the Governor of Iowa and the Hardin County Board of Supervisors have declared a health emergency due to COVID-19; and

**WHEREAS**, Federal and State health officials have prescribed quarantine and isolation recommendations to protect against the spread of COVID-19 while maintaining essential public services; and

**WHEREAS**, compliance with health and safety recommendations for quarantine and isolation in this health emergency requires adoption of special Hardin County employment policies;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Hardin County, Iowa, that the Hardin County Board of Supervisors adopts the attached COVID-19 RESPONSE POLICY which shall be effective immediately and prospectively.

The motion was seconded by Board Member McClellan and after due consideration thereof, the roll was called and the following Board Members voted:

Ayes: Hoffman, McClellan, and Granzow  
Nays: none  
Absent: none  
Abstain: none

Whereupon, the Chair of the Board of Supervisors declared said Resolution duly passed and adopted this 1st day of April, 2020.

/s/ Lance Granzow  
Lance Granzow, Chair  
Board of Supervisors

Attest:  
/s/ Jessica Lara  
Hardin County Auditor

**Hardin County, Iowa  
Infectious Disease Action Plan  
COVID-19 Pandemic  
April 1, 2020**

**Effective: 4/1/2020**

**NOTE: This Policy involves a rapidly evolving public health emergency. Hardin County will continue to reassess this policy as the public health emergency and the law evolves. Hardin County reserves the right to amend or revise this policy at anytime.**

**GOALS:** To protect employees and citizens. To establish a consistent approach to an infectious disease which is potentially impactful to the quality and timeliness of services. To provide a way to disseminate information to employees and answer questions or concerns.

This is a working document and will be further updated as information is released, and legislation is passed by the federal and state government. Hardin County will strive to follow all guidelines put in place by the Centers for Disease Control (CDC), Iowa Department of Public Health (IDPH), and the County Department of Public Health.

**COVID-19:** Covid-19, or coronavirus, is a respiratory illness for which no vaccine exists and people do not possess immunities from previous

exposure/infection. This new (“novel”) coronavirus was discovered in Wuhan, China in December 2019. The incubation period for COVID-19 is estimated to be approximately 14 days. COVID-19 is spread through infected aerated respiratory droplets from a host coming into contact with a recipient’s mouth, nose, or eye membranes via talking, coughing or sneezing. Transmission may be human-to-human, object-to-human, fecal matter-to-human. There is possible, but low threat of animal-to-human and food-to-human exposure as well. Because of the possibility of person-to-person transmission, it is important that you stay a minimum of six (6) feet away from persons with whom you are interacting and refrain from handshakes and other forms of human touching. Common areas such as computers, mice, public countertops, chairs, tables, doors, knobs, light switches, restroom sinks and toilet handles, manual soap and sanitizer dispensers should be regularly wiped down with disinfectant. Employees using these items should wash their hands or use sanitizer with at least 60% alcohol following the contact.

**ACTION:**

Essential service employees required to remain working full-time on site are as follows: emergency service personnel in the Sheriff’s Department and County Jail/ICE Detention Facility; county healthcare personnel; solid waste personnel; road maintenance personnel in the Engineer’s Department; and department office staff. Some of these employees may be allowed to work from home with advance approval from their department heads. In some instances, these employees may be required to work overtime or otherwise adjust their regular schedules to assist during this crisis. They will be compensated pursuant to collective bargaining agreements, Memorandums of Understandings, and/or Hardin County policy and state and federal law.

Hardin County may modify work schedules as follows: (1) work from home entirely; (2) work partially from home and work partially at their worksite; (3) work staggered shifts either on a full-time or part-time basis; or (4) adjust or otherwise reduce their hours.

For any full-time employee that is normally scheduled to work forty (40) hours per week, if they work less than forty (40) hours per week, the employee shall be compensated for all hours worked at full pay and any hours not worked up to forty (40) hours at two-thirds their regular rate of pay. This leave will not be considered FFCRA leave unless it otherwise falls under the criteria for that leave.

For any part-time employees, their regular hours will be calculated based on the average number of hours they have worked over the past six (6) months. While this policy is in place, part-time employees will be compensated for all hours they work in each week and for those regular hours for which they do not work, they will be compensated at two-thirds their rate of pay as defined in the FFCRA. This leave will not be considered FFCRA leave unless it otherwise falls under the criteria for that leave.

In all instances where employees are receiving two-thirds of their normal pay, the employee is permitted to use any accrued, paid leave to compensate for the on-third difference to receive a full paycheck.

Any employee working from home will be required to execute a Work From Home Agreement prior to being permitted to work from home. **EMPLOYEES ARE NOT PERMITTED TO WORK OVERTIME WHILE WORKING FROM HOME UNLESS SPECIFICALLY AUTHORIZED IN WRITING BY THE COUNTY SUPERVISORS.**

During this time, if you are reporting to work or working from home, you may be asked to perform tasks that are not normal for your job description

or you maybe be asked to train someone else to handle responsibilities that normally rest solely on you. This is just temporary during this time of necessity. Please be adaptable and understanding.

Hardin County will periodically re-evaluate this situation and workplace attendance and leave policies.

#### EMERGENCY PAID SICK LEAVE

Pursuant to federal legislation passed March 18, 2020, the Hardin County will provide time off for employees who meet the following criteria:

1. A federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to (1) a federal, state, or local quarantine or isolation order related to COVID-19; or (2) advice by a healthcare provider to self-quarantine due to concerns related to COVID-19.
5. The employee is caring for a son or daughter (under age eighteen (18)) of the employee if the school or place of care of the son or daughter has closed or the child care provider of such son or daughter is unavailable due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Department of Labor.

Employees meeting one of these criteria shall report their desire to take this leave to their Department Head and the County Auditor. At this time employees shall not be required to provide an FMLA certification for this leave, but shall be required to provide proof of the need for such leave, which may include through a quarantine or isolation order, a note from their healthcare provider, or proof that their child's school/childcare has closed. Employees may be required to provide a healthcare provider certification at a later date.

If an employee needs leave for one of these COVID-19 related reasons prior to the effective date of this policy, the employee may use any source of existing, accrued leaves. If the employee does not have any accrued paid leave, they may take the leave unpaid / be advanced up to 80 hours of sick leave.

Beginning the effective date of this policy, employees shall be entitled to paid leave in the following amounts:

- For full-time employees, 80 hours.
- For part-time employees, a number of hours equal to the number of hours that such employee works on average, over a two-week period, as determined by the employee's Department Head.
- There are caps on the amount of money an employee taking this leave may be compensated. Hardin County will enforce these legally required caps.

This 80 hours of paid leave for full-time employees, or two-week equivalent of pay for part-time employees, is a separate source of paid leave required by the Families First Coronavirus Response Act. During this two-weeks, employees' personally accrued leave banks will not be

depleted, and employees will be paid in accordance with the legally required amounts and caps. For employees absent for reasons (1), (2) or (3) above, they shall receive 100% of their pay with a daily cap of \$511 per day or an aggregate of \$5,110 over the two-week period. For employees absent for reasons (4), (5) or (6) above, they shall receive two-thirds (2/3) of their regular pay with a daily cap of \$200 per day or an aggregate of \$2,000 over the two-week period.

If employees exhaust this two weeks of pay and cannot return to work and their absence is related to reasons (1), (2), (3), (4), and (6), the employee may be paid through the use of any of their accrued leave banks. If employees exhaust this two weeks of pay and cannot return to work and their absence is related to reason (5) above and they have been employed for at least thirty (30) days, the employee is entitled to additional leave as described below in the EMERGENCY EXPANDED FMLA section.

Hardin County will allow employees who are requesting this leave for school or childcare closures or unavailability to use the leave on an intermittent basis. For example, for an employee requesting this leave for school or childcare closure or unavailability who is able to work part-time due to other individuals being able to care for the child(ren), that employee shall be able to use their hours intermittently for any leave experienced until the hours they are entitled to are exhausted. However, the employee shall work with Hardin County to schedule the intermittent leave to minimize the impact on Hardin County business operations as much as practicable.

Employees seeking to use this leave for any other reason other than school or childcare closure or unavailability are not permitted to use this leave on an intermittent basis.

#### EMERGENCY

**EXPANDED FMLA** On March 18, 2020, the federal government temporarily expanded the FMLA to include a new qualifying reason for FMLA leave related to the public health emergency. *A qualifying need related to a public health emergency means that the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.*

In addition to Hardin County's FMLA policy already in place, the following guidelines apply to this new qualifying reason:

- The only eligibility requirement for employees to be eligible for this leave is that the employee has been employed for thirty calendar days prior taking the leave.
- The employee shall be paid for this leave as follows:
  - Employees will be paid two-thirds (2/3) of the employee's regular rate of pay (as determined by Section 7(e) of the FLSA).
  - For employees whose schedules vary from week to week, the employee will be paid two-thirds of their regular rate of pay for those hours that the employee would have worked if the leave was not necessary. If the hours the employee would have normally worked are not apparent, the hours the employee should be compensated for will be calculated as follows:
    - A number equal to the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.

- If the employee did not work over the 6-month period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.
- Under no circumstances will an employee be compensated more than \$200/day or \$10,000 in the aggregate for this leave.

ILLNESS REPORTING: Do Not Enter a Hardin County facility if:

- If you are experiencing any of the following flu-like/respiratory symptoms,
  - Fever – over 100 degrees Fahrenheit
  - Coughing
  - Sneezing
  - Shortness of Breath
  - Any other flu-like symptom. Uncommon symptoms of COVID-19 include diarrhea, nausea, and fatigue.
  - YOU MAY NOT RETURN TO WORK UNTIL THE LATER OF THE FOLLOWING: (1) seven (7) days from the onset symptoms; (2) fever free for seventy-two (72) hours without any fever reducing medication.
- Have been diagnosed with COVID-19 and/or tested positive for COVID-19.
- Been around someone who has been diagnosed with COVID-19 or tested positive for COVID-19. This includes living in the same household or spending time within six (6) feet of someone who has been diagnosed with COVID-19 or tested positive for COVID-19.

Employees experiencing any of the above should report it immediately. Employees should call their supervisor to report these conditions.

TRAVEL:

As of the date of this policy all employees who travel as defined by this policy will be subject to the following requirements:

For purposes of this policy, "Travel" is defined as follows:

- Non-essential: (1) traveling to any location outside of a fifty (50) mile radius of the employee's regular work site or (2) attending a gathering of more than ten (10) people regardless of the location.
- Essential: (1) necessary travel that does not meet the definition of non-essential travel. Hardin County will authorize essential travel on a case by case basis.

All employment-related Non-Essential Travel as defined by this policy is suspended without prior approval of the Department Head (i.e. conferences or non-essential meetings.)

Any employee who engages in Non-essential Travel pursuant to this policy shall report their plans to travel (or if already traveling as of the date of this policy, their return plans from travel) to the Department Head. These reports shall be made via phone or e-mail rather than in person to minimize contacts and limit person-to-person exposure.

For anyone engaged in Non-essential Travel as defined by this policy and planning to return to work, you will be required to self-isolate away from work for fourteen (14) days. You will only be allowed to return to work if symptom and fever free as defined by the CDC guidelines. You are required to use vacation, personal leave and sick leave during this time and in that order to be compensated for your normal working hours. If, after April 1, 2020, you need leave relating to reasons (1) through (6)

outlined above, the employee may be eligible for Emergency Paid Sick Leave and Emergency Expanded FMLA Leave.

For any employee of Hardin County who engages in non-essential travel without prior approval shall be placed on a 14-day emergency leave from work from date of last possible exposure. For payroll purposes, the mandatory leave shall be accounted for in the following order:

1. comp-time deduction;
2. Vacation time deduction;
3. Advance on future vacation time

**MEETINGS:** No group meetings shall be held in-person for the duration of this policy without prior approval from the Department Head. All meetings shall be held electronically or over the phone. Any approved in-person meetings shall only include internal staff unless the Department Head has approved the presence of others prior to the meeting.

Public Safety employees are permitted to meet with their co-workers for regular updates and other Department-related matters throughout this public health emergency, however they should practice good hygiene and social distancing to the extent possible.

**STAFF UPDATES:** The Department Head or his designee shall update all staff on developments throughout this time period.

#### HIGH RISK

**EMPLOYEES:** If you are someone who is at “higher risk” for becoming ill from the virus (pursuant to the CDC’s guidance, see: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>), please feel free to communicate that to the Department Head. The information you provide will be kept strictly confidential in your medical file and will be used solely for the purposes of determining your potential need for a leave of absence or for modifications to your work schedule and/or work environment during the pandemic.

Hardin County will assess situations with high-risk employees on a case-by-case basis. In the event an employee is high risk and unable to report to work, the employee will either be allowed to work from home if practicable or be excused from reporting to work and receive two-thirds of their normal salary as described under the non-essential employees who are not required to work from home in this policy. If a doctor recommends the employee self-quarantine due to underlying health conditions, the employee will receive 100% of their normal salary for up to eighty (80) hours and then may use any applicable leave thereafter.

#### EMERGENCY RESPONDERS:

This leave policy does not pertain to “emergency responder” employees including police, fire-fighters, dispatchers and other first responder employees. Emergency responders are expected to report to work regardless of their circumstances unless they exhibit Coronavirus symptoms. In that situation, they should report their symptoms immediately to their Department Head and await further instructions.

**POLICY:** The leave authorized by this policy shall expire on December 31, 2020 and no leave shall be carried forward to 2021.

Meyer will work on an employee Work from Home Agreement to be presented at a future meeting.

McClellan moved, Hoffman seconded to approve the hiring of Michelle Lauchner, part-time Community Services Administrative Assistant, at a rate of \$16.09/hour, effective 04/01/2020. Wages will increase to \$16.41/hour effective 07/01/2020. Motion carried.

Hoffman moved, McClellan seconded to approve the resignation of Luke Davison, Roadside Vegetation Management Specialist, effective 04/29/2020. Motion carried.

**COVID-19 Update:**

Emergency Management Coordinator Thomas Craighton stated that 10,000 pieces of PPE have been delivered to nursing homes, first responders, law enforcement, and the jail; addressed questions about a mandatory state shut-down; and emphasized the importance of individual responsibility in limiting contact with others.

**Public Comments:**

Donna Juber reminded everyone to maintain 6 feet of separation.

Eldora Mayor Dave Dunn asked whether or not there was a timeline for introducing the new IGHCP insurance plan to entities on the County's plan.

Prompted by a question from Granzow, Dunn acknowledged that sump pump inspections in Eldora have been postponed.

County Treasurer Machel Eichmeier reminded property tax payers that, in accordance with the Governor's proclamation, penalties for late March payments will not be assessed until April 17. The proclamation includes provisions on motor vehicle delinquencies and title transfers, and the public can contact the Treasurer's Office to learn more.

McClellan commended employees for all efforts being made to continue operations.

**Other Business:**

Roll advised he attended a Region 6 meeting recently where funding of \$145,000 for the Iowa River Trail in 2021 and \$198,000 for Alden in 2023 were approved.

Eichmeier thanked the public for its patience during the COVID-19 situation.

Becca Junker, Payroll and Benefits Manager, commented on the next steps in the IGHCP transition process. IGHCP wants to arrange a meeting in April, and Junker will update all involved.

Hoffman noted that all Iowa registered voters will receive a postage-paid absentee request form in the mail.

McClellan moved, Granzow seconded to adjourn. Motion carried.

/s/ Lance Granzow  
Lance Granzow, Chair  
Board of Supervisors

/s/ Jessica Lara  
Jessica Lara  
Hardin County Auditor